

Coffee Fellowship Checklist 2024

Supplies Required:

- Bring 1 litre of homogenized milk or cream.
- Sugar, tea, coffee, artificial sweetener, and Kool-Aid are supplied by the church and these supplies are stored in the cupboard above the dishwasher with extra supplies kept on the shelves in the closet behind the dishwasher.

Set-up:

- Allow at least 30 minutes for set-up prior to the worship service.
- If necessary, turn on the two heat switches in the fellowship hall.
- Place the tallest wooden board on the wheeled serving wagon and place the large coffee maker on top.
- Make 60 cups of coffee in the coffee maker. (Instructions for the amounts of coffee are posted inside the cupboard door where the cups are stored.)
- Make sure that the stem in the coffee maker is firmly in the hole at the bottom. Cover the top of the stem while you put ground coffee into the coffee maker.
- Plug in the coffee maker and press the on-button to start the coffee (it takes approximately 45 minutes to brew.) You should hear the coffee maker “gurgle” 30 seconds after having been plugged in; otherwise get some help.
- Make one pot of regular tea and one pot of herbal tea.
- Set out approximately 40 cups, 2 sugar containers, 2 small milk jugs, one bowl of artificial sweetener, jug of Kool-Aid or juice boxes, jug of water, glasses for the water, teaspoons. Baking and other goodies go on a separate table to avoid congestion.
- During the fellowship time, refill the milk jugs and teapots as needed.

Clean-up:

Kitchen hygiene requirements are posted on the board by VIHA-please read.

- You are responsible for cleanup and putting dishes away. Dishwasher instructions are located above the dishwasher. (Note that plates should be rinsed off to remove all food particles prior to being put in the dishwasher racks. Cups with lipstick and coffee/tea stains should be scrubbed by hand prior to being placed in the dishwasher since the dishwasher is more of a sterilizer than a dishwasher.)
- If the dishwasher is not working, then be sure to add a small amount of bleach (under the sink) to the rinse water to promote sterilization.
- If any supplies need to be bought, please indicate which ones on the blackboard in the kitchen so that replacements can be purchased.
- Place ALL leftovers in the fridge or freezer and label them “for use at OSCL coffee fellowship”.
- Pour out left-over coffee on the ground outside. Coffee grounds should go in garbage.
- To discourage pests, put sugar and creamer back into the Tupperware containers provided.
- On the last Sunday of the month, dispose of all leftovers so they don't sit in the freezer or fridge unclaimed.

Closing:

- When the dish washing is done press the red button to turn the dish washer off. The dish washer will now run through the rinse cycle and automatically turn off.
- Disinfect tables and sweep/mop hall floor if needed in order not to attract ants and other pests.
- Thermostats are on automatic shut off.
- Turn off the lights. There are 3 main switch areas: By the entrance door, behind the piano, and at the two switches at the end of the mailboxes in cloak area.
- If you are the last person to leave the church (check to ensure the offering counters are not at work). Make sure that the front and rear doors are locked, and the alarm is set.
- If you have any questions, contact your team leader.
- **Important updates**
- **Carol Zielke will look after preparing communion, the teams might have to look after the clean up. Carol will also schedule the Readers.**
- We will no longer be serving lunch, just a few cookies/sweets to go with coffee and tea, or the occasional cake for a celebration.
- The last one to leave the church must make sure that all the lights, fans, and dishwasher are turned off, any open windows closed, and the alarm set.
- Ushering is also the responsibility of the team.
- **2 ushers** are needed per service. Their duties are: Place a glass of water on the reader's lectern and pulpit. Hand out bulletins, mark off people's names from the supplied attendance list, add names of newcomers, light/extinguish altar candles, turn on/off light illuminating the cross, clean up pews after service, place offering plates in office.
- There are 5 teams: Team Andrew, James, Peter, John, and Matthew.

Communion Clean Up

- If Carol is absent, please rinse out communion cups (to discourage pests) and leave out for her to disinfect at a later time.
- Unused wine may go back into the large wine carafe (inside Sacristy cupboard) for future use.
- Unused juice should be emptied on the ground outside.
- With washed hands, wafers may be put back into the baggy inside the right drawer in sacristy, keeping regular wafers and gluten free separate.
- The wine in the common cup is spilled on the ground outside of the building.
- Rinse off the communion trays and dry them to prevent water spots.
- Put away all trays and lids inside the Sacristy.
- There are cloth covers for all trays etc., inside the Sacristy cupboard, so if you have time to put the covers back on, it would be appreciated but not necessary.
- Questions may be directed to Carol Zielke or Pastor Steve.