



**INSTRUCTIONS FOR FELLOWSHIP COFFEE HOUR  
10 AM SERVICE  
HELD IN FELLOWSHIP HALL**



- Bring:**
- 1 gallon punch or juice (no red dye)
  - 2 (13 oz.) cans of coffee (one regular and one decaf)
  - 1 quart of half n' half or whole milk
  - 1 sliced lemon
  - optional cookies or coffee cake
- All other supplies are in cabinets in the kitchen of Fellowship Hall.

**30 MINUTES BEFORE THE SERVICE:**

**Coffee**

(Two coffee makers are in the cabinets along the right side of kitchen when facing windows.)

- a) Fill one coffee maker with 55 cups of cold water for regular coffee.  
Fill second coffee maker with 40 cups of cold water for decaf coffee.
- b) Put 3/4 of one 13 oz. can (2 & 3/4 cups) of regular coffee in the basket of the coffee maker with 55 cups of water. Put 2 cups of decaf coffee in the basket of the coffee maker with 40 cups of water.
- c) Check the bottom of the stems to make sure the small round flappable part is not stuck. Coffee will not perk if this flap is stuck. (Turn over page to see picture.)
- d) Make sure the stems are placed all the way down inside the middle of pots.
- e) Plug in the 2 pots - one to the outlet left of the first sink and the other to the right of the second sink. **The fuse will BLOW if both are plugged into the same outlet.**
- f) **If the coffee maker has a knob just above the spout, make sure it is turned to the right. If turned to the left, it will not perk. Knob turned to the left just keeps coffee warm.**
- g) Check the pots to make sure they are perking.

**Tea** - Fill smaller electric pot with 20 cups of cold water. At least 25 minutes before the service (avoiding pot noise during service), place pot on the narrow cabinet next to the door in the Fellowship Hall and plug into the wall outlet.

**Punch or Juice** - Pour into the punch bowl and place in the refrigerator. Put ladle in bowl.

**Two round tables in Fellowship Hall:**

First Table for Coffee - Set with hot cups, sugar, coffee stirrers and two small saucers for under coffee spouts.

Second Table for Punch and Juice - Set with small cold cups and any cookies or cake.

**On Narrow cabinet beside kitchen door** - Set with tea bags, sugar, lemon slices, 10 hot cups, saucer and 2 spoons.

OVER ----->

## (Continued Fellowship Coffee Hour Instructions)

### DURING THE LAST HYMN:

1. Put the 2 coffee pots out on the round coffee table. Place the small saucers under each spout to catch the drips.
2. Place punch bowl with ladle on second round table - and optional snacks.

### AFTER FELLOWSHIP HOUR:

1. Remove the coffee makers and hot water from the Fellowship Hall and clean and dry the pots.
2. Check the entire Hall for used cups, napkins, etc.
3. Wash, dry and put away the punch bowl, ladle, saucers and any other washable item. Coffee parts must **not** be exchanged between pots.
4. Clean off tables and put unused supplies in cabinets.
5. Please take home extra cream, lemon or punch.
6. Tables may stay up.

Thank you very much.

The Fellowship Committee

(Note from Front Page)

In-between the very bottom of stem and the cup shaped part of stem is a flap that must be loose for coffee to perk. Sometimes, it gets stuck. If stuck, carefully place a thin knife between the cup shape part and the bottom of stem to make sure this flap can go up and down.



knife