



Simplified Fellowship Hour Instructions

Fellowship Hour is about conversation and friendships. CUCC stocks the drinks (coffee/tea/lemonade) for the event and asks you to bring the food: cheese, crackers, and almonds*. The coordinator has a fund to reimburse you - submit your receipts to her/him. When our Cookie Fairies have baked extra cookies, you are welcome to use those. If you would like to bring a few extra simple snacks, you are welcome, but please don't feel obligated.

Nice weather? Consider setting up a table on the patio. Put out the welcome sign before worship with the arrow pointing toward the fellowship area.



Beginning before the main service:

1. Make 2 pots of **coffee**: one half-full aluminum urn of regular coffee; one full Mr. Coffee carafe of decaf.
Making caf: Pour two glass coffee pots (24 cups) cool tap water into aluminum urn. Nestle basket stem in hole, then thread coffee grounds basket on stem. Put 2/3 cups (12 slightly rounded tablespoons) Fair Trade caf coffee (in the freezer) in the grounds basket. You don't need filter paper; some coffee may sift through holes. Put on lid. Carry urn to VFH and plug in. In a few minutes, the coffee should make burbling sounds.
Making decaf: Line Mr. Coffee grounds basket with filter paper (cabinet over microwave). Add 1/3 cup (6 slightly rounded tablespoons) Fair Trade decaf coffee (in the freezer) to the basket. In the reservoir behind the basket, pour a glass pot (12 cups) of water. Put glass pot under grounds basket. Plug in and turn on toggle switch. In a few minutes, coffee should drain out of basket into glass pot. Transfer coffee to green thermos pitcher.
2. Heat water for **tea** in the black Gevalia coffee maker, do NOT use it for coffee!
3. Make two plastic containers of **lemonade** using dry mix in cabinet above microwave, containers are in cabinet over tea cart, ice is in freezer.
4. Put out one pitcher of iced **water**.
5. Supplementary cookies from the Cookie Fairies might be found in the Pilgrim House freezer. If you'd like to use them, take them out of the Pilgrim House freezer. If there are no cookies, notify Joan McAllister.
6. Check the refrigerator for items left from a recent CUCC event.

OVER



During the final hymn

If serving inside, on the table under the thermostat in Fellowship Hall put out:

7. Coffee and tea carafes and ~20 ceramic coffee cups (over tea cart) and ~20 small, paper cold drink cups (under the peninsula).
8. Bowls of sugar, creamer, sweetener, tea bags (over microwave); a few spoons and napkins (under the peninsula).

On the round table in Fellowship Hall put out:

9. Snacks you have selected from our stash or from home which can be placed on glass serving plates (lower wall cabinet alongside the entrance door); napkins.

If serving outside, place these items on the table you have put on the patio.

Clean up!

10. Wash coffee carafes and serving dishes and empty coffee grounds basket, and return to original places. Wash ceramic cups and run through sanitizer. (Follow the posted directions. The sanitizer sterilizes the dishes which you have already washed; do not add soap to the machine. The sanitizer takes about 10 minutes). Allow to dry in sanitizer.
11. Wipe down all surfaces.
12. Put tables away.
13. Take garbage from kitchen and fellowship hall to the bin by Pilgrim House. Leave recycling. Composting is up to you; you may put non-meat items on the CUCC compost pile.
14. Bring in the sign if you have put it outside.
15. Do not leave perishables in the refrigerator.
16. If any of the provided items are low, let Sue Rogge or Ed Klemmer know.

* Why cheese, crackers and almonds? *Some of our members have health needs which require a pick-me-up so they can stay to chat. Offering these foods extends God's extravagant welcome.*

Many thanks for making our Church a more welcoming and friendly place