

***Thank you for volunteering for Coffee Hour.***  
**The kitchen is organized and labeled to make things run smoothly.**

The new Bunn brewer is our biggest change.  
**\*\* *It is always on - has a full internal water reservoir.* \*\***

To brew coffee

Coffee grounds have been measured out into single-serving baggies.  
Put a coffee filter and pre-measured amount of coffee into the brewer's basket.  
Place an empty coffee pot under the basket.  
Pour a pitcher of water into the machine.  
**Coffee brews into the empty pot almost immediately.**  
A full pot is ready in three minutes.  
Pour brewed coffee into the pump pot for serving.  
Empty the brewer's basket.  
Do the same thing with decaf grounds in place.  
\*Note: There is no need to ever turn on the burners so no worries about turning them off!

***Voila - two pots of coffee in under 7 minutes!***

To use electric tea pot

Fill the pot with water to the fill line.  
Place the pot on it's base.  
Press the on button under the pot's handle.  
Pour hot water into the usual white insulated carafe.  
Do not serve hot water from the electric tea pot.  
This electric kettle will turn itself off.

***Hot tea water in 6 minutes!***

Allergen-free Items

Also new, is the bin of allergen-free items in the pantry.  
Please do not put these out on the buffet table.  
These items are matched to the allergy issues our congregants have identified.  
They are self-serve items.  
Concerned families will seek these out themselves.  
This reduces the chance of cross contamination and random consumption.

Optional

Cookies and Plates

As you know, we have cookies and compostable dishes for optional use.  
These have been provided to assist volunteers in streamlining the kitchen work.  
Their use is not required.  
You decide among yourselves how you want to do Coffee Hour.

Please call me with any questions.

Again, thank you, Lisa B - mtnrstr15@gmail.com