

FELLOWSHIP REP COFFEE HR INSTRUCTIONS:

1. Make sure dishwasher is turned on. Check switch bottom left **AND** ON switch (near parlor door).
2. Make sure DECAF machine is plugged in. **We must wait 15 minutes** before pouring ONE coffee pot of water using empty coffee filter through machine. Make sure WATER is hot before making a pot of decaf – Items #8 and #9. (Filters are in tall cabinet to left of dishwasher area.)
3. Make sure oven fan is on for safety (to the right of oven) if anyone is cooking anything.
4. Check tablecloths are put on hall tables soon so food can be laid out! *(MEMBERS can help)*
(You'll need 2 large tablecloths & 4 small card tablecloths.) *(MEMBERS can help)*
5. Check we have 4 napkin baskets on hall tables. *(MEMBERS can help)*
6. Check 2 pitchers of water and cups on trays on hall table. *(MEMBERS can help)*
7. **ASK Volunteers to help place food on hall tables!** *(MEMBERS can help)*
8. Make LARGE urn of REG COFFEE. Fill with water to TOP water mark. Add 3 ½ cups of REG coffee to large urn. Turn urn towards guests and place drip plate below and REGULAR sign nearby. Plug in coffee @ 9:30 AM
9. At 9:15AM Boil water for DECAF thermos. (only need 1) and pour hot water into DECAF thermos.
10. At @9:30AM Make 2 pots of DECAF coffee and pour into DECAF thermos. Turn Thermos towards guests and place drip plate below and DECAF sign nearby. (make sure pump is included!)

11. SET UP COFFEE BUFFET:

Open kitchen divider to hall and set up coffee buffet LEFT TO RIGHT from kitchen perspective:

- a. RED mugs & new visitor sign (under kitchen island on right)
- b. 4 baskets of cups for service (found under kitchen island)
- c. 2 green trays with coffee sides 1.MILK & ½ & ½ and 2. fake sugar, sugar, & stirrers
- d. Basket of teas (found in drawer near coffee machine) at end of buffet line
NOTE: We usually boil water just coffee hour begins and place in white thermos.
- e. Place empty dishwasher rack on far right for everyone to put empty dirty cups.

12. Run the dishwasher once to ensure water gets hot at some point!

13. Just before coffee hour starts: (Leave church early during last hymn.)

Boil water for tea and set out on heat-proof coaster by tea bag basket.

Fill creamers with ½& ½ and milk and greet guests! - continue to fill creamers as necessary.

14.While coffee hour winds down:

Remove empty plates from tables and you can start washing dishes and clean up kitchen counters.

Our sexton is paid to help us finish the dishes and clean up the kitchen and do the below checklist. If you want to leave when coffee hour is winding down, please feel free! If you want to stay and help, below is a checklist!

- . Put away clean plates and cups.
- . Throw out extra coffee and rinse out decanter/urn.
- . Clean up sinks and surfaces.
- . Turn off stove fan and ensure all oven pilot lights are lit. (we'll provide training.)
- . Turn off dishwasher switch (bottom left) and LARGE switch near parlor.
- . Close kitchen windows.
- . Unplug the decaf coffee machine.

- . Make sure hall and parlor windows are shut. Change hall thermostat in winter to just WARM.
- . Turn out the lights!
- . Check with sexton, he/she will be responsible to lock all doors and shut all windows.

THANK YOU!!

Fellowship Committee members for 2026-2027:

Eleanor McGonagle	617-999-3798	eleanor9785@gmail.com
Regina Mortland	781-834-1618	mortlands@verizon.net
Debbie Pacheco	781-585-4162 508-272-3527 (cell)	clubcaptive1@aol.com
Gina Angell	781 585 3444 617-893-6902 (cell)	gina444angell@gmail.com
Rob Priest	413 854 3798 (cell)	rhenrypriest@gmail.com
Carrie Meier	781 934 6657	carriemeier1@comcast.net
Sarah Hellmold		sarahellmold@gmail.com
Bob Neal	781-264-0412	rneal3@gmail.com
Julie Lillys	781 934 8488 781-561-5569 (cell)	jtlillys@verizon.net
Laurie Scolamiero	781 258 0966	lauriedux@gmail.com