

# UNITED CHURCH *of* UNDERHILL

## Membership and Evangelism Ministry

### Fellowship Time Host

#### What it is:

Thank you for agreeing to host fellowship after worship.

The job of fellowship time host is to provide coffee, water, and light refreshments and to create a welcoming environment for people to gather after worship.

#### Why we do it:

We provide fellowship time in order to encourage people to linger after worship. It is a great time for regular attendees to catch up, and for new people to receive a warm welcome.

#### What we do:

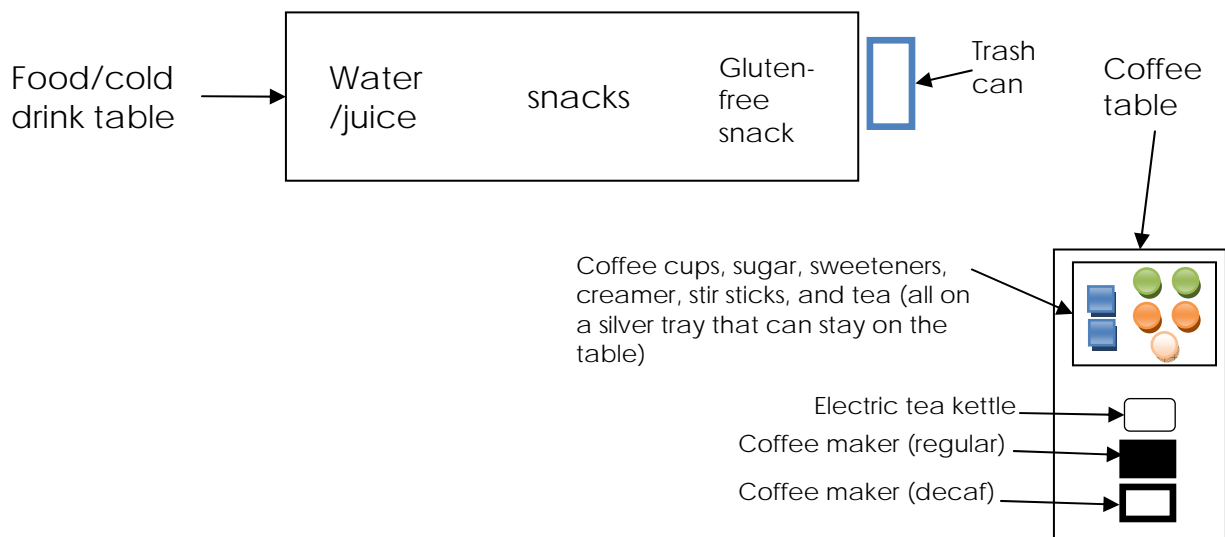
The food and drink at fellowship time does not need to be fancy; the warm welcome you give people is far more important than the food you bring. Here are the general instructions:

#### To prepare:

1. If you like to bake, feel free to bring in whatever you would like; however, store-bought snacks are completely fine, too.
2. People often bring fruit (such as grapes) and non-sweet treats (like cheese and crackers). You may also wish to bring juice, lemonade, or cider as a cold drink.
3. Sugar, sweeteners, dry creamer, coffee (regular and decaf), tea, lemonade mix, and gluten-free snacks are all provided as are napkins, plates, cold cups, coffee cups, and stir sticks.
4. Plastic forks are generally available in the closet; if not, you can use forks from the kitchen downstairs. Please wash, dry, and return them if you do use them.

#### Before church:

1. Plan to arrive at least 15 minutes early to set out the food, prepare the coffee, etc.
2. The tables should already be set up. If not, there are some leaning against the wall under the PINS bulletin board.
3. General setup for the tables:



4. Place all the cups, etc. out before church, but leave the food wrapped and the juice un-poured until just before fellowship time starts.

