

## Coffee and Conversation (C & C) Instructions - April, 2018

### Supplies for C & C:

- All supplies are provided.
- Milk and apple juice are found in the refrigerator.
- Coffee, tea, sugar, stir stix, and disposable cups and glasses 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, 75 or 90 cups (depending on the Sunday) of decaffeinated coffee in the large urn found under the counter just outside the kitchen door.
- The formula for coffee is: 1 cup coffee/15 cups water, (4 for 60, 5 for 75, 6 for 90 cups).
- Fill the large urn on the trolley so it is easy to move to the hall.
- Be sure to plug the urn in and turn it on once you have placed it either on the table or leave it on the trolley in the hall. Listen for the sound of perking.

### 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. Use 2 tea bags per pot.

### **Set up in Proudfoot Hall**

- 1. The large coffee urn plugged in to plug on pillar.**
  - 2. Trays of mugs or disposable cups including pink mugs for visitors or disposable paper cups.**
  - 3. Two trays for milk and sugar and a bowl for sweetener.**
  - 4. Bowl of teaspoons or stir sticks.**
  - 5. White plastic basket and sign re donations.**
  - 6. Tea pots on cork hot pads.**
  - 7. Tray of glasses (either disposable or reusable), apple juice and a pitcher of cold water.**
- Place blue box for disposables in a convenient and visible location.**

**Turn on dishwasher before leaving for the service.**

### **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.**
- Instructions for the dishwasher are found on the dishwasher.**
- Take money from the donation basket up to the office, place it in an envelope and mark it with coffee and conversation, slide envelope through the mail slot.**
- Please take dish clothes and towels home and launder.**

**With sincere thanks from the Membership and Nurture Committee. If you have any questions you may contact Deanne Pederson 519-432-1583 or Heather Locking-Cusolito 519-433-6344**