

Host instructions for Agape 2022 (including coffee and tea serving)

INSTRUCTIONS FOR THE AGAPE MEAL

Thank you for helping to create a community of hospitality!

1. Coordinating:

If you know in advance that you will no longer be available for your assigned Sunday, please:

- Call another host on the Breeze schedule, if possible, and arrange to swap weekends.
- Then, notify the St. Mark's office staff via email or phone of any changes (650-326-3800). Please contact us with any questions.

2. Food:

Bring food that is easy to set up and to prepare. Cookies and Juice are fine. If you are inspired to bring more, some suggestions might be: cheese and crackers, veggies and dip, fruit platter, deviled eggs, chips & salsa, banana bread, bagels and cream cheese, mini muffins, etc. This is not meant to be a burden!

3. Beverages:

- Coffee and tea are set up for on Saturday, you simply need to plug in coffee and tea kettles on Sunday when you arrive, before the service. See below.
- Please bring a minimum of one gallon of juice or punch for the children and non-coffee drinkers. Pitchers are available in the kitchen, if you would like to use them.

4. Set-Up and Clean-Up:

- Use the kitchen to set up the agape meal. Place the food you have brought onto St. Mark's many serving platters or bowls in the kitchen. Then place all serving pieces on one of the wheeled carts to bring the food to the patio, during the summer months and the church chancel during the rainy season.
- Please use tablecloths, napkins, small plates, and cups as needed from the kitchen.
- Also, set up as much as possible before the service begins. This way you are not distracted during the service. Have all the food ready to go on one of the big carts in the kitchen and wheel it out after the service (during announcements and final hymn). Please make sure there are 2 trash receptacles with liners near the food tables, one for compost and one for recycled items. All the paper products in the kitchen are compostable.
- If you set up inside the church before the service begins, please be done by 9:50 a.m. Cover the food with an extra tablecloth and swoop it off at the beginning of the feast.
- Use the cart to remove the serving dishes. You can wash everything in the kitchen. Take home the leftovers, if any.
- Please leave the kitchen clean!
- Please return the coffee thermoses to the kitchen, empty and rinse out. Place them in the dish drainer to dry.

- Please take any linens home to be washed, if necessary. Please return them before the following Sunday morning.
- Last of all, please take the trash bags (from the church and kitchen) out to the dumpster in the fenced enclosure on the West side of the church by the choir entrance. It keeps the ants away. THANK YOU!

Sunday Morning Coffee and Tea Preparation

Before the 10 am service, please turn on the Westbend (regular) coffee maker (by plugging in) and the DeLonghi (decaf) coffee maker (by pushing "on " button). Coffee grounds are put in prior to Sundays.

Towards the end of the 10 am service, Agape Coffee Hour Hosts

- a. Put water into one of the electric tea kettles. It takes only 3 minutes to get it to boiling. (push lever or button so it lights up)
- b. Find the tea bags, sugar and artificial sweetener packets from the cupboard, and put in a basket.
- c. Unplug the Westbend coffee maker cord (from both maker and wall socket) and put coffee maker onto one of the carts. Leave cord on counter.
- d. Pour the decaf coffee from the Mr. Coffee coffee maker into the Decaf thermos container (marked as decaf) and put on the cart.
- e. Put the cream / milk / half and half from the refrigerator and pour into a metal cream pitcher (located on counter or shelves), and put it on the cart.
- f. Pour the hot water from the electric tea kettle into the thermos marked HOT WATER, replace the siphon, close the top and put onto the cart.
- g. Put hot (and cold) cups onto the cart (along with other drinks.)
- h. Take the cart to the Agape area, along with food, paper products and compost and recycle bins, and position next to the food table.

For Anyone Making Coffee or Tea for Agape:

Making Coffee Instructions for Westbend (regular) coffee maker:

1. Fill with water (for Sunday: 42 cups and 2-½ cups of coffee).
2. Add coffee to the coffee basket and plug in.
3. If serving, unplug the coffee maker from the cord (and wall) and move the coffee pot to the serving place via a cart.

Making Coffee Instructions for Mr. Coffee (decaf) coffee maker:

1. Fill with water by pouring into open top (for Sunday: 12 cups and 1-¼ cups of decaf coffee)
2. Push the "on" button.
3. If serving, pour into the thermos marked "Decaf".