

Coffee Instructions

1. The red, round light on top of the machine must be on. This indicates the machine is plugged in and water in the reservoir is hot. Do not start brewing until this light is on. If it is not, and if the machine is plugged in, the machine needs to be serviced. If the light is blinking, it is not heating water (ask a staff person to help).
2. Use one white filter for each holder. Place the filter in the holder. ***Do not place the filter under the wire holder!***
3. Add coffee. It's located in the freezer. (If none is in the lounge kitchenette freezer, more is downstairs in the freezer). For Sunday mornings brew one pot of decaf and one pot of regular coffee.

Decaf: Use 2 cups for a full (35 cup) pot
Use 1 cup for a 2/3 (23 cup) pot
Use ¾ cup for 1/3 (12 cup) pot

Regular: Use 1 ½ cups for a full (35 cup) pot
Use 1 cup for 2/3 (23 cup) pot
Use 2/3 cup for 1/3 (12 cup) pot

4. As you push the coffee holder into place, be sure the white filter does not fold, even a little bit. This would cause water to flow on the sides of the filter, sending grounds into the coffee pot.
5. Flip the silver switch to the size of pot needed and push the “Brew/Stop” switch. Flip on the warmer switch below.
6. If the number of coffee packets is low or more cookies need to be ordered, please contact the administrator.
7. Please make sure the coffee sign-up sheets and a pen are available.

Reasoning Behind the Above Coffee Instructions

Due to the many different tastes in how people like their coffee prepared, the Congregational Life Commission decided that, in order to serve everyone, the best way to do it would be to make the coffee stronger and have a pot of hot water available, so those that liked it less strong could add hot water to the cup. Weaker coffee cannot be made stronger, but stronger coffee can be made weaker.

When making coffee for functions that involve the entire congregation, please make it according to the instructions above and put out a pot of hot water. If you know that the group you are making it for would prefer it weaker, then by all means make it so.