

### Key Points

- All foods must be nut-free.
- Brent makes the coffee and hot water for tea ahead of time.
- You may use either washable or disposable service ware.
- Recommended: If you are not familiar with the kitchen, take a moment to tour the base cabinets, lower cabinets above the counters, and the refrigerator's contents.

### Upon Arrival/Before Worship

**CARD TABLES:** This task can often be delegated to someone open to doing a random act of kindness. Set up three card tables with four folding chairs at each one. Avoid placing them in the lines of traffic. Tables are in the big closet to the right of the doors that lead into the sanctuary. Chairs are in the white cabinet next to the doors leading to the Education Wing.

#### BEVERAGE TABLE:

1. Ensure that there is an adequate supply coffee cups/mugs, cold beverage cups/glasses, creamer, stir sticks, sweeteners, etc. on the beverage table. If not, replenish as needed.
2. Creamers: we serve half-and-half and oat creamer, using the labelled thermal pitchers. Fill these pitchers only half way; they may be left out until clean-up.
3. Fill a water pitcher (also juice, if using) and put it in the fridge.

**SNACK PLATES:** NB: If someone brings in food for you to serve at FH, before accepting it be sure it is nut-free. If it is not, politely refuse it. Nut allergies can be life-threatening; hurt feelings are not.

1. There is an intriguing variety of serving platters and bowls below the large pass-through.
2. Cookies and crackers, both regular and gluten-free, are kept in the G&F cabinet. Prepare a plate of each kind of both. The GF plates should be smaller.
3. Use the laminated signs to indicate the GF offerings. Nut-free foods made in a facility that also processes nuts also need a sign saying this.
4. If you brought cheese, or if there is some in the fridge, make a plate of cheese slices.
5. Same for fruit.
6. Sometimes there are leftover baked goods or other foods, usually in the refrigerator. Assess their freshness and serve if desired.

7. Once everything is plated, arrange on the counter next to the pass-through, and cover with a clean dish cloth or paper towels. Please consider not using plastic wrap for this.
8. Alternatively, you may go ahead and set the food table now, with the coverings now discouraging flies as well as human pillaging.

### **SERVING PIECES/NAPKINS**

1. Hot and cold paper cups, as well as paper plates, are located in the base cabinet to the left of the exterior door.
2. Napkins are in the right-hand drawer above. These needn't match.
3. If using glassware, cold beverage glasses are in the cabinet just above; coffee mugs are above the sink to the left of the fridge. (There is also china service and "greenware".)
4. Small glass plates are above the draining rack.
5. Tablecloths are in the wide drawers next to the paper products. Use any that you want to use, or not – it's up to you.
6. Flatware is in the drawer above the tablecloths.

### **SETTING THE TABLES:**

You will need: (Food table) Tablecloth (if using), snack plates and bowls, plates, napkins, and allergen labels. (Beverage table) Mugs or hot cups, cold cups, water in a pitcher, juice (if serving), oat and dairy creamers, stir stick, sweeteners. Creamers in thermal pitchers may be out of the fridge the whole morning. Set out water and juice after worship.

### **After Worship**

Hosts usually elect to leave worship as the closing hymn is starting.

### **CHECKLIST:**

1. Plug in the Bunn coffee machine, in case another pot is needed. It takes about 15 minutes before it is ready to go, so needs to be in "standby" mode. Coffee making instructions follow.
2. Set the food out if not already done.
3. Set out the water pitcher, juice (if serving), and anything else.

### **Cleaning Up**

Use your judgment as to when to start cleaning up, usually when the crowd has dwindled appreciably.

1. Empty the pump urns of unused coffee, rinse them out, and set them on the counter to dry, propped open.
2. Wash any plates, bowls, and pitchers that you used and leave in the draining rack to dry.
3. Return laminated cards, unused mugs, plates, sweeteners, etc. to their places.
4. Wipe down kitchen counters and island using the spray from under the sink.
5. If needed, sweep the floor.
6. Fold up the card tables and chairs and put them back.
7. If you used a tablecloth, take it home to wash and return it next week. Do the same for dish cloths.

**Making Coffee** Note: Often someone will inform you that we are out of regular coffee just as Fellowship Hour is all but over. If this happens, consider asking the person to have decaf, for their second cup, as there is usually some of that left. We want to be good stewards as well as good hosts.

1. Coffee canisters are kept on the counter. Use the church coffee, not AA's. Filters are in the cupboard above left of the pot.
2. Plug in the Bunn coffee maker. Plan on it taking 15 minutes to be ready. The green light will illuminate when the water in the reservoir is hot enough.
3. Take two glass coffee pots and fill one with cold water.
4. Place the other on the left burner of the machine. If the coffee will be transferred immediately to the pump pot, no need to turn on the burner itself.
5. Place a coffee filter in the filter basket and put in one scoop (= one cup) of regular or decaf grounds. Slide the loaded filter basket into the machine.
6. Open the panel on top and pour in the entire pot of water. The lower pot will start filling immediately.
7. When the brewing is finished, transfer the coffee to the pump pot (remove the siphon straw to fill; replace after). Snap the pot closed.