



# 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 <b>LEFT</b> Machine	If using the <b>RIGHT</b> Machine
This is the digital model.	This is the toggle model.
Simply press the <b>START</b> button on the front panel.	<b>Push DOWN</b> 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!