



The Journey Church: Coffee Volunteer Guide

"Making coffee for our guests is super easy-peasy!"

1. Getting Started

Welcome to the coffee team! Everything you need is located right here in the volunteer room/kitchenette.

Required Supplies:

- **Industrial Coffee Filters** (Located in the box on the shelf)
- **Ground Coffee** (Located in the brown bin)
- **Measuring Cup** (Located inside the coffee bin)
- **Metal Brew Funnels** (Attached to the machines)
- **Thermal Carafes** (Tall silver pots)

2. Preparation Steps

Step A: Prepare the Filter

1. Grab the metal **Brew Funnel** from the machine.
2. Take one **paper filter** from the supply box and place it inside the metal funnel.

Step B: Measure the Coffee

1. Open the coffee bin.
2. Using the small measuring cup provided, scoop **1 ½ cups** of coffee grounds.
 - *Note: That is one full scoop plus half a scoop.*
3. Pour the grounds evenly into the paper filter inside the funnel.

Step C: Load the Machine

1. Take the loaded Brew Funnel and locate the guide rails on the coffee maker .
2. Slide the funnel into the rails until it clicks or stops firmly in place.

3. Preparing the Carafe

Before brewing, the thermal carafe needs to be opened to accept the coffee.

1. **Unlock the Lid:** Locate the two buttons on the side of the carafe lid. Press them in simultaneously to release the latch.
2. **Remove the Stem:** Pull the lid and the attached internal pump stem (the long tube) completely out of the carafe.
3. **Position:** Place the open metal carafe directly underneath the Brew Funnel you just loaded.

4. Brewing the Coffee

We have two machines, and they start slightly differently:

If using the LEFT Machine	If using the RIGHT Machine
This is the digital model.	This is the toggle model.
Simply press the START button on the front panel.	Push DOWN the start switch/toggle to begin the brew cycle.

⚠ CAUTION: The machine dispenses very hot water. Do not remove the carafe or the brew funnel until the dripping has completely stopped.

5. Serving

Once the brewing cycle is complete (dripping stops):

1. Remove the carafe from the machine.
2. Re-insert the pump stem assembly into the carafe.
3. Press down firmly until the lid clicks and locks into place.
4. You are now ready to serve!