

INSTRUCTIONS FOR FELLOWSHIP HOUR
10:00 SUMMER SERVICE
(HELD IN FELLOWSHIP HALL)



BRING:

- 2 gallons punch or juice (no red dye)
 - 2 (13 oz.) cans of coffee (one regular and one decaf—**no special flavors due to allergies**)
 - 1 quart Half and Half or whole milk
 - 1 lemon
- All other supplies are in the cabinets in the kitchen of Fellowship Hall

30 MINUTES BEFORE THE SERVICE:

1.
 - a) Fill two coffee makers to 55 cups each with cold water. (*The coffee makers are in the kitchen of Fellowship Hall.*)
 - b) Put 3/4 of one 13 oz. can (2 ¼ cups) of coffee in the percolator basket of one 55 cup pot and 3/4 of the other can (2 1/4 cups) in the basket of the other pot.
 - c) Make sure the rod is placed all the way down inside the pot or the coffee will not perk! The small knob toward the bottom of the pot should be in the middle.
 - d) Plug in the 2 pots, one on each side of the sink nearest the stove. (*If both pots are plugged in on the same side of the sink; the fuse will blow.*)
 - e) **Important: turn button under spout** - To perk coffee, this button must be turned to 150 degrees or higher. Once the coffee is perked, turn it back to the far left and the coffee will stay hot but not perk.
 - f) After a few minutes, you should hear a perking sound; if not, reposition the rod. Periodically, check that the pots *continue to perk*; they sometimes have a mind of their own.
2. Fill smaller electric pot with 20 cups of water for tea. Place on the counter by the refrigerator and plug in there.
(*Allow 25 minutes before the service to heat the water. The pot will make a noise while it is heating and may disturb the service.*)
3. On the round table nearest the kitchen, place paper hot cups, plastic spoons or stirrers, napkins, sugar and cream. (*All the items except the cream are stocked in the kitchen cabinets.*)
4. On the narrow cabinet by the kitchen door, place cups, tea bags, spoons, sugar, and lemon slices.
5. Put punch bowl, ladle, and small cold cups on a second round table.

DURING THE LAST HYMN:

1. Put the 2 coffee pots out on the round table and the pot with the water for tea on the narrow cabinet by the kitchen door. Place a small plate under each spout to catch the drips.
2. Pour the punch or juice into the punch bowl or pitchers.

AFTER COFFEE HOUR:

1. Remove the coffee makers and hot water from Fellowship Hall and clean and dry the pots.
2. Return sugar, tea bags, and unused cups to kitchen cabinets.
3. Check the entire Hall for used cups, napkins, etc. and collect trash.
(*Our cleaning service will dispose of collected trash.*)
4. **Please take home extra cream.**

5. Wash, dry and put away punch bowl and ladle.

Revised 03/2007