

## SANTA HOUSE MINISTRY INSTRUCTIONS

### I. Items that should be in the kitchenette by the Parlor.

- coffee urn,
- yellow Igloo cooler (not the one that says “water only”)
- pitcher to fill the urn
- long handled stirring spoon
- metal cart with the church sign attached
- labelled zip-lock bags with hot cocoa powder in them
- labels
- cups
- paper towels
- garbage bags
- small garbage can.

### II. Brewing in the parlor kitchenette.

- Fill the electric coffee pot with 72 cups of water (the pot is embossed on the side showing number of cups).
- Plug in the pot to heat the water. When red light comes on the water is hot (at least 45 minutes).
- As you wait for the water to get hot check to be sure there are labels on about 150 cups. If not, stick labels on the cups. Pour the hot water into the Igloo.
- Mix the cocoa powder into the Igloo with the hot water.
- Stir the cocoa frequently as you mix it into the hot water.
- Place the Igloo on the cart. The cart should have the following:
  - church poster (attached)
  - 100 – 150 cups with labels attached
  - garbage bag
  - small garbage can

Before you wheel the cart across the street, you should start a second pot of water heating. If the first pot is near empty and people are still arriving, you can decide whether you should make more hot cocoa, or dump the hot water. You may decide to make 72 or 48 cups – use the appropriate bag of mix.

### III. Serving

- Exit the door/ramp across from the kitchenette. Be sure to leave it unlocked so you can re-enter. Be sure it is locked after your evening shift is completely finished. DO NOT lock the door after the afternoon shift!
- Station yourself on the STREET sidewalk near the sidewalk that goes to the Santa House.
- Place the small garbage can near the entry door of the Santa House.

### PLEASE, NO DONATIONS OR SOLICITATION!

- Clean everything, wipe the cart clean, turn off the lights, lock the door – evening shift only, etc. Do not forget to bring back the small garbage can.

**THANK YOU and ENJOY!**