



# Fellowship Hour Volunteer Host Instructions

Universalist Church of West Hartford



Updated Fall, 2018

[fellowship@westhartforduu.org](mailto:fellowship@westhartforduu.org)

## What Happens During Fellowship Hour?

- We serve drinks and light snacks to share with friends at our Universalist Church following Sunday service.
  - Drinks: warm (coffee & tea) and cold (lemonade, water, iced tea).
    - The Sexton (not the hosts) makes the coffee and tea.
  - Snacks: simple cookies and/or cakes, unless the hosts want to do more.
- By offering coffee and cookies we encourage members and visitors to stay a bit, chat with others, grow and strengthen friendships and deepen our connections to our community.

## What you, as host, will be doing for Fellowship Hour:

- Bring and serve snacks or cookies.
  - We have 50-75 adults for Fellowship Hour most Sundays, so we need enough food for everybody to have a little something. Baked is fabulous, but store bought more sensible.
  - For each adult to get just one cookie that comes to between 6 and 9 dozen cookies, and that doesn't count kids.
  - Please try to include something gluten free if possible.
- Help serve drinks
  - Our Sexton, Kathy Anderson, generally takes care of the drinks (coffee, tea, lemonade, & water) and may need a bit of help. Use dispensers for the cold drinks, airpots for hot.
- Set out tables, chairs and serving items
- Be the face of the church while you act as a friendly, welcoming host
- Clean up; clean table cloths, serving plates and put away tables & chairs.
- Arrive about 40 min prior to service

## Drinks: Coffee, Tea, Lemonade & Water:

- Our Sexton, Kathy Anderson, will make the coffee and put hot water into an airpot for tea. She generally sets up the hot drinks table herself, but please see if she needs help.
- Lemonade may be ready in the refrigerator and if not, powder is kept in the cabinet next to the refrigerator. Dispensers hold 2.25 gal (fill no more than 2 gal), 8 scoops lemonade per gallon.
- Drinks table should include:
  - Coffee pots, tea water & bags, lemonade, iced tea and cold water
  - Hot cups, cold cups and napkins (in the cabinets over coffee maker).
  - Sugar and low-cal sweetener (in the cabinet next to fridge)
  - Carafe of milk & non-dairy (soy/almond) milk.

## Serving Table set up:

- Serving tables typically get stored next to the wall.
- When setting up serving tables, set them away from the wall to allow for two lines to form, one on each side, so that serving happens faster.
  - Green tablecloths may live in the cabinets between the kitchen doors, left hand side.
- Set up serving tables with cookies/baked goods, etc., along with utensils and napkins.
- **Set out cookies after the adults arrive so the kids don't eat them all.**



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## Standard Table set up:

- This arrangement aims to get members and guests to mix and mingle more by *not* providing seating for everyone.
- Set up four or five high bistro tables and 3 small bistro tables with 2 (maybe 3) chairs each intended for people who simply must sit during Fellowship Hour.
  - Bistro tables get stored under the stage, on the far left, next to the stage stairs.
- Put tablecloths on the bistro tables if you prefer; it's not necessary.

## Full-Table set up:

- This arrangement gives member and guests a place to sit and should mostly be used for bigger events like cookouts and potlucks.
  - Tables get stored under the stage.
  - Set up a sufficient tables and chairs to seat at least 50 people.
  - **Set up some tables for larger groups.** This can mean putting card tables together or using the large round tables. We want members to sit with folks they don't know.
  - Put tablecloths on the tables (stored in the cabinets between kitchen doors, left side).
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- Please set out Donation Jar. We don't ask, but we'll accept.

**If you run low on cookies, there are 'backup' cookies on the top shelf of the cabinet with the plates.**

## Clean Up:

- **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.