



# Coffee and Treats Instructions for Peace Group System

Times: Coffee and treats are served between first and second service. First service ends about 9:15am during the school year and 9:30am during the summer. On Communion Sundays these times may be later.

Coffee machine: The sheet on how to use the coffeemaker is on the metal shelf under the machine. For a typical busy Sunday, make 3 boxes or satellites. It takes a good 10-15 minutes to brew each box. This should be started well before first service ends. Contact Rachel [@rmoldstad@gmail.com](mailto:rmoldstad@gmail.com) if you want instruction on the machine and/or someone to start the first box before first service.

Coffee: The warmers for the coffee satellites are all set up either on the coffee counter or kitchen counter facing that window. Just plug them in and hit the on button and you can place a brewed satellite on top.

Hot Water: Fill up two thermoses of hot water for tea and place them on the coffee counter with the “hot water” signs in front of them. The thermoses are on the kitchen counter to the right of the sink. This will have to be done either after the coffee is made, or in between brewing the satellites.

Supplies: Extra coffee cups, tea bags, sugar packets, etc., are found in the drawers and cupboards under the coffee counter. Napkins are in the kitchen in the bottom cupboards to the left of the oven. The kitchen cupboards are all labeled with what they contain. Please let [rmoldstad@gmail.com](mailto:rmoldstad@gmail.com) know if anything is running low.

Treats: Trays and bowls can be found in the bottom cupboards opposite the sink and below the serving window. Usually bring at least a pan/pack of something to share, i.e., about 60 small pieces.

Donations: A glass box for cash donations to the coffee and treat fund is in a drawer under the coffee counter. Place out if there is room for it. Please be aware it is rather heavy.

Cleanup: Empty any leftover coffee, rinse out the satellites and leave the covers only half on so they can dry out well. Turn off and unplug warmers. You can turn off the warmer on the coffee machine, **but the machine itself stays on all the time. Do not turn it off.** Wash the trays in the sink and put them in the dish rack to dry. Wipe down counters, etc. Sweep if needed. If a broom isn't in the kitchen, check the supply closet in between the bathrooms. Ideally, clean up before second service.

*Thank you so very much for your willingness to help the church in serving our members. If you have any questions or suggestions for serving or our group system, please contact Rachel Moldstad at [rmoldstad@gmail.com](mailto:rmoldstad@gmail.com). Thank you, and God bless!*

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