

Fellowship Hour Instructions



Thank you for hosting Fellowship Hour. It is an easy and fun way to meet people and give back to the church community. Here are step-by-step detailed instructions for hosting.

Before Sunday:

When planning what food to bring, please note we have a safety policy of NO NUTS in the kitchen, Parish Hall and building due to severe allergies.

Sunday Setup:

Arrive at Church by 9:30am to turn on the coffee. (Our sexton, Michael*, may have already done this but instructions are on the coffee machine.) There will be three coffee pots set up by the sexton. One pot is for regular coffee, one for decaf, and the last is for hot water for tea. Each is labeled.

You can place food trays that need to be kept cool in the big silver refrigerators.

Teabags, sugar, splenda, and stirring sticks can be found in the upper wall cabinet nearest the kitchen door to the Parish Hall. They should already be in glass containers to be set out. If any of these seems a little low, extra teabags and stirring sticks can be found in that same cabinet and extra sugar and splenda can be found in the marked drawer in the lower cabinet. These items can be set out on two trays that can then be placed on either side of the large table in the Parish Hall.

Coffee cups will be located in the kitchen on a stackable rolling cart. Set out two trays' worth of cups on the table and then take one of the trays and put it on top of a garbage can near the door of the kitchen. People will leave their dirty cups there as Fellowship Hour progresses.

It is a good idea to leave the service right after the sermon to finish your setup. Set out your food on the table. Pour coffee into the appropriately marked coffee pots and set them out on the beverage table. The coffee pots can be found in the cabinet by the dishwasher.

During Fellowship Hour refill coffee pots, help serve coffee to fellow community members, and most of all have fun.

Sunday Cleanup:

As the Fellowship Hour winds down, turn on the dish washing machine. Instructions can be found on it. Only hit the fill button once. Doing so multiple times will result in flooding.

Collect coffee cups, plates, and serving platters and run them through the dishwasher. Instructions are on the dishwasher. Dry and put away all the china that has been run through the dishwasher.

Dump leftover coffee down the sink and rinse out coffee makers.

Take leftover food with you when you are done.

Michael is usually around (in the little office/closet next to the kitchen) and available to help if anything comes up.