

ESC Coffee Ministry Routine

The morning setup team is responsible for:

- Making tea
- Setting up the fellowship hall table
- Make one pot of coffee
- Prepare pastries.

1. WASH YOUR HANDS

2. Turn on the coffee machine. Make sure it is plugged and the switch at the back is on. When it is ready, the green light will be on (10-15 min).

3. TEA

- Fill the hot water boiler with water. Use the BLUE water jug in the cupboard and fill up to the marked line. Pour in 2 jugs of water.
- Place the hot water boiler on the table in fellowship hall and plug it in. The cable is in one of the cabinet drawers underneath the sink.
- Bring out tea bags, a bowl with 2 stirring spoons, paper cups and sugar to the fellowship hall table.
- Pour creamer and milk into the corresponding thermal carafes. Make sure to check their expiry date. Place the thermos on the fellowship hall table. (If there is no milk or fresh creamer, you can bring out the instant creamer.*)

4. COFFEE

- Once the green light of the coffee machine is on, put a large coffee filter onto the filter holder and scoop in 6 scoops of coffee grounds.
- Get the coffee dispensers that are next to the fridge.
- Open the lid of the dispenser, take out the suction pipe, and place it under the filter.
- Pour 1 jug (BLUE jug again) of water in through the top lid of the water reservoir.
- When the coffee dispenser is filled, put back the suction pipe, close the lid and place it on the fellowship hall table. This makes the first jug of coffee. Helpers from CSC will make a second jug of coffee and bring it out.

-Dump out the coffee grind into the compost bin (or into a yellow plastic container if you see one - someone in our congregation uses those as fertilizers.)

5. PASTRIES

-Take out 2 large baking pans from the commercial oven. Lined them with aluminum foil.

-Place bread or pastries that need to be reheated into the pan. Cut the bread and pastries into smaller pieces.

-Cover the bread and pastries with paper towels to avoid dust or flies getting on it before the CSC helper comes.

If there are no pastries or bread provided, the ESC volunteer will need to buy treats for that morning. There are also backup snacks located in the pantry with the disposable plates and utensils labeled 'Sunday Coffee Ministry'.

Clean Up

1. Rinse out the coffee pots and invert them to dry either in the drying racks or on the side of the counter.
2. Wash the milk and cream containers with soap. Also invert them to dry in the drying racks.
3. Put everything away from the refreshment table.
4. Wash the bread/pastry trays
5. Wipe the table
6. Sweep if there are a lot of crumbs on the floor around the table