



2023 Trinity Coffee Crew - Sunday Coffee and Treats

Revised 9/23/2023

****New in 2023**** Now it's even easier to serve!

Coffee is served from 10 - 11am

First Time Volunteer? No worries, hands on training provided :)

1. Brew/Beverage Prep
2. Clean Up

Brew/Beverage Prep

Start around 9:30 (or earlier if you want)

- Brew 2 Full 1.5 Gallon Regular, 1- 1 Gal Decaf Urns
- Fill large pitcher with Ice
- Leave 1 Regular Urn on the Table in the front of the Garden Room with cups and basket of Creamer/Sugar/Napkins and Stir Sticks for Adult Forum and Parents
- Load 1 Reg and 1 Decaf on to Cart with pitcher of Ice onto Cart and bring upstairs in the Elevator
- Ice can go in the kitchenette fridge until ready
- Fill water container with Tap (about half full) and ice
- Set up on Round Table
- Set up serving station with Coffee Cups, Water Cups, Cream Sugar, Stir sticks and Trash Can, and the Offering Basket
- Treats will either be on the counter if someone bought/baked or in the Kitchenette Cabinet, top shelf.
- Set up Treats on nice platters with Napkins

Clean up Crew Members

1. Around 10:30 or when the rush dies down or after adult form dump the water and put away container
2. Put leftover cookies in a tupperware container in cabinet .
3. Put away cups, Napkins, Creamers Stir Sticks, tiny trash
4. Put the donation money in the blue pouch, in the office
5. Bring the Coffee Urns to the downstairs Kitchen
6. Set in Sink, and run clean water through the urns
7. Leave tops askew to air dry
8. This all can be done later or during the 11am service if that fits your schedule. 😊😊😊

Treat Bakers and Donations

Sign up for a Date on Shelby

1. 3 dozen cookies or donuts, baked or purchased.
2. Leave in the kitchenette before 9am service starts

Sara Dowling, Coffee Crew Coordinator

sarabdownling@yahoo.com (612) 296-5288 (txt ok!)

Sunday Coffee Crew

Brew 2 full regular *1.5 gallon each and 1 gallon decaf
“Medium” Strength

1. **Open lid of pot**
Make sure the spigot is closed.
2. **Insert filter in wire basket.**
Choose the level/amount of coffee you want to brew.

Setting	Output	# minutes takes to brew	Amount of grounds* <small>Adjusted for “medium strength”</small>
Top	1.5 gallons	4:40	1 $\frac{2}{3}$ cups for medium strength (2 cups for strong)
Middle	1 gallon	3:15	1 cup for medium strength (1 $\frac{1}{3}$ cups for strong)
Bottom	$\frac{1}{2}$ gallon	4:00	$\frac{1}{2}$ cup for medium strength ($\frac{2}{3}$ cup for strong)

A half gallon fills one Airpot

1 full urn (1.5 gallons) equals 5 full carafes (white) or 3 Airpots

On the Bunn, both sides full equal the same quantity of coffee as one side of the old machine.

3. **Make sure “Enable” is on.**
Press the Brew button once.
The water flow stops and starts throughout the brewing time.
Watch the timer to track how many minutes until the brewing is finished
It will then show the one minute dripping time,
Then in minutes it shows how long ago the brewing ended.
4. **To make the next pot:**
Empty the cooled grounds and filter into the green compost/organics recycle basket.
If the grounds are hot, the green back will melt.
The gauge has a line showing how full/empty the pot is.
Please make sure the pot is empty before attempting to make another pot.

Clean up

- Wipe the outside of the pots with a damp cloth
- Running clear water through the pot is optional DO NOT IMMERSE THE POTS IN WATER as the electronic components are in the pots.