

HOSPITALITY HOUR

Plan for 80-100 people and 120-160 on holidays and intergenerational Sundays.

What to Bring

- Half gallon of whole milk for coffee (more for holiday or intergenerational Sundays).
- Food Items.
Please keep this simple and easy for yourself. Options are store-bought cookies, breads, homemade specialties, or any combination (quick breads, muffins, mini-bagels, fruit, veggies, cheese and crackers, or your own special tidbits).
- Optional: table cloth. There are no table cloths at church.

Supplies at Church

- Coffee (located in a cardboard box in the closet to the right of the kitchen), tea, sugar.
- Cups, saucers, plates (check dishwasher for cups and saucers). This is the most environmentally friendly way to serve, rather than using paper products. There are some paper cups to be used in an unusual circumstance (if dish washer is broken, etc.).
- Can opener, matches, silverware, and serving plates are stored in fridge under counter.
- Napkins, baskets, and paper cups are in the closet to the right of the kitchen.

Set Up

- Start coffee before 9:15 a.m. (It brews noisily for 45 minutes!) Use a half-bag (3 cups) to make 50-60 cups of coffee. This will be enough coffee for most Sundays.
- Set up the large table in front of the kitchenette; you can also use the drop-leaf cart. On large attendance Sundays, using the cart on wheels with some snacks, a pitcher of coffee, milk/sugar/spoons and having it set up and ready to move next to the pillar at the back of pews on the book table side of the isle is a great idea. One person can serve from there.
- Place the wastebasket next to the folding door near the foyer.
- Leave the service early (sometime between the start of the closing hymn and the Postlude) to finish preparations. Start electric kettle for hot tea water. Fill the pitchers with coffee and start pouring during the postlude, or place the coffee pots at opposite ends of the table so that everyone may serve themselves. **IMPORTANT:** Please be still during the closing words.

Clean Up

- Rinse coffee pots. Wash serving platters, spoons, and creamers by hand or put in the dishwasher. China cups go in the dishwasher. Start the dishwasher before you leave.
- Vacuum the rug with the Electrolux or the carpet sweeper in the large closet in the foyer.
- Please remove trash – can be taken to the dumpster near the Fellowship Building.