

american LUTHERAN CHURCH

801 Monroe Street • La Porte City, IA 50651 • www.lpcamericanlutheran.org



COFFEE/FELLOWSHIP HOST RESPONSIBILITIES

**You are also an usher during worship for the week you volunteer for this role.

COFFEE PREP & SERVING

- Coffee and filters are in the lazy susan to the right.
 - big coffee urn is in the bottom cupboard between the refrigerators.
- Use the 40-cup silver Hamilton Beach urn for Sunday morning fellowship.
 - 35 cups is usually sufficient
 - use small drip coffee makers for decaffeinated if needed.
- Always start with cold water.
- Make sure the stem of the coffee maker is firmly in the bottom hole.
- Use large coffee filter in the filter basket. Create a hole in the center of the filter before adding coffee grounds.
- 1-1/4 cups coffee grounds for a 40-cup pot
- Allow 1/2-hour to 1 hour to perk (larger pot usually takes longer). Be sure to use the correct cord for the size of the coffee pot needed.
- Cups are in the lower cupboard under the glasses cupboard.
- Silverware is in the drawer in between. Put out a few spoons for cream & sugar.
- Creamer & sugars are in the upper corner cabinet.
- White carafes are in the bottom drawer under the window to fill and use to take around to the tables and offer refills of coffee as needed.

JUICE

- The juice is in the refrigerator – use the opened one first. Glasses are in the upper cupboard next to the service window.
- There are trays in the lower cupboard to the right of the small sink for ease in setting out glasses.

DONUTS

- Someone will pick up and deliver Casey's donuts. Cut them in half, if someone hasn't already done so, cut the lid off the box and serve from box.

NAPKINS/DONATION BASKET

- Napkins are in the far-left drawer by the door. Put out wicker basket for donations.

CLEAN-UP

- Please do not put carafes in the dishwasher – They only need rinsed out.
- Turn carafes upside down on a towel to dry naturally.
- Dish towels are in the middle drawer to the left of the sink. When you are done with
- Towels are to be left on the counter and someone will pick them up on Monday.
- Wrap any donations in a napkin and deliver to the secretary's office. Place in desk drawer on the right with the date written on the napkin.

THANK YOU FOR VOLUNTEERING!



Evangelical
Lutheran Church
in America