

Coffee and Conversation (C & C) Instructions

Supplies for C & C:

- All supplies are provided.
- Milk and apple juice are found in the refrigerator.
- Coffee, tea, and sugar are found in the cupboard to the right of the refrigerator marked coffee and conversation.

Coffee Preparation:

- Start coffee preparation around 9:30 AM.
- Prepare 60 cups of regular coffee and 30 cups of decaffeinated coffee.
- **The formula for coffee is: 1 cup coffee/15 cups water.**
- **For regular coffee prepared in large urn add 4 cups of coffee and 60 cups of water.**
- **For decaffeinated coffee prepared in small urn add 2 cups of coffee and 30 cups of water.**
- When preparing the large urn place it on the trolley to fill it near the dishwasher so that it is easier to move into the hall. Move the smaller urn to the table in front of the stage.
- Be sure to plug both urns in and turn them on once you have placed them on the tables in the hall. Listen for the sound of perking. Coffee urns are found under the counter to the left of the far sink.

Tea preparation:

- Pre boil two tea kettles before going upstairs to the service.
- Leave the sanctuary during the final hymn to come down to the kitchen and re boil the kettles .
- Make the tea in at least two tea pots. Tea pots are found in the cupboard above the far sink.

Set up in Proudfoot Hall:

- Place in the following order on the table beside the pillar:
 1. The large coffee urn plugged in
 2. Trays of mugs including pink mugs for visitors
 3. Two trays for milk and sugar and a bowl for sweetener
 4. Bowl of teaspoons
 5. Wicker basket and sign re donations
 6. Tea pots
 7. Tray of glasses and apple juice
- Place in the following order on the table in front of the stage:
 1. Tray of mugs
 2. Small coffee urn
 3. Tray of milk, sugar and sweetener
 4. Bowl of teaspoons

Cleanup:

- Place trolley and rack from dishwasher to the right of the door to the kitchen so that people can place their used mugs on the rack.
- Place recyclables in blue bins under the counter in the hall.
- Instructions for the dishwasher are found on the inside of the C & C.
- Take money from the donation basket up to the office , place it in a brown envelope and mark it with coffee and conversation, slide envelope through the mail slot.

With sincere thanks from the Membership and Nurture Committee. If you have any questions please contact Karen Reese at: ladykaren04@hotmail.com or 519-615-5140