

## FELLOWSHIP HOUR INSTRUCTIONS`

Revised 1/8/2025

You should arrive by 9:45 a.m. to set up.

Bring with you:

**1 qt of Half and Half or 1 qt milk for coffee and tea.**

**Cookies, cake, cheese and crackers or other snack. Can be store-bought. Keep it simple!**

Plan for 40 adults for most Sundays, more on special days and baptism Sundays, fewer in summer or bad weather

**FIRST THING:** When you arrive, check that the power strip behind the coffee maker is turned on (lights red). If it is already on, someone who got there before you did that and usually marks the time on on the white board there on the side of the frig. **IT NEEDS TO BE ON FOR 20 MINUTES** to heat up the coffeemaker before making any.

Tablecloths are located in the bottom drawer to the left of the dishwasher

Paper plates, napkins and hot and cold cups are in the cabinets under the serving window.

Tea bags, sugar and sweetener are on a tray in the aluminum rolling rack.

If you want to use coffee mugs (will need to be washed after but more environmentally friendly) they are in the cabinet located above the counter to the left of the dishwasher.

Serving platters and silverware are in cabinets under the island.

Pitchers for juice or iced tea are located in the center island to the right of the sink.

Coffee and decaf and backups of sugar are in the refrigerator or in the corner closet.

Make **2 rounds** of regular coffee and **1 round** of decaf

Making coffee in the Bunn Coffeemaker: Place one (they are thin) coffee filter in the black plastic filter basket along with 2 cups of coffee grounds. There is a red 1 cup measure in the drawer below the coffeemaker – please put this back there and do not leave it in the coffee can) The filters are in this same drawer with backup in the corner closet – top shelf.

Fill clear plastic measure to black line with clean water and pour in opening on top of coffeemaker. Do not put brewed coffee in here to “reheat”

After each round of coffee, remove filter, throw away and use a new filter and 2 scoops of coffee grounds. 2 rounds of Caffeinated coffee will fit an insulated carafe.

Heat **Hot** water in the glass heater for tea. The on switch is on the top of the handle – a blue light comes on. You can place the whole appliance in the pass thru for use.

Set up the coffee carafes in the pass thru window, with the sugar, creamer, stirrers cups, napkins, and clear plastic trash container on the tray on the table in the hall to the left of the pass-thru.

Please put a pitch of plain water and some cups in the window as well.

After Fellowship hour, wash and dry all cups, utensils, trays and coffee pots and put them away.

Run the carpet sweeper (located by the light switch and defibrillator) over the rug in Fellowship Hall to pick up crumbs.

*Please do not leave anything in the refrigerator! Take left-overs home with you.*

Before you leave, turn off the power strip for the coffeemaker. If possible, please take home and

launder the tablecloths and towels used. Bring them back by the next Sunday. If you are the last to leave the building, **TURN OFF THE LIGHTS.**

If you have any questions, please ask. Any member of the Fellowship Committee or Rev. Peters can answer your questions.

*Thank you so very much for your willingness to do this important task!*