

It's Fellowship Hour at Old Ship!
where something's always brewing...

Thank you for hosting Old Ship's Fellowship Hour!

Please use the following instructions as your Kitchen Guide - it is meant to help everything from set-up to clean-up go smoothly. If this is your first time as Host, relax and enjoy! There is always someone around to help if you get stuck. If you have questions or concerns, please give me a call.

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THINGS TO PURCHASE

As close to your scheduled Sunday as possible, you should buy the following items:

- 1 quart of low-fat milk and 1 quart of Half & Half
- Assorted breakfast/brunch/snack foods - enough to serve ~ 100 people (includes adults and children), ONCE (Homemade items always welcome!)
- Juice for children
- Small paper or plastic cups for serving juice or water to kids or pretzels/popcorn (cups keep kids from using hands repeatedly in big bowl)

KITCHEN SET-UP:

Arrive at the Parish House at approx. 9:55 (if you plan to attend the service).

- Bring all refreshments into the kitchen
- Check to see that the coffee urns are plugged in and perking (the Sexton will have set these up)
- Set out six coffee carafes
- Check to see that the hot water urn is filled and plugged in on the counter (the Sexton will have set this up as well)
- Make sure tea bags, etc. are on the counter near the hot water urn
- Line the two serving tables with tablecloths (may have been done by Sexton)
- Arrange food items on platters, in bowls, etc. cover with plastic wrap and refrigerate if necessary, otherwise leave on middle counter
- Fill 3 pitchers with milk and 3 with cream and place in fridge (one each for the two coffee service tables and one for the tea area)
- Put all the coffee cups in their wooden holders, saucers, spoons and napkins on each of the two coffee service small tables in the Fellowship Hall, and put mugs, spoons and napkins in the opening with the tea water and teas (furthest right opening when coming into the kitchen). The large central opening should be closed, and the furthest left one should be open for used cups etc.
- Turn the dishwasher on – see instructions on the dishwasher itself

LAST MINUTE SETUP:

Leave Church before the last hymn is sung so you'll have time for final preparations.

- Put out the milk and cream on the coffee service tables and tea area, and, of course, all refreshments.
- Fill six carafes with the caffeinated and decaf coffee and divide between the two coffee service tables
- Double check that everything is out and ready.

- Have your name tag on so everyone will know who is doing such a great job!

SERVING TIME:

- As things slow down check to make sure that hot water, milk, sugar etc. are full.
- Return wooden holders for cups to kitchen to store the washed cups.

AS COFFEE HOUR CLOSES:

- Load dishwasher and wash when full, following dishwasher directions.
- Clean out the coffee urns and carafes; unload dishwasher and put items away.
- Wipe down counters and large tablecloths. Sexton will wipe down and put away small tablecloths.
- Make sure kitchen is left neat and clean. Remember to turn the dishwasher and water off.
- Take your leftovers home

Location of kitchen items:

Tablecloths in Coffee Hour box under counter
Sugar is in a canister in the back cupboard
Spoons and napkins in left drawer under counter
Cup and saucers in back cupboard
Sugar bowls, pitchers for cream, and carafes under counter
Platters for refreshments under counter or in pantry

Refreshment suggestions:

Any type coffee cake, Danish, muffins, sweet breads
Bagels with spreads (precut into 1/2s or 1/4s)
Cut up fruit
Crackers with cheese
Tortilla chips with dip
Donuts, croissants, etc.
Juice or cider for kids and small cups
If serving popcorn, Goldfish or pretzels for kids, get paper/plastic cups