

EARLY AFTERGLOW VOLUNTEER INSTRUCTIONS: This is also posted in the kitchen.

1. Before Sunday morning, only if Donna has asked you to set up for Afterglow:

*100 cup pot: Fill to 100 cup line with water. Add 5 cups of coffee (found in the cupboard labeled "Afterglow"). Find a small bowl to put on the middle shelf to use for empty creamer disposal.

*Put the pot on the cart with the coffee accessories, and put the cart outside the kitchen entrance near the counter. Plug the coffee pot into the timer on the white power strip on the counter.

*Medium pot: Fill with 25 cups of water and put coffee pot accessories inside the pot. Plug the coffee pot into the timer on the power strip on the left side of the sink and place the pot on top of the small brown riser. Place this so it can be accessed on the serving counter.

*Next to the hot water pot put out the hot chocolate, vanilla latte, tea bags, decaf coffee sticks, stir sticks, and a small bowl for debris on the front of the serving counter. These can be found in the cupboard labeled "Afterglow".

*Put one platter of red cups (found on the cupboard to the right of the refrigerator) on the serving counter.

*Put napkins, serving utensils, and the offering basket out on the serving table. There is one note for regular afterglow and another for when we serve doughnuts.

*If it will be a doughnut Sunday, put out the bowl of pre-packaged treats on the serving table. These can be found in the Afterglow cupboard.

2. Sunday morning, if Donna has asked you to come early to serve coffee: Please be there about 7:30 AM. Move the cart out a little to easily greet and serve coffee to those coming to early service. Push the cart back against the wall when the service starts.

Only if you have been asked by Donna to pick up doughnuts, they will have been pre-ordered at the Festival Food Store near church. Just go to the bakery section and ask for the order for Donna King or Eternal Love. The cost will be about \$35.00 for 3 dozen doughnuts. Put the receipt in the Fellowship Director's mailbox with your name on it for reimbursement. Put the doughnuts on the serving table and verify the serving utensils, napkins, free will offering basket, and a small variety of packaged treats are on the table.

REGULAR AFTERGLOW SERVERS/DOUGHNUT CLEANUP: This is also posted in the kitchen

You are scheduled to serve at Afterglow or do doughnut cleanup on Sunday.
The instructions for volunteers are as follows:

Before Afterglow starts:

- Put juice boxes and small water bottles (from refrigerator) out on empty space on counter.
- Put the snacks out on the serving table (if you are not on doughnut day). Verify the napkins, serving utensils, and donation basket are on the table.

When Bible Class Starts

- Move coffee cart into the Bible class room.
- Take donations and put the money into the zipped bag found on the kitchen counter along with the donation card. These bags are found under the Afterglow instructions. Each bag is already prepared for each Sunday, you just need to add your initials to the donation card. Put this money into the safe found in the room across from the bathroom near the Afterglow meeting area.

After Bible class ends

- Move the coffee cart out of Bible class area and serve coffee to people coming to late service.
- Wash out the coffee pots. Empty the hot water pot and put along the back of the kitchen counter. Put the large coffee pot back on the cart after it has been cleaned. Move this cart to the end of the kitchen counter on the right. Empty and rinse out glass bowl on lower shelf and return.
- Put juice boxes and small water bottles back into the refrigerator and put the rest of the drink accessories (and packaged treats if used) into the Afterglow cupboard.
- Put any used red cups into the dishwasher and start it before you leave if the dishwasher is full. Please check to see if the cups have been used for hot cocoa and rinse if necessary.
You need to push the start button on the dishwasher twice to get it to start.
- Clean the counter and table used for treats.

Thanks so much for all your help!