

SUNDAY MORNING COFFEE FELLOWSHIP – CHECKLIST

Supplies required:

- Bring your choice of cookies, loaves, cakes or fruit breads, either purchased or baked yourself (plan for at least 50 persons).
- Bring 1 litre homogenized milk.
- Sugar, tea, coffee, artificial sweetener and Kool-aid are supplied by the church (these supplies are stored in the cupboard above the dishwasher, and extra supplies are kept on the shelf in the closet behind the dishwasher).
- It is the practice of some teams that each member is invited to bring a contribution toward the food requirements (this is one approach). Also, check the freezer for any leftovers from previous weeks that may be suitable for use.

Set-up:

- Allow at least 30 minutes for set-up prior to the worship service.
- Place one of the wooden boards on the wheeled serving wagon and place the large coffee maker on top.
- Make 60 cups of coffee in the coffee maker (instructions for the amounts of coffee are posted inside the cupboard door where the cups are stored).
- Make sure that the stem in the coffee maker is firmly in the hole at the bottom.
- Plug in the coffee maker and press the on-button to start the coffee (it takes approximately 45 minutes to brew).
- Make one pot of regular tea and one of herbal tea.

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- Set out approximately 40 cups, 2 sugar containers, 2 small milk jugs, a bowl of artificial sweetener packets, a jug of Kool-aid, a jug of water, and plastic cups. These should be placed on the table next to the coffee maker in the fellowship hall. (It is preferable to place the coffee cups to the left of the coffee maker to improve 'flow' and reduce congestion.)
- Baking and other goodies go on a separate table in order to avoid congestion.
- Prepare a separate plate of goodies for the Sunday School kids and place on a separate table, along with a jug of Kool-aid.
- During the fellowship time, refill the milk jugs and teapots as needed.

Clean-up:

- You are responsible for cleanup and putting dishes away. Dishwasher instructions are located above the dishwasher. **(Note that plates should be rinsed off to remove most food prior to being put in the dishwasher racks. Cups with lipstick should be washed by hand prior to being placed in the dishwasher. The dishwasher is more a sterilizer than a dishwasher.)**
- If the dishwasher is not working, then be sure to add a small amount of bleach (under the sink) to the rinse water to promote sterilization.
- If any supplies need to be bought, please indicate which ones on the blackboard in the kitchen so that replacements can be purchased.
- Place any leftovers in the freezer or fridge, as appropriate.

Closing:

- Turn off the lights, shut off the two heat switches in the fellowship hall. If you are the last person to leave the church (the offering counters may still be at work), make sure that the front and rear doors to the church are locked. If you have any questions, please contact Janet Sperber at 752-0839.