

Fellowship Hour Host Instructions

Thank you for hosting Fellowship Hour, one of the great Presbyterian traditions. It is hard to predict how many people will attend coffee hour, so we suggest getting items from the list below. Remember that if you have a "special" Sunday (i.e.: Christmas, Advent, Easter, Pentecost, etc.) you may need a little more food. There is no obligation to bake everything . . . most people buy the snacks.

Here are some suggestions and amounts:

- Half and Half or whole milk for coffee
- Fruit (grapes)
- Mini Doughnuts (2-3 packages cut in half)
- Pretzels
- Entenmann's or other brand coffee cakes
- Juices 1 gal. any flavor/ brand
- Cookies, crackers or brownies

Please no popcorn!

Instructions for Set-up and Clean-up

Please do not start clean-up before the children have a chance to partake. The children join fellowship hour after choir practice (between 11:00 and 11:15).

1. Make the coffee. Check the refrigerator for opened coffee. There are two coffee hour cabinets straight ahead as you enter the kitchen. In them are the following:
 - Coffee filters and unopened coffee
 - Tea Bags, sugar, equal/sweet n' low packets (also on the counter)
 - Napkins
 - Hot and cold cups (more cups are found in the large boxes next to the back door)
 - Basket for donations and envelopes to put money collected. Place the money collected at Fellowship on the desk in the office marked "Coffee Hour".
2. Use the large (40 cup) coffee makers on the counter; one for regular and one for decaf. Directions for making the coffee are on the wall underneath the cabinets. Make regular coffee in large West Bend percolator. Use 2.5 cups of coffee grounds for 40 cups of water. Allow 40 minutes to brew.
3. Boil some water for tea. Have plenty of cups by the coffee service area, and some napkins for spills.
4. Set up the cream, sugars and stirrers on the "children's" table to keep traffic moving.
5. Put out a pitcher or two of ice water.
6. Put the snacks in napkin lined baskets which are found over the double sink to the right as you enter the kitchen.
7. Put tablecloths on the tables (they are in the 3rd large drawer next to the kitchen back door). Used tablecloths need to be taken home and washed.
8. Put juice in pitchers (pitchers are found in the marked cabinet along the windows, by the back sink) put them out on the small table in the corner for the children with cold cups.
9. Put a few baskets of food on the "children's" table too.

10. Set up (there is always a table around, just pull it to the center). One large table can be set up for the bulk of the snacks; just pull it at least 6 feet away from the serving window so drinkers and snackers can circulate.
11. Set up approximately a dozen chairs for members needing to sit.
12. Clean out the coffee pots, carafes and large coffee makers and leave to drain by the sink. Put away paper supplies.
13. If there are snacks left over, please take them home.
14. Please put recycling out and take the garbage out.

Please remember that during Fellowship Hour our entire congregation looks forward to sharing with one another. This is your chance to see your church family and get caught up with those you haven't seen. If for some reason you cannot fulfill your commitment to hosting the Fellowship Hour you have been assigned, please make the effort to switch with another member. When you have arranged the switch, please call Debbie Gervasio 609-586-4065. Also, please call Alice Jackson if you notice the supplies are getting low (plates, forks, napkins, coffee, etc.).

Thank you for your help!