



Sunday Morning Coffee Hosts

2008-09: Sept. 7- Dec. 28 & Jan. 4 -May 17 (when we have the schedule of 2 services)

Thank you so much for agreeing to help as one of the regular monthly coffee hosts or as a substitute this church year!!! This is a very important part of Hospitality & Welcoming. Please know you are greatly appreciated! Included here you will find your instructions, and the schedule and list of those who have agreed to be on a substitute list. Please read over everything as there may be some changes since you last volunteered. Please contact me if you have questions (**Linda Thompson 288-8364**). **You will note that there are still some Sundays for which we need volunteers. If you are on the sub list and know you can cover one of the open Sundays, please let me know as soon as possible.** My recruiting efforts are continuing, but this is the schedule as it stands now.

The Clara Barton Guild graciously provides all the coffee supplies. They purchase from, and support, the Unitarian Universalist Service Committee *Fair Trade Coffee Project* through the purchase of fairly traded *Equal Exchange* coffee. Fair Trade coffee is marketed through companies such as *Equal Exchange* that form cooperative agreements with small farmers in coffee producing regions. The farmers are paid a sustainable living wage and their coffee is produced in environmentally-friendly ways, such as shade-grown coffees that prohibit the destruction of the forests for coffee production. The coffee is kept in the cupboard by the large sinks. **There should be an extra package or two of coffee in the freezer.** Besides the coffee, the other supplies provided are powdered cream substitute (if you prefer half 'n half/cream, then you can opt to provide it- this is your choice but is not required), sugar & a sugar substitute (e.g. Equal), hot chocolate mix, Kool-aid (or some powdered drink mix), tea, napkins, stir sticks. Kitchen supplies such as dishwasher soap, dish & hand soap and plastic wrap & bags are also supplied. Contact Joyce Wood [jlwood1163 \(at\) charter.net](mailto:jlwood1163@charter.net) if you notice supplies are needed. If you can't reach Joyce then contact Linda Thompson watlwt (at) charter.net.

Treats:

Daube's Bakery has generously offered to provide us with excess bakery goods when they are available. The procedure is to **call** Daube's (289-3095) on **Thursday morning** and ask to speak to **Cindy** (not Cynthia). Identify yourself as from the UU church and ask if they have some excess bakery products available that could be picked up Saturday or Sunday (you decide when it is convenient for you to pick it up). Generally they have been giving us about 50 items that we then cut up. If they do, then let them know when you will be coming to pick them up & thank them. Daube's Bakery is located at 1310 5th Place NW (across from Barlow's Hy-Vee). There may be Sundays when other treats are provided (e.g. a cake for new member recognition or a brunch) and I will try to inform you of those Sundays. **In this case, please let Daube's know when you call on Thursday, that you will not need the donations because of other events at church.**

Substitutes:

If you are unable to be there on your assigned Sunday please switch with one of the other regulars or find a substitute. **Notify Theresa in the office (282-5209) by the Wednesday morning** before who the substitute will be so that the names can be correct in the Sunday bulletin. Any time there is a last minute emergency or you cannot find a substitute, please call me (Linda Thompson). If you arrange for a substitute, ask if they have their copy of these guidelines, especially if they will not be working with an experienced person. Tell them there is a copy of the guidelines posted in the kitchen behind the door on the right. The actual coffee preparation instructions are posted inside the cupboard doors by the deep sinks in the kitchen. It takes about 30 minutes for the large pot to finish perking.

9 AM Hosts:

Your job is to **arrange for and pick up the donated treats from Daube's, make the coffee, get beverages and treats set up and host the coffee hour between the two services.** This means that we **expect you to stay until about 10:45** greeting people and ensuring that everything runs smoothly (e.g. setting out more cups, refilling the hot water pot, tidying up, starting to wash dishes). You are part of Hospitality & Welcoming. We would like you to take one of the blue hospitality ribbons to attach to your name tag when it is your Sunday to host coffee. The ribbons will be in a basket in the church lobby. The coffee hour is an important part of what makes Sunday warm & welcoming for guests and members. Do take time to say "hello" and introduce yourself to people. See specific set-up instructions below.

11 AM Hosts:

Please arrive by 10:40 am and check in with the 9 am hosts. You can take their blue hospitality ribbons to attach to your name tag, as you are a part of Hospitality & Welcoming. Your job is to host the coffee hour after the 11 am service and handle the final clean up. However since the congregation is growing it may be necessary to make additional coffee. **Check the pot with the regular coffee. If it is low please take one of the smaller pots and make an additional 20-30 cups.** If there is a potluck lunch scheduled you'll want to make more. Do NOT use the same pot as the pot needs to cool before being reused!

After the service greet people, introducing yourself to those you don't know creating a warm & welcoming atmosphere. Be sure there are enough cups & supplies out & that things look tidy. Handle the final clean up of the kitchen, washing all the dishes and pots, getting tables & counters cleaned off and getting things put away again. See specific instructions on separate sheet.

Thank you again for taking on this task of being a coffee host on a regular or substitute basis!
If you have any questions, please give me a call.

Linda Thompson



Directions for both services- set-up and clean-up are below.

MAKING SUNDAY MORNING COFFEE

Sunday, arrive by 8:20 – 8:30 a.m.

