

Instructions for Fellowship Hour Servers

1. There is a Sign-up sheet in the Fellowship Hall.
2. Coffee – Gail Russell will put the coffee and water in the pot on Saturday. Before worship plug in the pot and start it. Clean up the pot after Fellowship hour. Please see the note on the kitchen cupboard for coffee making instructions if needed.
 - a. Make 50 cups on Sunday mornings. Reduce that to 40 cups in the summer.
 - b. Make 60-70 cups or more for Special Events on Sunday mornings.
3. Please use ceramic coffee mugs on the cart. Styrofoam cups should only be used in special situations.
4. Water glasses – please use reusable glasses from the kitchen not Styrofoam.
5. Snacks – Snacks are not necessary but are appreciated. If you wish to provide snacks, please plan on about 40 servings. Numbers may be higher on a Sunday with a Special event.
6. Snacks - There should be napkins in a container on the middle shelf that can be used for cookies or small plates in a container on the top shelf for rolls or cake or bars.
7. Diabetics – We have several members that are diabetic. There may be some sugar free snacks in the refrigerator.
8. There is a can for coffee hour donations. It should be stored on the south end of the bottom open shelf in the kitchen. The WELCA treasurer will pick up the coffee hour donations.
9. If there is Adult Education in the 201 Room – you may go in and pick up the cups when you are ready to wash them. Or they can wash their own cups after Adult Education.
10. If you are unable to serve when you have signed up – please note that change on the sign-up sheet.
11. If no one is signed up to serve coffee hour, please share the responsibility of cleaning up!
12. Cleaning the Coffee Maker
 - **Clean out the Grounds**
 - **Wash the inside of the Coffee Maker**
 - **Wash out the stem area**
 - **Rinse very well**
 - **Leave the lid off the coffee maker so everything dries completely**
13. If you notice the kitchen is running low on any supplies – please stick a note by the Funeral list.