

**COFFEE SERVERS: Coffee is served in the Narthex every Sunday after the 8:30 am worship service.** Responsibilities for coffee servers include making coffee and juice; plating donuts; preparing serving table; and cleaning up after the coffee time which runs from 9:30-10:30 am. **THANKS TO ALL who participate in this important Sunday morning activity:**

1. **Turn on the coffee maker** in the Narthex serving area prior to the 8:30am service. **MAKE SURE THE COFFEE CONTAINERS ATTACHED TO THE COFFEE MAKER ARE EMPTY.** The switch is located under the coffee maker on the right side. Coffee maker takes 30+ minutes to warm up.
2. While the coffee maker is heating, **fill white coffee carafes** (found in cupboard above sink in Narthex serving area) with hot water so that when coffee is added and served, it will stay hotter longer.
3. When coffee maker is heated (indicated by green light), **make caffeine and decaffeinated coffee.** Instructions for making coffee are on the inside door of the coffee maker cabinet. When done, fill white coffee serving containers with coffee.
4. **Mix 4 pitchers of juice.** Juice mix is found in the refrigerator of the Kitchen in the Fellowship Hall. Pitchers are found across from the Kitchen sink. Take juice to Narthex serving area.
5. **Put donuts on serving trays** found in lower cabinet of the Narthex serving area. Donuts are delivered to the Kitchen in the Fellowship Hall.
6. **Place serving table** to the left of the Narthex serving area. See Diagram.
7. On the serving table, place a basket for offering (found in cupboard below sink in Narthex serving area), napkins, and a plate of donuts at each end. In the middle of the serving table, place coffee carafes (with caffeinated or decaffeinated signs) and pitchers of juice, and cups. Cups and napkins are located in the cupboard above the sink in the Narthex serving area. Additional cups and napkins can be found in the cabinet below the island in the Kitchen in the Fellowship Hall.
8. **Place napkins, plate of donuts, and coffee carafe containers on each of the 3 long white conversation tables.** This allows people the option to go right to the conversation tables instead of standing in the serving line.
9. **During the coffee hour,** refresh coffee servers and donut plates on serving and conversation tables.
10. **At end of the coffee hour,** clean coffee maker as well as clean and return serving items to storage areas of Narthex serving area.
11. **Give coffee offering** from baskets on serving tables to 10:45 am ushers.
12. **If any supplies are needed,** please leave a note in the Kitchen on the island.