



SOUTH BATON ROUGE
PRESBYTERIAN CHURCH [PCA]
Knowing Christ and Making Christ Known

Instructions and Guidelines for Coffee Making and Greeting Ministry

How to Make Coffee:

- An instructional video for how to brew coffee at SBRPC can be accessed through the link below.
<https://www.youtube.com/watch?v=5V0WJEGeKYQ>
- There is also a QR code for this video posted in the SBRPC kitchen above the coffee pots

Before Worship:

- Please arrive 30 minutes before Sunday School (or Worship if there is no Sunday School).
- Make 8 pots of coffee in kitchen and transport to Foyer (Make 2 pots of decaf; 6 pots regular).
- Restock cups, lids, and creamer/sugar at coffee stations in Foyer.
 - *Also, please restock these items as needed during Greeting time.*
 - Stock is kept in the cabinet behind the coffee table with additional stock in the kitchen pantry
- Greet members and guests at main entry doors; hand out bulletins; show kids bulletins, etc.
- **Introduce yourself to people you may not have met yet:**
 - Instead of saying “Is this your first time with us?”
 - Say something like “I’m not sure if we’ve met. My name is _____.”
- Direct guests to Sunday School rooms, nursery, restrooms, mom’s room, etc.
- Hand out Connect Cards for those who are interested in learning more about SBRPC.

During Worship:

- Move coffee pots from coffee station to counter in Pastor’s Office area when children are dismissed to Children’s Worship.

After Worship:

- Move coffee pots to kitchen, disassemble, and rinse all pots.
- Throw away all used coffee grinds and filters.
- Close lids on top of coffee makers where water is poured in.
- Refill coffee packs and filters in kitchen bin as needed (more supplies in pantry)
- Refill cups, lids, and creamer/sugar at coffee stations in Foyer.
 - Fill the black dispensers on the coffee station table with these items.
 - Refill cabinets at coffee station (more supplies in pantry)
- ***Put a note on Connie's desk if we are short on any coffee supply items.***