

FELLOWSHIP TIME Checklist

Coffee	<ul style="list-style-type: none"> • Make 1 full shuttle (1 ½ gallons) regular coffee. See directions posted next to the coffeemaker, or watch the YouTube video on <u>How to Make Coffee</u> on the church website. • Using the second shuttle, make another full shuttle (1 ½ gallon) of decaf coffee. • Place both shuttles of coffee on the gray cart (stored on the left side of the stove) and carefully transport the cart to Fellowship Hall. Place the cart on the right side of the beverage table. Coffee is served from this cart (do not move shuttles to table). • While waiting for coffee to brew, you may do other preparations listed below.
Tea, Beverages & Miscellaneous	<ul style="list-style-type: none"> • Using the two-cup plastic measuring cup, draw hot water from the coffeemaker (red faucet) and fill the 2 insulated 1 quart pitchers – they are identified as “Hot Water Only” on the covers. Measuring cup is usually located next to the coffeemaker. • Fill one regular pitcher with cold water and refrigerate. Put on the beverage table at time of serving. • At time of serving, pour refrigerated beverages (milk, orange juice, creamers) into the provided insulated serving pitchers and put on the serving table with provided labels. • Place paper cups (for hot beverages) on the table. They are stored on the gray cart. • Tea bags, hot chocolate packets, sugar & creamer packets, plastic spoons, stir sticks, etc., are stored on the bottom two shelves of the gray coffee cart. Place these items (not the shuttles) on the beverage table. • Place the food allergy sign, the donation basket, small paper plates, napkins, and plastic forks and spoons (if needed) on the food table. They are stored on the bottom of the gray cart <u>or</u> on the countertop in the northwest corner of the kitchen. • Extra supplies are stored on the countertop in the northwest corner of the kitchen or on the pantry shelves.
Baked Goods & Snack Items	<ul style="list-style-type: none"> • Check the freezer (middle unit in the pantry) for any leftover baked goods that are labeled “Fellowship Time” and plan ahead to utilize these if needed. Check the freshness date. • Dry snacks are stored in the cabinet below the countertop in the northwest corner of the kitchen. There MAY also be treats in the refrigerator. If so, they should be labeled for Fellowship Time. • Portion and place baked goods and snack items on the larger plates/platters on the countertop in the northwest corner of the kitchen, and place on the two tables in front of the kitchen window. • Provide serving utensils (tongs, spatulas, forks, etc.) for each food item for sanitary self-service.
Clean-up	<ul style="list-style-type: none"> • Use your discretion when you feel Fellowship Time is over, but in general, food and drinks should remain out till 10:45. • When Fellowship Time is over, DO NOT move the coffee cart or shuttles to the kitchen. Leave everything in the Fellowship Hall on the cart. Custodial staff have been specially trained and will take care of cleaning the coffee shuttles and cart. This is IMPORTANT because the glass lined shuttles are breakable and hard to replace. • All other Fellowship Time items must be put away where you found them. • Leftover baked goods should be thrown out. Liquids in the insulated pitchers must be poured out as well. • All tables must be cleaned using sanitizing water and towels. In a small mixing bowl or other container, press the button on the left at the left sink to get sanitizing water. After wiping tables with dishcloth, dry with a towel. Dishcloths and towels are found in the drawer under the coffeemaker. • If you know how to use the dishwasher, you may use it to wash all plates, platters and utensils used. If you do not know how to use the dishwasher, these items may be hand washed in the pot and pan sinks. See YouTube video on <u>How to Use Dishwasher</u> on the church website, if interested in learning how to properly use the dishwasher. • Be a “laundry angel” and take home any used towels and any that may be on the drying rack in the pantry, launder and return to church the next week, or before. • Find the Elder of the Month on site or a staff member nearby, and take the money donated during the Fellowship Time to the safe in the office. The money should be placed in a bank envelope with a note placed inside indicating “Fellowship Time” or your Special Host Sunday ministry name. Slip into the safe.