

## Procedure: Serving Coffee in Hale

### 1. Set Up:

- 1.1. Plan on getting into church about 10:15.
- 1.2. Pull the big coffee maker forward and plug it in. Turn on the three toggles.
- 1.3. Run tap water until it's hot and fill the two copper-colored serving carafes and a tea-water brewing carafe. Put it on the top heating unit. Plug in the warming tray on the counter near the Hale door.
- 1.4. **Wait about 20 minutes** before making the first pot. More bags of coffee should be in the lower-right cupboard by the kitchen in Fellowship Hall.
- 1.5. While you wait, move the narrow table in Hale out from the wall and center it in front of the door to the kitchenette with room to move around behind it.
- 1.6. Turn on air purifier in the corner.
- 1.7. If the two chairs are causing a narrow path in front of the table, move them against the wall next to the television set



*This is how I have set up the serving table but you may choose to do it differently.*

- 1.8. Set mugs out of either end of the narrow table and fill the  $\frac{1}{2}$  &  $\frac{1}{2}$  pitcher from the carton in the refrigerator, if there is some there.
- 1.9. I usually set one of the empty mug trays on the end of the table for used mugs and put a waste basket at the end of the table.

- 1.9.1. If you haven't brewed coffee before, empty ground coffee (decaf or regular) into a filter, slide in the big cup thingy into the slot on the left side of the brewer. The coffee and filters are on top of the refrigerator and scissors should be in the drawer under the coffee maker.
- 1.9.2. Fill the plastic pitcher up to the black line with cold water. Pour water into the rectangular hole on the top of the coffee maker.
- 1.9.3. Make a pot of the other coffee type when the first pot is full.

**2. Serving:** Leave during the last hymn:

- 2.1. Fill the warmed carafes with coffee.
- 2.2. Move the tea water to the warming tray as well as the partial pot of regular coffee. Make a second pot of regular if it looks like there are enough people in church to warrant it. So far, we have not needed a second pot of decaf.
- 2.3. There is also apple juice in the refrigerator and cold cups in the cupboard above the warming tray if kids should come in.

**3. Clean Up:** Basically put everything back the way you found it. **And remember to turn off the air purifier.**

- 3.1. Hand-wash and dry the cups and put them back on the two trays, covering them with tea towels.
- 3.2. **Pull the plugs on the warming tray and coffee maker** and push the maker back against the wall.
- 3.3. Close both hall doors to Hale, slide the bolt on the duo room/kitchenette door, and lock the hall door to the duo room as you leave.

**ALL DONE – AND THANK YOU!!**