

# FRIENDSHIP HOST INSTRUCTIONS

(Revised March 2017)

## Before the Church Service

**Please arrive no later than 8:45 am, as there is quite a bit of setup involved. The Friendship Host who makes the coffee may need to arrive earlier than 8:45 am to get the coffee started. (See items 1 and 8 below for time estimates.)**

The Church Family Commission will provide powdered Coffee-Mate creamer and lemonade mix for the children. Circles may provide other creamers (half & half or 2% milk) and/or fruit juice for the children if desired.

All circle members are invited to donate snacks for adults, but it is not required. A healthy option for snacks should be provided for children each Sunday. **DCC is “Peanut/Nut Allergy Aware.” When choosing snacks to bring to all church events, including Friendship time, please read ingredient labels and do not bring foods that say on the label “contains peanuts or tree nuts.”**

**All circle members should help with cleanup.**

(The following instructions are for Koinonia Hall. Instructions specific to Kairos Hall are posted in the kitchen there.)

Make 5 regular and 2 decaf pots of coffee before the worship service. Filters and pre-measured silver packs of free trade coffee (both regular and decaf) are stored together in a box in the cabinet under the serving counter. Black “airpots,” lids, orange decaf spouts, and stems are on the back counter by the large sink; they will keep the coffee hot and fresh for hours. A supply of coffee packs is stored in brown boxes located in the closet closest to the storage room. Additional coffee packs are in the adjoining cabinet, to the right.

1. Flip the “On/Off” switch on the front of the Newco coffee maker to the “On” position. It takes approximately 10 minutes for it to be ready to brew.
2. Remove the brew basket, place the filter and contents of one silver coffee pack in it, and replace the brew basket. Make sure it is pushed all the way in place. **Use scissors to open the coffee packs to avoid spills.** Lift the hinged lid on an airpot by pressing the button above the spout. **You do not need to remove the lid completely. Leave the stem inside the airpot.**
3. Place the airpot under the brew basket. The airpot will have to face sideways, with the hinged lid on one side of the brew basket and the spout on the other. Make sure the hole in the bottom of the brew basket is over the hole on top of the airpot stem.

4. Press the “Brew Start” button. The “Brew” light will blink. Water will begin dripping as soon as it is hot - **do not press the button again**. When the “Brew” light goes out, the airpot is full.
5. Remove the airpot and click the lid into place. (Make sure the “stem” is inside the pot first.) Use the orange spout cover for decaf airpots. Dump the coffee grounds in the garbage can.
6. Make additional airpots of coffee as needed. Each pot takes about 6 to 8 minutes to brew. Each airpot holds about 10 to 12 cups of coffee. For a full crowd, make 5 pots regular and 2 decaf before Friendship Time, and make more as needed.
7. Turn the “On/Off” switch to the “Off” position. **Do not unplug the coffee maker from the wall**. Clean all airpots by removing hinged lids and stems and rinse thoroughly. Return the orange decaf spouts to the back counter by the large sink.

Make hot water for tea. Fill the silver urn labeled “Water Only” (located on the back counter near the stove), place the urn in the wooden pedestal, and plug in to the outlet on the wall to the right of the kitchen door. **It is dangerous to leave the coffee and hot water urn together in the same space. The hot water urn should be place on a separate table alone.**

Make lemonade or pour juice and/or water in pitchers. Usually only one is needed to start, unless it is a special worship service. Pitchers and small green plastic glasses are located below the serving counter, and lemonade mix is stored in the coffee cabinet. Make an extra pitcher of lemonade on hot days for the adults. Refrigerate until Friendship Time begins.

Set up two long tables in the center of the room and another single table by the windows between the back exit doors and a smaller table against the wall to the right of the kitchen door. Cover the tables with plastic table covers (located in the cupboard in the center island, across from the stove). Snacks are usually placed on the two long tables in the center of the room. The table set up by the windows is for the children’s refreshments. Put the green plastic glasses on this table.

Set out coffee cups (located under the serving counter). Set out sugar, artificial sweetener, Coffee-Mate, and teabags (all located in the cupboard above the serving counter), and a small pitcher of milk or half and half, if desired. Set out napkins and teaspoons. These items can be set out on the counter in the kitchen serving window and the tea table or on a table out in the room.

If needed, sharp knives are in the drawer to the left of the stove. Please wash and return them when finished. Serving trays are located in the island across from the coffee cups. **Trays of snacks should remain in the kitchen until Friendship Time unless they are covered with plastic wrap, in which case they can be set out on the tables ahead of time.**

### **During the Friendship Time**

Leave the Sanctuary during the final hymn to prepare for the people to come into whichever hall is being used for the Fellowship Time, typically Koinonia.

Set out any refreshments on the tables – the center tables for the adults and the window tables for the kids.

Make more coffee as needed.

Turn on the dishwasher for preheating. Directions are on the wall above the dishwasher, or ask someone for directions.

### **Clean Up During and After the Friendship Time**

Pick up trash and put it in the trash containers. If the trash bag is full, take it out to the dumpster in the parking lot and put a clean bag in the container. Trash bags are located in the cabinet to the left of the refrigerator. **Be sure to recycle any appropriate items; there is a recycle bin in the kitchen.**

Wash the coffee cups and silverware in the dishwasher. Be sure to put away the last load of dishes.

Wash the trays, pitchers, and coffee pots in the sink. Put away all clean items.

Wipe off the table covers and put them into the cupboard. Wipe off the countertops and tables.

TURN OFF THE DISHWASHER, COFFEE MAKER, WARMING OVENS, AND LIGHTS.

**NOTE: If you observe a shortage of any supplies, please notify the Church Family Commissioner.**

**Any left-over snacks are to be removed from the kitchen (take them home, dispose of them, etc.) every Sunday.**

**Any dish towels that were used are to be taken home and laundered each Sunday and returned to the kitchen by the following Sunday. There is a plastic container in the kitchen labeled for soiled towels.**

**If you are unable to serve on your assigned morning,  
please contact your Circle's Sunday Task Coordinator.**

**Thank you for serving as a Friendship Host.**