

## **HIGHER GROUNDS INFORMATION**

### **MISSION/GROUP OPERATING HIGHER GROUNDS FINANCIAL RESPONSIBILITIES:**

- If your organization wants to provide additional beverages such as orange juice or milk, it is the responsibility of the operating mission/group to provide them.
- To provide the store bought or home-made food items

If food and/or drinks are charged to the church's IGA account this will be deducted from your donations. If you do charge items, please email Diane Kelly and bring in the receipt so she can deduct these expenses from your final fundraised total.

**FUNDRAISED TOTALS:** Please allow a minimum of one week to gather totals before contacting Diane Kelly at [diane@greenvillefcc.org](mailto:diane@greenvillefcc.org). Also, provide the complete name and address for the mission organization to mail the check. Checks will not be made out to individuals.

## **OPERATIONAL INFORMATION**

**SETTING UP:** Set-up consists of putting out a table for condiments, tea, stirrers, creamer, etc., and the money box. Two other tables are set up to hold food provided by the hosting group. These tables are either along the wall or are in the large closet. The Higher Grounds sign is kept in the small closet with supplies.

**COFFEE PREPARATION:** Use the Bunn coffeemaker on the counter by the freezer. Because the water evaporates during the week when not in use, you will want to run one pot of water through the Bunn before beginning to make coffee (if the first batch hasn't been made).

Use 2 -1/2 scoops of coffee to make a carafe of coffee. Bunn filters **MUST** be used and should be in the supplies. The grounds container is instead at the top of the coffeemaker. Place the carafe under the spout in the coffeemaker. Pour one container of water (plastic, in with supplies) up to the top line into the top of the coffeemaker. Coffee will start brewing in a very short amount of time.

The silver carafes with pump tops should be used for the first pots of each kind of coffee made. The black carafes will hold a full pot and can be used as follow-up. Usually you will need to have 3 pots of a dark roast coffee; 1 pot of decaf; 2 post of regular coffee; and 2-3 of any specialty (like Pumpkin Spice) if you offer it.

**HOT WATER:** Hot water is used for tea and for hot chocolate. Heat it in the coffee pots next to the big sink. White carafes are available for water. The coffee pots do not heat quickly, so it is best if you "brew" extra hot water in them as back-ups to the carafes. You also may use the Sonrise microwave.

### **TIPS:**

- Your group may want to provide milk and orange juice. Please keep them in a bowl of ice (from the FLC icemaker). Leftovers need to be put in the FLC kitchen, not the Sonrise refrigerator, and marked for Higher Grounds.
- The busiest time will be following the 8:30 service.
- You will need at least 2 people in the kitchen – one to make coffee and one to put out food. Of course more are always welcome. Your group might want to break up the time from 7:45 – 10:45 into sections so that everyone is able to attend worship services.

- If you bring over dessert servers, knives, bowls, scoops, etc. from the FLC kitchen, be sure to return them – clean – to the FLC kitchen.
- If you use any kitchen items from the Sonrise kitchen, put them back – clean – where you found them. NO food items are to be used from the Sonrise kitchen supplies.

**CLEAN UP:** Higher Grounds closes at 10:45 in time for Second Service.

- Empty and rinse carafes and leave the lids ajar so that the water will evaporate.
- Clean all utensils, etc. and return to where they belong.
- All leftover juice and milk need to be taken to FLC refrigerator.
- Wipe down sinks and counters.
- Place all supplies on the carts and return to the small closet.
- Wipe off tables, take them down, and return them to their locations. Also wipe down the booths.
- Return the sign to the small closet.
- Take money box to the office.
- Have your group members take leftover food home with them or put it in the FLC freezer, covered with plastic wrap/ storage bags and mark the date and Higher Grounds on the items.
- Make sure all trash is picked up, and if there are crumbs/trash on the floor, sweep it up.

**SUPPLIES (Provided by Higher Grounds):** These supplies are usually in the closet:

- Coffees, tea, hot chocolate
- Spoons, knives, forks, stirrers
- Small paper plates, napkins, cups
- Creamer, sweetener, sugar
- Plastic wrap and/or foil
- Signs for coffee
- Containers for napkins, plastic ware, etc.
- A couple of baskets

If you run out or run short on any of these items, please leave a note in the office or contact Bobbi Suess or Maggie Whittaker. IF there is a coffee/tea/creamer, etc. that you would like to have, please let us know and we'll try to have it for you.

Maggie Whittaker – 618-322-5002

Bobbi Suess – 618-339-5037

**MOST OF ALL:** Remember that Higher Grounds is a chance for you to minister to the FCC family. Enjoy the camaraderie and fellowship with those who utilize and/or work at Higher Grounds. We hope your time in Higher Grounds provides your group with some of the funds you need, all for God's glory.