5. There are boxes of gluten-free snacks in the closet. Please select one and put it out right after you wash your hands, before unwrapping or touching your other snacks, so that they remain gluten-free. Leave the box out right behind the box, to indicate that it is the gluten-free snack and also so that people can read the ingredient list, if needed.
6. The instructions for making coffee are attached. They are also posted inside the door of the closet for reference. Note that the instructions are very detailed; however, if you are used to using a drip coffee maker, these coffee pots are very easy to use. Get the coffee makers and teakettle ready before church, but do not start them until near the end of the service.
7. There is a pitcher in the cabinet above the sink for cold water
8. There is lemonade mix in the closet if you would prefer to use that than juice
9. Sugar and dry creamer are in orange dispensers. Feel free to bring milk or half and half to use if you prefer.

**After church:**

1. If you leave the service at the beginning of the final hymn, that will give you plenty of time to get everything ready.
2. When you get to the fellowship room, start by starting the coffee (if you are starting it manually) or checking to make sure it is already brewing (if you used the timer option).
3. Then wash your hands, put out the gluten-free snacks, unwrap whatever other food you brought, and pour a few cups of juice and water.
4. Get ready to be greeted by many thankful, smiling faces!

**Cleanup:**

1. Once the crowds subside, feel free to turn the coffee machines off so that they start to cool.
2. Wipe down the tables.
3. Discard any extra gluten-free snacks that are in the bowl but weren't eaten. Put the box of gluten-free snacks away.
4. Discard the extra coffee and the coffee grounds. Once the carafes are cool, wash and dry them, return them to the coffee machines. Empty the teakettle. Return the tray of coffee supplies, the water kettle, and the coffee pots to the closet.
5. Wash, dry, and replace any other items that were used.
6. Remove the trash bag and place a new one in the trash can. Put the trash in the dumpster on your way out.
7. Congratulate yourself on a job well done!

**Time Commitment:**

Approximately 1 hour – 15 minutes before worship to set up; 45 minutes after worship to provide food and clean up.

**Number of volunteers needed:**

One per Sunday, rotating around throughout the year.

If you have any questions or run into any problems while setting up coffee fellowship, please feel free to ask any member of Membership and Evangelism: Edna Anair, Sharon Bourne, Deirdre Goldenbogen, and Mary Stephenson.

Again, thank you for hosting coffee fellowship!

## How to prepare coffee and hot water for fellowship time

The coffee machines take approximately 12 minutes to brew a full pot. We recommend that you prepare the machines before worship. To make sure that the coffee is ready as people arrive for fellowship time, you have two options:

1. If you leave worship as the last hymn begins, this generally will be enough time for the coffee to brew, as long as you get the coffee makers going before you unwrap your food, pour juice, etc.
2. You can set the timers for the coffee makers, so that the coffee begins brewing approximately 15 minutes before worship ends.

Instructions for both of these options are included. The steps for preparing the coffee makers are the same.

### BEFORE WORSHIP:

#### Move the machines into place:

1. Move the coffee machines and the electric teakettle from the fellowship closet to the marble table that is right outside the closet. If for some reason the marble table is not available, you can either use the wooden table on the opposite wall, or simply set up the machines at the right hand side of the table where the food is placed (there is a plug on the floor).
2. Plug the power strip into the outlet that is on the wall under the table. Plug the two coffee machines into the power strip and make sure the power strip is on.

#### Measure the coffee:

1. Lift and open the filter basket lid. Move the arm that the water comes through out of the way (this is called the "shower head").
2. Make sure the removable filter basket (with two little handles) is inserted correctly. This is not the filter, it just holds the filter. It is removable to make cleanup easier.
3. Place a paper basket-style filter into the removable filter basket. NOTE: it is important that the sides of the filter fit flush against the side of the filter basket. If filter collapse occurs, dampen the filter before placing in the filter basket and adding ground coffee and water.
4. Add the desired amount of coffee and gently shake to level the coffee. Coffee is located on the top shelf of the cabinet. Measuring spoons and cups are in the drawer.
  - For regular coffee, you will need 9 tablespoons (½ cup + 1 tablespoon, or a slightly rounded ½ cup) in the black coffee maker. This will make 12 cups.
  - For decaf, you will need 6 ½ tablespoons (1/4 cup + 2 ½ tablespoons) in the white coffee maker. This will make 8 cups.
5. Be sure the filter basket is properly centered and is seated correctly.

