

BAKER MEMORIAL UNITED METHODIST CHURCH

FELLOWSHIP GUIDELINES

Set-up Instructions:

1. Arrive by 8:45 am.
2. Turn the coffee machine on so water gets hot.
3. Get the coffee pots ready, but do *not* start the coffee brewing. Brewing instruction can be found at the coffee machine. Plan to make one pot of regular and one pot of decaf. Coffee is under the sink. All other supplies are in the supply closet (near top of stairs) and in the kitchen. Hot water for tea can be put in a white carafe. The hot water spigot is on front of the machine.
4. Bring the water and lemonade from kitchen fridge upstairs on the cart. Cream can be found in the fridge—if not available, use the powdered creamer found in supply room. Bring the black coffee mugs up from kitchen on the cart.
5. Table cloth, white carafe for hot water for tea, sugar, tea bags, stirrers, napkins and powdered creamer are found in the supply closet.
6. During the last hymn, go out start coffee brewing and fill white carafe with hot water.

Cleanup Instructions:

1. Return supplies to the supply closet and kitchen as needed.
2. Rinse out the coffee pots in sink.
3. If you brought snacks, please take leftovers home with you. Do not leave any food in fridge or kitchen.
4. Wipe down coffee pot area. Cleaning wipes are under the sink.

Thank you!