

## COFFEE HOST CHECK LIST-SECOND SERVICE

- ✓ Attend the 11:00 a.m. worship service. Stay until the last hymn, then head downstairs.
- ✓ Check that coffee, tea, milk, sugar, etc. are all properly arranged and stocked. If you brought cookies or other treats, set those out, or check under the counter for some to put out.
- ✓ Greet people warmly after the service. Help them get their coffee and tea. Refill coffee and water thermoses and milk as needed. Keep the coffee carts tidy.
- ✓ Turn on the dishwasher. It takes approximately 10 minutes to warm up.
- ✓ At 12:30 or as the crowd thins out, begin cleaning up. Run all dirty dishes through the automatic dishwasher cycle. (Instructions on bulletin board to right of machine.)
- ✓ Put clean cups (in their racks) and other utensils back in the coffee carts. Make sure there are four full racks of clean cups in Cabinet No. 2 before leaving. Store sugar, tea, etc. in the coffee carts. Dump the remaining cream and milk in the sink if there is little left, or replace back into the original containers in the refrigerator. Do not leave the cream or milk in the steel carafes. Clean the carafes thoroughly and leave in sink rack to dry.
- ✓ Collect the donations. Give money to the trustee on duty, or put money in a plastic baggie, label and drop bagged money in the safe in the staff restroom off the office.
- ✓ Turn off dishwasher by pressing "Off" button. Wait for it to drain, then remove filter from bottom front of dishwasher, rinse and replace.
- ✓ Turn off coffeemakers - press the On/Off button on the coffee maker. Light will turn off.
- ✓ Make sure everything is neat, tidy, and turned off.
- ✓ Go home and **THANKS for your help!**

For more information, contact one of our  
Coffee Coordinators:

Mike McCullough—985-0901; mmccullough@paonline.com;

Anne Moore -877-8576; poetpotter@comcast.net;

## The Brew CrUU



**It's a great way to meet  
people, and what would  
coffee hour be without  
your help!**

Sign up on the Brew CrUU Calendar by the coffee area in  
the Common Room (once, twice, as often as you like).  
And take a moment to complete the enclosed sign-up form.

## Brew CrUU - Sign-Up Form

Thank you for volunteering to help with Brew CrUU.  
Please fill out this form and we will add you to the list of volunteers.  
Training and directions sheets will be provided.

1. Name(s): \_\_\_\_\_  
(If you will be working as a pair, please list both names above)
2. If working as a pair, do you want to have reminders sent to both or just one (circle one).  
If just one, list name and preferred contact e-mail or phone number:  
\_\_\_\_\_  
\_\_\_\_\_
3. \_\_\_\_\_ I would like to work with a partner. Please assign someone to work with me.
4. \_\_\_\_\_ Church Member or Friend—my contact information is in the directory. Skip to number 6.
4. \_\_\_\_\_ number 6.
5. If not in the directory, please list address(es):  
\_\_\_\_\_  
\_\_\_\_\_

...and Phone number(s): \_\_\_\_\_

...and E-mail address(es): \_\_\_\_\_

6. Our goal is for Brew CrUU members to serve at one service every three months. This goal depends on the size of the pool of volunteers. So we can know your level of availability, please check one of the following statements.  
 I will make coffee an average of one service every three months.  
 I don't want to make coffee regularly, but I will make it occasionally (1-3 times per year)  
 I am willing to make coffee 5 – 10 services per year.  
 I am willing to be scheduled as often as needed.
7. Which services can you work (check all that apply)?  
 1<sup>st</sup> Service  
 2<sup>nd</sup> Service  
 I like to do both services on the same day.  
 Any other scheduling notes? List here. \_\_\_\_\_
8. \_\_\_\_\_ We would like to have a pool of volunteers who are able to help on short notice when assigned volunteers have emergencies and cannot work. Please check here if you are willing to be on the list of "Short-Notice" volunteers.
9. \_\_\_\_\_ Check here if you are not available to help in the summer
10. \_\_\_\_\_ Generally, reminders are e-mailed during the week before you have signed up to work. If you do not have e-mail or regularly check your e-mail, please check here, and we will call you with your reminder.
11. \_\_\_\_\_ YES \_\_\_\_\_ NO Would you be willing to meet once a quarter to sign up for Brew CrUU dates to work? Lunch or a light meal would be provided.

If YES, would you prefer to meet \_\_\_\_\_ Lunch after Second Service on a Sunday or  
\_\_\_\_\_ Weekday evening.

Return completed form to the "Brew CrUU" box in the coffee area of the Common Room or mail to: UCH, Attention: Brew CrUU, 1280 Clover Lane, Harrisburg, PA 17113



## COFFEE HOST CHECK LIST - FIRST SERVICE

- ✓ Arrive by 8:15am. If you wish to bring treats, it is appreciated, but not required. There may be cookies/pretzels in the coffee carts to serve or leftover treats in the kitchen. These may be served unless otherwise marked.
- ✓ Press and hold the On/Off button on the front of the coffee machines. Wait for the "Ready to Brew" light to come on. You will need to make 4 carafes of regular and 2 decaf.
- ✓ Put one filter in each coffee brew basket. Pour contents of one packet of coffee into filter for each machine. Make sure brew baskets are securely in the coffee machine.
- ✓ Put a coffee thermos with a "Decaf/Regular" tag directly under the brew basket. Press the Brew light. Wait until coffee is done brewing. Remove the coffee thermos. Repeat process—4 regular and 2 decaf.
- ✓ Arrange 3 racks of coffee cups on stainless steel cart (found in the utility closet off the kitchen), powdered cream, sugar, artificial sweeteners, assortment of tea, hot cocoa, donation jar, spoons, basket labeled dirty spoons, etc. on the orange coffee carts. Line filled coffee thermoses up at the front edge of the coffee carts. Place any treats on a separate round table to move people away from the coffee carts. Check refrigerator for milk and half-and-half. Use the oldest first. Place in the stainless steel carafes, found in the kitchen.
- ✓ Fill 2 white carafes with hot water from red spigot for tea and hot cocoa.
- ✓ Go upstairs and attend the worship service. Be present at the service. Stay until the last hymn, and head downstairs.
- ✓ Greet people warmly after the service. Help them get their coffee and tea. Refill coffee thermoses as needed. Keep the coffee carts tidy.
- ✓ Press "On" button to turn on the dishwasher. It takes approximately 10 minutes to warm up. Instructions are on the bulletin board to the right of the dishwasher. Wash cups and spoons.
- ✓ At about 10:45 am restock the cups, and fill the coffee thermoses—4 regular and 2 decaf.
- ✓ Make sure everything is ready for the second coffee hour. Go home and **THANKS!**