

COFFEE HOST INSTRUCTIONS

First Presbyterian Church, Salina, KS

Please be at the church by **9:15 a.m.** and go to the **parlor**. Please see below for specific details of your duties.



PARLOR:

1. The Sunday Custodian usually has a cart ready in the parlor that has:
 - 2 pitchers filled with ice water from the kitchen (Place the pitchers on table w/glass top in the parlor)
 - cheese and assorted crackers and treats from north refrigerators & northwest counter in kitchen (place on 2 glass serving plates in the parlor)
2. Donut holes will be delivered to the parlor conf room Sunday morning.
 - Put all donut holes out for everyone (on 2 glass serving plates) as soon as they are delivered
3. A pot of regular coffee and a pot of decaf coffee will already be made and ready for use. These pots will be on a hot plate on the table along the west wall. **Cups (6 oz. size)** for this station, plus creamer & sugar, stirrers and napkins will be in place on the table. Ordinarily only one pot of regular and one pot of decaf is needed for the whole morning. However, please monitor these pots and make more coffee using the coffee maker in the Parlor Conference Room (instructions for using this pot are posted above the machine).
4. The Keurig coffee machines, with the individual coffee pods, **Keurig cups & lids** and all other supplies needed, will be at the two coffee stations in the Parlor. Refill the Keurig machines with water as needed. (pitchers to refill water should be in parlor conf rm by coffee maker)
5. Please be available to assist persons before and after worship, as needed.
6. Baskets for contributions will be on coffee server table and on the credenza.

FOLLOWING coffee fellowship (about 11:30-11:45 a.m.):

1. Put the contributions in money bag stored in coffee server unit in front of library. Give the money bag directly to the custodian.
2. Load up all dirty dishes, including the glass trays, glass coffee pots and pitchers, on the rolling cart, as well as any leftover treats. Return the rolling cart to the Kitchen. Put away remaining treats that can be saved, otherwise take home or discard. You may leave the cart with dirty dishes in the Kitchen for the custodian to clean.

Additional supplies are available in the credenza on the south side of the Parlor. If you can't find something you need, please ask the custodian.

THANK YOU for your assistance in this important part of our congregation's life!

You are appreciated!

Congregational Care and Nurture Committee