



# Guidelines for Coffee Hour

Coffee, tea, cream, sugar, and juice are occasionally donated and available in the cupboards. You may use those supplies, or bring in your own to be sure you have what you need! Check supplies for juice cups and napkins.

**Typical Sunday\* = 24 cups Decaf | 35 cups Regular**  
**- less during the summer months -**

One (1) Mr. Coffee scoop = 4 teas. (This is a bit more than 1 tablespoon.)  
 Use the 30-cup and 55-cup coffeepots.  
 Use half as many scoops as cups of coffee; sample measurements below:

Water Level	Coffee Scoops	(or) Measuring Cups
24 cups*	12 scoops	1.5 cups (a touch less)
35 cups*	18 scoops	2 cups
45 cups	23 scoops	2.5 cups (a bit more)

55 cups    28 scoops    3 cups (a bit more)  
 100 cups    50 scoops    6 cups

NOTE: This pot has an **on/off switch!**  
 NOTE: Full pot takes **1 ½ hours** to brew!

Be sure to fill the pot with **COLD** water, and listen for brewing to start. The serve light will come on when finished. (It also works to prepare the night before.)

Heat water in tea kettle to boiling before church; the water will reheat quickly after service. Brown, thermal containers are available for hot water.

Put out sugar, cream, tea bags, cups, spoons, and napkins.

Serve hot water in brown, thermal container.

Pour and serve juice in paper cups (5 oz.).

Clean up – wash cups, spoons, coffee maker, etc. Be sure lights, stove and oven are off. Take home dish towels to launder and return the following Sunday.

Take leftover food home, or give away.