



## HOW TO MAKE REGULAR COFFEE, DECAF COFFEE, AND TEA

### REGULAR COFFEE (POT MARKED "REGULAR" TO RIGHT OF THE SINK)

1. All coffee (regular and decaf) is in the upper cabinet to the left of the sink.
2. Find the large metal coffee percolator marked "Regular" on the counter to the right of the sink.
3. Make sure the pump stem is seated at bottom of interior of percolator.
4. **Please make 25 cups of regular coffee.**
5. **Fill percolator to 25 cup mark with cold water.** This is easier to do using one of the smaller metal serving pitchers.
6. Wet coffee basket to prevent grounds from falling through and set basket on top of pump stem.
7. **Add 1 and 7/8 cups of ground regular coffee to the basket.**
8. Put the cover on the percolator.
9. ***At start of 10 AM service, plug in the percolator***  
***Before pouring coffee into metal serving pitchers, remove grounds from the percolator and dump them into trash. The metal serving pitchers are to the right of the sink near the percolator.***

### DECAF COFFEE

1. Use the small Black and Decker 12-cup coffee maker to the left of the sink.
2. Fill the water reservoir up to the **8-cup line**, put the filter in the coffee basket, and put in **½ cup of ground decaf coffee.**
3. **At start at the beginning of the 10am service, plug in coffee maker, and press the "on" button.**

*PLUG EACH COFFEE MAKER INTO AN OUTLET AT OPPOSITE SIDES OF THE KITCHEN SO AS NOT TO OVERLOAD OUTLETS!*

### HOT WATER FOR TEA

1. The tea bags are in the upper cabinet to the left of the sink.
2. Fill the electric tea kettle up to the top line with cold water.
3. Make sure the switch at the bottom of the tea kettle handle is flipped so the red light is on.
4. ***Plug in the tea kettle at the start of 10 AM service. Switch on again when you come back from Communion, as it turns off after about 30 minutes.***
5. Place the tea bags in a dish on the serving table for personal selection.

### **CALL OR TEXT COFFEE HOUR MINISTRY HEADS WITH QUESTIONS!**

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