



## COFFEE CONNECTION

### Kirk Cottage Courtyard

Thank you for volunteering to host coffee connection between services. Because of you, members, regular attenders, and visitors—including children—attending both morning worship services are given the opportunity to mingle in a relaxed environment, sip freshly brewed coffee, and connect with friends or meet new ones. Thank you for making this a reality!

**Location:** Kirk Cottage Courtyard

**Time:** Be prepared to start service at 10:00 a.m. Begin clean-up at 10:30 a.m.

All supplies needed are on the counters in the Kirk Cottage kitchen.

Kirk Cottage doors will be unlocked when you arrive. They may remain unlocked when you leave.

#### **All Things Doughnut Holes:**

- Available for pick-up at Clayton's Sidewalk Pick Up Window as early as 8:30 a.m.
  - Do not stand in line to order. Use the Pick Up Window to the right.
- They are prepaid; held under "Graham Memorial."
- Divide between two large bowls and center bowls on the non-coffee table.
  - Put a pair of tongs next to each bowl
  - Do not place bowls on tables until adults from 9:00 a.m. service arrive.
  - Put out half. When empty, replace with the rest of the doughnut holes.

#### **All Things Coffee:** Takes ~45 minutes to brew regular; ~25 minutes for decaf.

- Fill **regular** urn with water to 40 cups line; use 2 ½ cups of regular coffee grounds.
- Fill **decaffeinated** urn with water to 20 cups line; use 1 ½ cups of decaf grounds.
- Plug in urns and red light on side of urn will come on indicating brewing has begun. Amber light will come on when brewing is complete.
- Put wooden, brown striped box at one end of table; orange striped at the other
- Put orange "Decaf" & brown "Regular" name tents in front of appropriate urn.
- Before placing urns on table, remove and wash filter baskets and percolator tubes
  - Put coffee grounds in waste basket; as in, do not put down sink drain.
- Place urns so decaf is dispensed from Kirk House side of table and regular is dispensed from Kirk Cottage side of table.
- Center the cups, sugars, creamers, stirrers and napkins on table that has the coffee.
- **Tables:** Two, foldable 6' tables located along the wall as you walk in from the Courtyard.
- Casual; as in, no tablecloths.

#### **Waste bins:** Three, black, no-lids

- Put one at the center of each side of the coffee (by the coffee "condiments").
- Put one at the C Street end of the doughnut hole table.

#### **Water:** Two, pitchers

- Place on table with cups; refill as needed.

#### **Clean-Up:**

- Wipe off tables.
- Return tables and waste baskets. Empty baskets in dumpster. Replace liners.
- Wash, dry, and return bowls and urns to counter.
- Return unused coffee supplies and water pitches to counter.