Coffee Hour Directions

Expectations:

- You can expect about around 30 people on an average Sunday.
- Plan to start brewing coffee at 9:45.
- Plan to be done by 11:15 to 11:30.
- Leave everything looking like it was when you found it, or better.

Preparing in advance:

Bring a quart of half & half and a non-dairy creamer (soy, oat, almond, etc.). You may bring snacks, but do not feel obligated. When deciding what to bring, please remember our All Saints goal of an increasingly more sustainable coffee hour. This means different things to different people and that is just fine. But think of the basics. For example, if you put out paper products, most if not all of them will become trash.

On Sunday, here are some steps to follow:

- Brew three carafes of regular coffee, one decaf, and one hot water to start. Replenish as needed until 10:20 or when you think everyone has gotten coffee.
- Place the coffee service table away from the door to prevent traffic jams of people coming in from the sanctuary. Open another table or two if you want and put out some chairs.
- Find the brown, compostable coffee cups to put out near the coffee.
- Grab the tea, sweetener, and stir sticks from the tall white supply cabinet in the parish hall and place them on the table.
- Find the green bucket for collecting compostable cups and place it next to the trash can. Avoid putting coffee grounds in the bucket so that there is no need to clean them out at the end of coffee hour.

Making Coffee

- When you set up, check to make sure that the coffee maker has been turned on and the display is on.
- Active bags of coffee should be found in the small white cabinet below the coffee machine along with the filters. Please do not open a new bag of coffee unless you are unable to find an open bag in the small white cabinet under the coffee machine or in the tall white cabinet in the parish hall. Decaf coffee bags are marked DECAF on the label.
- Brew two to three carafes of regular coffee and one each of hot water and decaf at the start of coffee hour. ***Directions are posted next to the coffee maker on the door to the Parish Hall.***

- Find a metal bowl downstairs in which to collect the coffee grounds. The grounds can be composted (see below) but the bleached white filters cannot be composted.
- Check occasionally during coffee hour to see if more coffee is needed and make more if necessary. At around 10:30 it becomes unnecessary to brew additional coffee.

Clean Up:

- Stop replenishing coffee at 10:30. Turn off the switch on the back of the coffee maker.
- Collect coffee grounds to be composted. Take spent grounds to compost bin on ramp into sanctuary off of Wilson. Bleached white filters must go in the trash. Brown filters may be composted.
- Rinse out the brew baskets and place them back into the coffee maker.
- Rinse coffee carafes with HOT water (they are glass-lined and cold water may damage the liner). Rinse the spigots by pumping some water through them. Once clean, store the carafes in the cabinet over the coffee maker. Do not leave the carafes on the floor or place any other items in the cabinet.
- Return unused supplies to the cabinet. Replenish for the next Sunday as necessary.
- Wipe down the coffee station. Put the table back against wall. Take out any full trash bins (hopefully none!).
- Vacuum if necessary. The vacuum is in the closet between the stairs to the Wilson St. door and the little hall to the office area.
- Take any leftover food home with you.
- Take dirty coffee hour rags home to wash and then bring them back next Sunday for the next host.

Leave the Parish Hall looking better than you found it!