



Fellowship Hour Volunteer Host Instructions

Universalist Church of West Hartford



Updated 2/26/2017

fellowship@westhartforduu.org

What you will be doing for Fellowship Hour (overview):

- Bring and serve snacks or cookies for Fellowship Hour.
 - Home baked is fabulous, but store bought more sensible.
 - Typical Fellowship Hour: 3-4 loaves of bread (pumpkin or the like) and 5+ dozen cookies. *(I know that seems like a lot, but we keep getting more members staying for Fellowship Hour, so we end up needing a bunch of food. This is my best estimate.)*
- Serve food and drinks
 - Food: cookies/snacks and fruit (Edible Arrangements gives us fruit & I dice it).
 - Drinks: coffee, tea, lemonade, water
- Set out tables, chairs and serving items
- Be the face of the church while you act as a friendly, welcoming host
- Clean up
- Arrive about 40 min prior to service

Drinks: Coffee, Tea, Lemonade & Water:

- Our Sexton, Kathy Anderson, will make the coffee (5 pots regular, 1 pot decaf) and put hot water into an airpot for tea.
- Lemonade will be ready in the refrigerator and if you run out, powder is kept in the cabinet next to the refrigerator (4 scoops/pitcher).

Table set up:

- Serving tables typically get stored next to the wall and chairs next to the stage.
- Card tables get stored in the closet next to the door from Fiske Hall to the parking lot.
 - Set up a few (4-6) tables and chairs around the room.
 - **Set up some tables for larger groups**, which can mean just putting two card tables together. We want to encourage folks to get to know more members.
 - Chairs not stored on the side of the stage may be found stored under the stage.
- When setting up serving tables, allow for two lines to form to serve more quickly.
- Put tablecloths on the tables.
 - Tablecloths may be found in cabinets between the kitchen doors, left hand side.
- Set up serving tables with:
 - Coffee pots and tea water
 - Lemonade, iced tea and cold water
 - Hot cups, cold cups and napkins (cabinets over coffee maker).
 - Teabags (cabinet next to fridge)
 - Sugar and low-cal sweetener (cabinet next to fridge)
 - Carafe of milk (in the fridge)
 - Carafe of non-dairy (soy/almond) milk (fridge or cabinet next to fridge, top shelf)
 - Baked goods and fruit (find fruit in the refrigerator).
- Please set out Donation Jar. We don't ask, but we'll accept.
- Please set out the "**Kids be considerate**" sign reminding the church school kids who sometimes come to Fiske without parents to leave cookies for everyone.



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If you run low on cookies, there are 'backup' cookies on the top shelf of the Fellowship Hour cabinet next to the refrigerator.

Clean Up:

- *Check the Community Breakfast Calendar.* If your Sunday falls immediately before a Community Breakfast, please leave the tables and chairs set up in Fiske Hall. That saves work for both you and the Community Breakfast volunteers.
- **Before** everybody leaves Fiske Hall, ask for help (especially from younger folks) returning tables and chairs to the storage under the stage and on the stage sides.
- Rinse the coffee pots and airpots out in the sink and return to the counter with the coffee maker. If a pot has a residual coffee stuck to the bottom, there should be a bottle brush under the sink for cleaning.
- Return unused items from cabinets above coffee maker and next to refrigerator
- **Leftovers:** Do not store perishables. Please take them home or offer them to folks still in Fiske Hall (we don't have space for all the leftovers).
- **Turn off coffee maker.** Toggle switch on back of coffee maker flipped down.

Dates for Community Breakfast

26-Sep-16	13-Feb-17
10-Oct-16	27-Feb-17
24-Oct-16	13-Mar-17
7-Nov-16	27-Mar-17
21-Nov-16	10-Apr-17
5-Dec-16	24-Apr-17
19-Dec-16	8-May-17
2-Jan-17	22-May-17
16-Jan-17	5-Jun-17
30-Jan-17	19-Jun-17