#### Pour the water:

1. Fill the teakettle with water, but don't plug it in yet. Even though it automatically turns off, it heats up quickly and shouldn't be started until just before worship ends.
2. Fill the coffee carafes with cold water:
  - fill to the 12 cup line for the regular coffee (black handle)
  - fill to the 8 cup line for the decaf coffee (white handle).
3. Pour the water into the water reservoir.
4. Swing the "shower head" back into place, close the lid and place the empty decanter onto the warming plate.

NOTE: Make sure the decanter is fully placed on the warming plate or the water and the grounds will overflow from the filter basket. An overflow may cause personal injury or damage to property.

## Brew the coffee:

### OPTION A: manually (without using the timer)

When you come to the fellowship room during the last hymn, get the coffee going immediately to ensure that it is ready in time:

1. make sure the decanter is securely in place and turn the coffeemaker on (the on button is the second button from the right on the front of the machines). The green indicator light will turn on to signal that the coffeemaker is brewing.
2. Plug in the electric teakettle and make sure that it is turned on. It will turn off automatically when the water boils.

### OPTION B: using the delay start option

Some people prefer to use the delay start option to get the coffee going toward the end of the service. When using this option, you will set the machines to begin toward the end of the service. To use the delay start option, there is one important trick to remember: **you do not need to set the correct time, you just need to get the coffee to start in 45 minutes!**

When you plug the machine in, neither the time nor the delay time are set. You can set them both as follows:

1. hit the MINUTE button one time. The time will now say "12:01" That's fine.
2. Now, press **and hold** the SET DELAY button (the one to the left of the HOUR and MINUTE buttons). While holding the SET DELAY button, press and hold the MINUTE button until it says "12:46". NOW, the timer is set to start 45 minutes from now (the time is 12:01, the timer is set for 12:46). (This assumes you are getting the machines going fairly close to the start of the service. Adjust the amount of time so that the machines begin at approximately 11:15). You can, of course, set the actual time, and set the timer to start around 11:15 – just make sure that the time for both the clock and the delayed start are set to "AM"!
3. Now press the DELAY BREW button. The word DELAY will show up in the lower left of the box with the clock. The coffeemaker is now set to automatically brew coffee.
4. At the pre-set time the green indicator light will turn on and the DELAY light will turn off, indicating the brewing has started.

When you come to the fellowship room during the last hymn:

1. Double-check to make sure both coffee makers are going (the green indicator light beside the ON button will signal that the coffeemaker is brewing, as will the fact that coffee is coming out of the machine into the carafe ☺)
2. Plug in the electric teakettle and make sure that it is turned on. It will turn off automatically when the water boils.

### NOTES ABOUT MAKING COFFEE:

- While the coffee is brewing, the Pause n' Serve feature allows you to sneak a cup of coffee from the decanter. REPLACE THE DECANTER ON THE WARMING PLATE WITHIN 30 SECONDS TO PREVENT OVERFLOW AND POSSIBLE INJURY.
- The amount of coffee brewed will always be slightly less than the amount of water poured in the water reservoir. This is due to the minimum absorption of water by the coffee grounds.
- Do not fill past the "MAX line" or water will flow out of the overflow hole in the back of the water reservoir.
- CAUTION! To reduce the risk of damaging the decanter and/or the risk of personal injury, do not add cold water to the decanter if the decanter is already hot. Allow the decanter to cool before using!
- (If you want to double check the programmed time, simply push the SET DELAY button. It won't change anything unless you also hit the hour or minute buttons)
- To cancel DELAY BREW: Press the OFF button. The DELAY BREW green indicator light will turn off.