

COFFEE HOUR INSTRUCTIONS FOR MEMBERS AND FRIENDS:

WHO? is involved?

- We rotate coffee hour hosting by members and friends last names! We always have a Fellowship rep member arrive early, make coffee, and work beside everyone with set up. The rep leaves during the last hymn to get tea and sides ready. Our Sunday sexton sets up hall tables and after coffee hour, does all the dishes and cleans both the kitchen and hall.
- An upcoming calendar is published in our weekly TH email; on the office bulletin board; on our website: <https://uudux.org/first-parish-church-documents-and-forms/> ; in the Order of Service; and on a coffee hour table tent. If you have people in your family with different last names, decide what works best for you!

WHAT? is involved?

- When it's your turn, please arrive at 9:15AM with some food to share and help set up and/or greet people in line during coffee hour! You can bring store bought or homemade finger food. (Please no nuts due to allergies.) No need to bring more than one item. There are also extra crackers and cookies in our cupboard to the right of the fridge.

WHAT IF I CAN'T be available to set up?

- If possible, please drop off food by 9:30AM and/or stand in the kitchen for the first 10 minutes of coffee hour to greet people in the coffee line. It's nice for congregants to see members and friends other than our Fellowship reps in the kitchen saying hello!

SET UP INSTRUCTIONS!

Please arrive @ 9:15 AM and help with tablecloths and setting out food in the hall!

- 1. Two large tables for food are set up by our Sunday sexton near the coffee buffet. Please put tablecloths on those tables so we can start putting out food! Tablecloths are in the closet in the parlor (room that leads to the sanctuary). If you have time, you can also put tablecloths on the 4 card tables our sexton, Jean, sets up.**
 - 2. Please place the 4 baskets of napkins on the food table. Napkins are found in the kitchen drawer just to the right of the coffee machine.**
 - 3. Start setting food out on the tables. We have large plates in the large kitchen drawers!**
 - 4. Fill 2 plastic pitchers with ice water and put out 2 green trays for water pitchers and plastic cups (found in overhead cabinets to the left of the dishwasher area.)**
- **DURING COFFEE HOUR!** – please help host in the kitchen and welcome people in line! If you have time, you can remove any empty plates. As coffee hour winds down, you can help clean up the kitchen – but it's not imperative. Our Sunday sexton cleans up the hall and kitchen and does our dishes. The sexton stays till 1PM. **THANK YOU!!!**