**COFFEE HOUR INSTRUCTIONS:**

If your last name begins with letter noted on calendar – please bring some food to share for our after-service coffee hour! It can be store bought cookies, crackers and cheese, fruit, or homemade goodies. Please no nuts as some people have allergies. You can bring just ONE item as you’ll be sharing your role with many persons. If you have 2 persons in your family with different last names, decide what works best! Please help set up and break down coffee hour – see below for instructions!

NOTE: **Coffee is made by our sexton, Damien, at 10:00 AM. Half and half and milk will be in the fridge.**

**When you arrive @ 9:15**

Set up 2 tables in the hall with tablecloths (Cloths are in parlor’s closet)

1. At end of one table, place 2 green trays (found above large sinks) and place on them :

children’s cups & 2 water pitchers with ice for the kids.

1. Place food and napkins on the hall tables. (Napkins are in drawer near Decaf coffee maker)
2. Turn on dishwasher (bottom left) and dishwasher ON switch (near parlor door)
3. Turn on oven fan for safety (to the right of oven)
4. Open kitchen divider to hall and set up coffee buffet:
5. Large coffee pot turned toward line with little plate for drips
6. Decaf decanter turned toward line with little plate for drips and DECAF sign

(Decanters are below decaf coffee maker. You need insert pump.)

1. 3 baskets of cups for service (these found under kitchen island. Red mugs are here too on right.)
2. Few RED mugs for NEW visitors with new visitor sign BEFORE baskets in coffee buffet line.
3. Tray with coffee sides – pitchers of half and half & milk, fake sugar, real sugar, wooden stirrers
4. Tea basket (found in drawer near Decaf coffee maker) at end of buffet line with hot water in decanter just before coffee hour starts. NOTE: You can easily boil water just before service using the stove. We have very few tea requests!
5. You can leave empty dishwasher rack on far right for persons to put empty dirty cups.
6. P.S. There are extra cookies & crackers in shelf to the RIGHT of the fridge.

**Just before coffee hour starts:**

Make sure buffet line looks easy to use

Get ready to re-fill pitchers for coffee sides

Greet guests!

**When coffee hour winds down:**

Remove empty plates and start to use dishwasher to wash dishes.

We usually set up plastic tablecloth at the end of the wooden kitchen island to keep it protected from water. It’s in kitchen closet. Washing dishes isn’t a very long chore – maybe 5 quick cycles.

**When done:**

Damien can help you finish dishes if you want to go leave. If you are taking responsibility to do this chore on your own –

1. Put away plates and cups
2. Throw out extra coffee
3. Clean up sinks and surfaces – see next page..
4. Turn off stove fan and make sure all pilot lights are lit
5. Turn off dishwasher switch (bottom left) and LARGE switch near parlor
6. Turn off the lights and close any kitchen windows that might have been opened.

**Thank you for your help with our community!**

**Fellowship committee members:**

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