- Turn on the booster heater switch (in electrical panel box on the wall to the left of the dishwasher). Make sure the dishwasher switch at the bottom of the dishwasher is also switched on.
- Make **100 cups of regular coffee** (7 ½ cups of coffee or 1 entire bag of fair trade coffee) using one of the large pots. Hang the “regular” tag over the spout. The coffee should be found in the large cupboards to the right of the deep sinks in the kitchen. Extra coffee should be found in the freezer. Set this up & plug it in on the serving counter. Be sure the switch on the pot is “on”.
- Make **30-36 cups of decaf coffee** (use 1 1/2 cups of coffee) in the other large pot – or one of the urns with innards. Hang the “Decaf” tag on this pot. Set this up & plug it in at the other end of the serving counter.
- Set out sugar in a sugar bowl and a dish with packets of artificial sweetener. Place some of the powdered creamer in a cream pitcher. These supplies will be found in the large cupboards by the sinks. There may sometimes be real milk or half ‘n half in the refrigerator that can be put out (always more popular). Set out a container of stir sticks.
- Set out a couple of buckets of coffee cups – white & blue (for the visitors).
- Mix up a batch of cocoa (follow directions on can; 1 canister makes about 16 cups). Fill one of the large white kettles on the stove with water and heat to boiling. Measure enough powder for about 8-9 cups in a large plastic juice pitcher (corner cupboard to left of large sinks) and using a measuring cup, add the 8-9 cups of hot water, dipping from hot water kettle. Stir thoroughly and pour into the thermos air pot with laminated “Hot chocolate” label. This is much less messy than having people spoon it out. Set this out on a table rather than on the coffee counter to spread out the crowd. Set out cups with the pot. Keep the water hot on the stove in case you need to make more during coffee hour.
- Fill one of the urn pots (there’s one that has not been used for coffee) without innards with water for tea. Set this up on the table also & plug it into the wall socket. Set out a basket of tea bags (sometimes there is more of a variety than others). Set out a bowl with sugar & another with artificial sweetener packets. Set out a container with sticks. Set out cups.
- Cut up the bakery goods into quarters and set out on platters – found in the cupboard on the right under the serving counter. Cover with plastic wrap or napkins until serving time. Place on the long table with the tea & hot chocolate. Have napkins available too.
- You should also set out a pitcher of ice water and/or powdered drink/juice/lemonade (there should be some sort of powdered drink mix in the supplies cupboard) on the table with the tea. Set out small plastic glasses.

From 10 -10:45 a.m.

- Set out any of the things in the refrigerator.
- **Greet people** & introduce yourself to those you don’t know.
- Keep things refilled & mopped up as necessary.
- **Run the dishwasher through once or twice empty.** Set out the dish racks at both sinks for folks to put their dirty cups. As the racks fill up run them through the dishwasher. Instructions on the machine.

Remove the coffee baskets with the grounds from the pots. Dump and wash parts– **by hand.**

Coffee Cleanup

Arrive at about 10:40, check in with the 9 a.m. hosts. Check that there are about 50 cups of coffee left (regular & decaf combined). If not please make some additional coffee in one of the smaller pots. You should not use a pot that is hot (so not one that has been in use). Follow directions on the cupboard door. You may need to add water to the hot water pot.

From 12 to 12:30 p.m.

- Keep things refilled and tidied up.
- Greet people as they come for coffee. Introduce yourself to those you don't know.
- Gather up used cups and place in dish racks. Run through the dishwasher as racks get filled up. Cups with lipstick or cocoa generally need extra attention BEFORE placing them in the dishwasher. If there has been a brunch/potluck/cake you need to rinse dishes/silverware in the left small sink with the garbage disposal. Consider setting up the metal cart just outside the kitchen entrance to collect and/or presoak dishes/silverware. Towels should be set out on the counter for the dishes to air dry after they have been washed. Put the clean (do check that they did get clean!), dry cups back in the plastic dishpan tubs. There are 3 sizes of cups & it works best to sort them by type when putting them away. Glasses usually need to be towel dried before putting them back in the cupboard. There is a basket to use for silverware.
- Put sugar & powdered creamer back in their **lidded** containers.
- Leftover baked goods- either toss or if the condition seems okay, package them up into plastic bags, write on the date, and place in the freezer.
- Dump out any leftover coffee and clean the pots. **Wash the pots & innards by hand. Use a small amount of soap so the oily film is removed. Rinse thoroughly. Use the metal tool hanging on the inside of the cupboard door to clean out the stem wells. There are some non-rusting soap pads also.** Dry the pots and innards. Keep innards & tags with the appropriate pots so the next person doesn't have to hunt for them. Put the big pots away in the bottom of the cupboard.
- Wipe off the tables and sweep the floor if crumbs & debris remains (broom & mop are in kitchen closet; a broom is also kept in the closet off the Commons to right of kitchen). Scrub out the sinks.
- Towels that don't need to be washed can be hung on the oven doors or laid over the sink to dry. Dirty towels & dish rags should be placed in the laundry basket under the big sinks. Feel free to take home & wash is you like.
- **Turn off the switch on the bottom of the dishwasher & flip off the booster heater switch** (in the electrical panel on the wall to the left of the dishwasher).
- Shut countertop doors, turn out lights and shut kitchen doors.
- Put the trash out in the dumpster (by the side of the building just beyond the handicap parking area). Usually you can combine all trash into 1-2 bags. Extra bags should be in bottom of each container. (Note: recycling bins for plastic bottles, aluminum, glass, etc. are near the Commons door. Please rinse any recyclables before placing in these containers.)

Thank you for your help!!!

Questions or concerns, call Linda Thompson.
If supplies are running low, call Joyce Wood.