

## ***Making Coffee at University Lutheran Church of Hope***

1) Making coffee. The coffee is provided by the church. It's kept in the freezers in both the lounge kitchen and the main kitchen. There are two coffee-makers, a double in the main kitchen and a single in the Lounge kitchen. The recipe for the coffee is on a stand in the lounge kitchen; it's on the wall beside the coffee-maker in the main kitchen.

1. Treats. The server can provide homemade or purchased treats. You should have at least 100 pieces of treats; more if you're doing cookies because kids like a lot of cookies. Some people also make lemonade for kids and people who don't drink coffee or tea.
2. Set-up. Put out the cups, napkins, hot water, sugar etc. before the second service is finished. Be sure to put out the basket for donations, which are to defray the cost of the coffee.
3. Smile. This is an outreach that is really important to the congregation. We really need to have a place for people to gather to get to know each other and renew relationships.
4. Clean-up. Put the cups into the dishwasher. If it is full, start it. If it is overfull, put in as much as you can and put the rest of them onto the top of the dishwasher to be done later.
5. Donations. Put the donations into an envelope marked with "Coffee Hour" and put into the drop safe in the Lounge closet. Envelopes are available in the mail room.

Usually, the coffee is set up before the end of the first service for those attending early service and adult forum. As you set-up for coffee hour check the coffee pot levels, you may need to brew another pot for those attending second service. Clean-up can begin at noon or whenever the coffee and goodies are gone, whichever comes first.

If you find supplies low (napkins, sugar, creamer, tea bags, coffee, cups), please write a note, and sign it, and leave it in Administrator Gayle Bidne's mailbox in the mail room.