

Pre and Post Service Duties (revised 9/28/10)

Pre-Service Duties Somebody will open building around 9:30 am.

Kitchen

Make a pot of regular coffee. Directions are on the cupboard over the coffee pots and later in this document. Coffee is in the vegetable crisper (left-hand drawer) in the refrigerator. Please start pots by 10 – 10:15 so that coffee will be ready following the forum and prior to the service.

Please notify Sheila Devlin or Nancy Sullivan if more coffee is needed.

Put in fresh water in the hot water carafe to the left of the stove.

Coffee service items are placed on the table in front of the coffee cups. Put out fresh cream or milk if available. (It is either stored in the refrigerator, or Sari will bring it prior to service.) Do not use opened cream older than three days. Please discard any old dairy or food products in the refrigerator. If any dairy or other food is returned to the refrigerator, please mark the date on it. Do not be afraid to throw out old, or opened and undated food products.

Put out fresh coffee and tea spoons. Put out coffee cup labeled “Used” for dirty spoons and the cup labeled “Use” for clean spoons.

Sanctuary Set-up & Clearing entrances (Winter)

Set out hardback or paperback hymnals (depending on what's in the order of service) on every other chair.

Check to see that matches and candles are available on the chalice stand for lighting the chalice. Light the small candle under the chalice just prior to the service.

Put the Joys and Concerns table in a central location. Clean sand of old wax.

Check that Hearing Assistant Devices have charged batteries. Use re-chargeable batteries **only** in these devices, not regular alkaline batteries. The alkalines will leak and ruin the set.

Winter months: Check emergency door exits to see that snow has not blocked the exits. If snow removal is necessary, help yourself to the shovels in the lobby or ask someone else to help with this.

Post-Service Duties

Kitchen

Fill the sink with warm soapy water to encourage folks to wash their own coffee cups and dishes. Enjoy conversation until you can start final clean up.... Wash remaining dishes, cups, and coffee pots. (You may wish to unplug and take off coffee pot lids off for awhile before dumping the coffee grounds. It is so much easier when the coffee grounds are cooler. Grounds go into compost bucket.)

Dump coffee, or send home in carafe with someone. Dispose of left over baked goods in compost bin. Only keep foods which can safely be kept a whole week. Label with date. Bags and wraps are under the kitchen sink. Marking pen is on refrigerator door. Food not labeled with dates should be discarded. Label food stored or opened with date.

The compost bucket is under the counter by the stove and has a blue lid on it. We put left over fruit, greens, baked goods, coffee grounds & filters, and tea & tea bags in it. Do not put meat or dairy products in the compost. Dispose of meat and dairy products either in the sink (if it is a liquid---we have no garbage disposal) or in the regular trash bin.

Brush crumbs off table. Give laundry to Nancy Sullivan or Sari Embley. Do not leave uncovered food, or food too old to use the following Sunday on the table. (We have had mice and ant issues.) Discard as above, or take or send home with others.

Search sanctuary for extra coffee cups for cleaning and pop cans for recycling. Recyclables go under the kitchen table in the labeled bins.

Coffee Making

Approximate Coffee Ground Measurements for all our large coffee pots

Number of Cups	Amount of Ground Coffee	Coffee too strong? Add 2-3 cups hot water from tea pot after removing basket with grounds. Hint: Silicone hot pads are in small drawer to the left of sink & are good for grabbing hot basket.
10	0.6 Cups	Too weak? Add more grounds to basket. Draw out 2 full cups from spout & pour over added grounds.
20	1 1/3 Cups	
30	2 Cups	
40	2.6 Cups	

For an ordinary Sunday Service, we usually make 35-40 cups of caffeinated coffee (or one large pot). For larger than usual numbers, put on an extra pot of 15-20 cups. Obviously, make more or less depending on expected attendance. Extra pots are located under the counter and under the table as well.

Regular coffee is located in the bottom left vegetable drawer in the refrigerator; decaf coffee is kept in the right vegetable bin is used for evening events mostly. A metal measuring cup is kept there too. Please inform Sheila Devlin or Nancy Sullivan if coffee supplies are low for the next week.

Coffee Condiments & Service Items – are usually set on the table in front of coffee cup stand.

Set out:

Fresh cream, if there is an unopened container in the refrigerator to use. Sari Embley will bring fresh cream if none is there. Do NOT use cream opened more than 48 hours prior or open cream which has not been dated. Please discard old cream down the drain.

If no fresh cream is there or likely to show up, open a carton of rice milk and set out dry dairy creamer.

Put out clean coffee spoons in a mug and set the “Used” coffee mug for disposal of used spoons next to it.

Set out sugar and other sweeteners there as well.

Tea

Dump any old water from tea pot and heat a small pot of fresh water by pushing up the button on the handle. Electric pot is to the left of the stove.