

Tea Time at Humbercrest

Church supplies: Coffee, tea, sugar, stir sticks, frozen juice concentrate and paper napkins.

You bring: One (1) litre of milk for tea, one (1) 500 ml coffee cream and treats (if desired).

Preparing Coffee

- Set up coffee urn first as it takes approximately **one hour** to perk.

Number of Cups	30	60	85	100
Coffee (Grams)	150	300	450	600
Coffee (Cups)	2-1/4	4-1/2	6-3/4	9

- Fill bottom of urn with cold water to desired level (60 to 100 cups). Consider adding some of the water once the urn is moved to coffee serving table as it is quite heavy when full.
- Spoon coffee into top part of urn (no paper filter is required) and place lid on top.
- Plug in urn at coffee service table and attach drip catcher.
- Ensure that urn is running before you leave for church. Note that the light will not come on until the coffee is finished perking.

Preparing Tea

- Set up five (5) white thermoses with Tea. **Blue ones are reserved for Coffee.**
- Use two (2) bags per thermos and steep tea for five (5) minutes. This can be done prior to church.

Preparing Juice

- Make two (2) pitchers of juice for the kids, checking that there is none already in the fridge.

Setting Up

- Use plastic tablecloths from drawer. Trays are handy for glass coffee mugs and plastic cups.

Clean Up

- Cutlery should be washed and dried by hand to prevent rusting. **Do not put silverware in dishwasher.**
- Coffee grounds should be put in compost bin. **Do not put coffee grounds in sink drain.**
- Use dishwasher for cups and mugs. Make sure to start dishwasher before you leave.
- Tablecloths should be wiped down and put away. **Make sure they are completely dry.**
- Put away all tables and chairs. Chairs for seniors and kids should be stacked by the upper elevator door. Put small tables by the elevator door on the lower level of the Heritage Hall.

**Please contact Ariane Baines (416) 766-4062, Tea Time Coordinator
with any questions or concerns.**