

Coffee Making Instructions

1. The coffee machine should already be plugged in and ready to brew with a temperature of 200°.



2. Turn warmer on and place square coffee pot on burner.



3. Place filter in basket and add 2 level cups of grounds. (If there are old grounds in basket, dump them out.)



4. Press "full circle" to brew a 1 ½ gallon pot and then press "brew."



5. The coffee machine will display a 9 minute timer for coffee to brew, then 1 minute for grounds to finish dripping. The coffee is done and ready to put out. It will take 8 minutes for the machine to reheat water to 190° and be ready for another pot. Empty and replace with new grounds.

6. For Sunday Coffee Hour, brew 3 pots this way. Pots are insulated and will stay warm.



7. Place each pot on a pedestal to serve and put out on serving table.



8. To clean, rinse each pot with water, drain, and leave lid cracked to air dry. Place pots and pedestals on storage shelf above sink.



Suggested Timeline for Sunday:

- 10am- Brew one pot before Liturgy and leave on warmer.
- 11:15-11:25 Brew a second pot right after communion.
- 11:25-11:35 Let machine reheat.
- 11:35-11:45 Brew third pot.



Thank You, Enjoy!