

CAFÉ LAFED FELLOWSHIP HOUR

August 31, 2017

Dear Café LaFed Hosts and Reminder Callers,

Enclosed is the September 2017 through May 2018, Café LaFed host schedule. **One change from last year is each host committee is asked to provide a tray of 40 cookies for our youngsters during Sunday School. It can be set in the first room on the left side of the education wing before Sunday School begins.**

Most of you are experienced at hosting, but here are a few reminders.

FOOD AND DRINK TO BRING

1. Most committees over estimate the amount of baked goods needed to serve people during the fellowship time. About 5 – 6 dozen cookies is plenty. If you bring bars three 9" x 13" pans of bars is enough. Many hosts buy ready made cookies, donut holes, and small muffins.
2. Purchase a large bottle of fruit juice. Apple juice works the best. Don't bring red, orange, or grape flavors as they stain the carpet. Any left over juice must have the name Café LaFed and the date written on the label. All unmarked items in the refrigerator are thrown out.

UPON ARRIVAL

3. Arrive at 8:30 a.m. First, plug two different cords into the outlet strip: the coffee maker and the overhead light. Make sure the outlet strip is turned on by depressing the toggle switch on the side marked with an /o/. A red light may or may not light up. It takes about 15 minutes for the coffeemaker to heat the water in its reservoir. Have at least one pot brewed for the many members who like to have some coffee before going into the sanctuary. They can help themselves while you are getting ready in the kitchen.
4. Most supplies are setting on the kiosk shelves. There you will find a plastic container of regular coffee with a scooper inside, sugar packets, tea bags, coffee creamer, stir sticks, small juice cups, and napkins. Blue trays of clean coffee cups are usually under the front counter on right side. If more cups are needed, find them in the downstairs kitchen on the shelves above the chest freezer. The cupboard is labeled.
5. When you stack coffee cups on a tray to cart them around, be sure to use the heavy blue plastic trays, not the thinner clear plastic trays that crack due to the weight of the cups. Blue trays are found on the north side of the center U-shaped cupboard in the center of the kitchen.
6. Load up the large clear plastic trays with pastries and treats.
7. If you know how to use the automatic dishwasher, turn on the two switches needed to run it. Instructions are posted on the wall by the dishwasher. If you haven't had the training or experience running it, I suggest you hand wash the cups.
8. Look for a file folder on the shelves of the free-standing counter. Inside you will find a sheet (front or back) with the name of your committee printed on it. Slide that sheet into the clear

plastic sign holder glued to the west side of the back kiosk. As a courtesy for next Sunday's host, you might find their committee name in the file folder and slide it in the clear plastic holder before you leave.

9. Copies of the September - May schedule of Café LaFed hosts is also in the file folder. The schedule is often posted on the back bulletin board, but it frequently gets moved.

LOAD UP A PUSH CART WITH SUPPLIES FROM THE KITCHEN

10. Fill 6 clear plastic pitchers with cool water to make coffee. Fill them in the basement kitchen and set them on a pushcart.
11. On that same cart, set 5 empty white coffee servers. As a pot of coffee is made, it can be poured into the white coffee servers and used to speed up the line.
12. Set 2 heavy blue trays on the top shelf of pushcart where people can set their empty coffee cups.
13. Fill half a clear plastic pitcher with ice (ice maker in northwest corner of kitchen). Fill pitcher with apple juice and set in refrigerator until ready to serve.
14. Use the elevator to get cart to the foyer.

BREWING THE COFFEE AND TEA

15. **Two 1/2 measuring cups of grounds will brew the best strength and flavor. Put grounds into a white paper liner and set liner with coffee grounds in black plastic basket above the lower warming plate.**
16. **Find the plastic pitcher with the fill line. It is usually on the shelf below the coffee maker. Fill only up to that line. Pour the water into compartment directly above the basket. As soon as you pour the water into the compartment, the brewed coffee starts to drip out, so be ready.**
17. **To heat water for tea, remove paper liner, replace the empty basket, pour water in the usual compartment. It is convenient to use the top back warming plate to keep water hot. You can fill a white plastic coffee server with plain hot water. Better label it.**

CLEAN UP

18. Before you leave, clean the kiosk counters, put all serving items on the lower shelves of the kiosk, wash all dirty cups, and place them back in the kitchen cupboards or on a blue tray on the kiosk shelves.
19. Turn off the two switches on the automatic dishwasher, if necessary.
20. Wash all dirty tee towels at home and return to kitchen drawers on left side of east sink.

Thanks for hosting.

Sincerely,

Mimi Ernst

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