



*Declaring and Delighting in the Beauties of Jesus*

## CAFE & COMMUNION SET-UP TEAM

*Thank you for loving our church community by serving them in practical ways! This is an act of worship.*

### **Important Note**

The weekly supplies needed are labeled underneath the coffee bar. If any supplies are out-of-stock, ask your Trainer for a substitute — or omit it for the week — until more can be ordered.

### **Coffee**

**8:45 AM** - Arrive at the church. Turn on coffee brewer. Ensure that the brewing stand has two blue lights shown, if not click both "enable" buttons to allow for the water to heat up while you work.

**8:50 AM** - Retrieve the coffee cart from the kids' check-in area with air pots (urn/lid/inner spout); bring to the Cafe. (The cart may already be in the cafe upon arrival. Occasionally, the early arrivals will have brewed a pot of coffee.)

*(Communion may be prepared at this time or reserved until AFTER setting up the coffee bar)*

### **Communion Prep** (10-15 minutes, usually)

In the Kids' Check-In area, you'll find the needed materials to the right of the sink; grab these supplies:

- Plastic serving gloves
- Two wooden plates for the crackers
- Flax seed crackers
- Aluminum communion trays (four)
- Clear plastic Communion cups
- The plastic white juice fillers (used to portion out the juice for the communion trays)
- Four small, white cloth napkins (to cover the elements on the table in the sanctuary)
- Grape Juice (from fridge in Youth Room)

### **THE BREAD** (crackers)

*Partially* fill the wooden plates with flax seed crackers, broken into small pieces (quartered, roughly). Cover each plate with one cloth.

This doesn't need to be "perfect". The goal is to have a *light* layer of the crackers covering the wooden plate. Once both plates are finished, stack and set them aside.

### **THE BLOOD** (juice) \*\*

1. Fill two of the communion trays completely with empty plastic cups.
2. In two of the communion trays, fill the inner two rings, leaving the outer rings filled with the pre-packaged cups. Pour the grape juice into the white portioning device. You will need to re-fill the device several times during this process.

While holding the device over a cup, press the red button to release the juice, filling to the level where the Communion tray and cup meet. **Please do not overfill.**

After filling the first two trays, fill the first three circles in the center of other two trays.

**\*\* In the Communion trays that will be served stage left (to the speaker's left), fill two of the plastic cups with regular water.** (We currently have two people with major dietary issues. They each bring their own "bread".)

Transport the Communion trays, wooden plates, and four (4) white cloth covers to the Communion table located in the sanctuary, directly in front of the pulpit. (Take your time and be careful)

Place the two sets of communion juice trays in the center of the table with the full trays on top and the partially-filled trays on the bottom; place the wooden plates to the outside of the table on each side.

If not already covered, place one cover over each stack. (Note: please keep the tags on the cloths hidden and away from vision to achieve a cleaner appearance.)

Once Communion elements are in place, go back to the Kids' check-in area and put away any remaining items. Any supplies taken out need to be put back into their places. (Rinse out the white portioning device(s) and dry it before putting it back in the drawer.

**9:15** - Begin setting up the coffee area with air pots, along with the coffee accessories on top of the coffee bar, according to the reference photos (**see last page**).

**9:30 AM** - Begin brewing coffee. (PLEASE LEAVE HALF-N-HALF IN FRIDGE AT THIS POINT)

### **BREWING INSTRUCTIONS**

We serve both regular and decaf coffee.

Select appropriate coffee from under the counter (labeled). 130 grams (full pot) and 70 grams (half pot) are each labeled. Place pre-filled coffee filter from clear containers into the appropriate filter basket.

To brew a pot of coffee, first, open the lid of the air pot, if attached. Place the spout inside the empty urn, if not already in place — the spout is designed to be in the urn during brewing (choosing to leave the spout out of the urn until brewing is completed is less sanitary than brewing as designed, as the spout is continually placed on a dirty surface then reinserted into the freshly brewed coffee with each new pot).

Place the air pot(s) on the brewing stand, directly under the filter basket(s). The left side brews full pots (as shown by the gram amount 130 listed beside it) and the right side brews half pots (also shown by the gram amount 70 listed beside it).

**All coffee pots** may be used for either full or half pot. There is no longer a "designated" decaf pot.

This has been found to be the best brewing order:

Full regular pot; Full decaf pot; brew the rest for a total of four regulars. (One full decaf is usually enough, colder weather or evening events may increase this to an extra half pot)

**\*\*Take note:** Please empty out the used grounds into the trashcan at the end of the coffee bar after each brew. If grounds are left in the basket, rinse out the coffee filter in the check-in sink before beginning a new brew.

## Pre-filling coffee filters for future use

To serve our teammates, please refill the pre-made coffee ground packets using the coffee grounds, filters and scale underneath the coffee bar. Once each container is finished (be sure to put newest filters on bottom of container), close the lid and place it back into its spot on the counter.

**WEIGHING:** Bring the grounds (regular *and* decaf), the coffee filters, and the scale up from below counter. Weigh out (**under grams**) the corresponding pot size (full -130g; half - 70g). Placing a coffee filter onto the scale, tap the power/zero button to bring the weight back to zero, then add coffee until reaching the desired weight.

Please avoid mixing regular and decaf coffee together.

### **While coffee is brewing:**

After coffee bar is completely set up according to the reference photos (back page), refill all necessary supplies (Fill sugar dispensers/stirrers/teas, etc.).

At this point, if you notice any supplies that need to be re-stocked, go ahead and take this time to write them down on the white board in the utility closet (1st left inside hallway).

**9:45 AM** - Team prayer in sanctuary — Please join us in praying for the morning!

**10:00 AM** - set up Communion, if you didn't do this earlier.

## SHOWTIME! (AKA “Church”)

Once coffee is brewed and ready to go, Communion is set, and team prayer time has completed (*usually around 10:00 AM*), it will be time to begin serving our guests! Enjoy serving others and be your bubbly self while behind the bar, monitoring spills and keeping items stocked. Your smile and service to our church family in this ministry has a huge impact on the congregation! **THANK YOU!!!**

Please remain at the coffee bar until the end of the **first** worship song. Afterward, please enter into the worship service, leaving the coffee bar items out for others to enjoy as they step in/out during the service.

## **POST-SERVICE**

Once the service is over, it is time to clean up. First, gather the Communion elements and cloth napkins from the communion table and take them back to the kids' check-in sink area.

Next, replace all the beverage accessories back under the bar into their labeled spaces. Then, load up the cart with coffee pots and take it back to the kids' check-in area sink. The cart will be used to dry items for the following week.

Take apart the coffee pots by removing the lid and spout. Pour out the remaining coffee into the sink. Rinse out each coffee pot piece and place them out to dry on the cart. **Please do not submerge the lids in water.** Place each air pot upside-down onto the cart to ensure that it dries properly.

Once the coffee items have been cleaned, after everything has been cleaned and readied for the following week, head back to the coffee bar and wipe it down with a disinfecting cleaning wipe (below counter) and you're done!

Thank you so much for being apart of the Riverstone Vineyard Cafe team and serving our guests. Volunteers help keep the church running and every helping hand is appreciated! Please let us know if you have any questions. The following page has the visual set-up referenced earlier.

