

Social Hour How-To's & Helpful Tips

Before the Worship Service (by 10:45 a.m.) Set Up

- * Locate all supplies needed (*see **Where to find the supplies & tools** on the reverse side of this sheet*). If something necessary is missing you may need to go to the store to get it. (*You will be reimbursed by the church as long as you submit a reimbursement form with the receipt to the office.*)
- * Set up—you may be as elaborate or as simple as you wish to make it! For guidance on quantities usually needed, *see **What you will need to set out** on the reverse side of this sheet*).
- * Set up six to eight chairs in Fellowship Hall for those who need to sit down. Setting up tables around the perimeter of the room, will create more space for visiting in the middle.
- * Pour the creamers and juice into pitchers and put back in refrigerator until after the service.
- * Place a trash can, from the kitchen, out in Fellowship Hall.
- * Load the urns and plug in **just before** service starts (*see **How to make the coffee** on the reverse side of this sheet*).

You will need to leave the service during the offertory to be ready for the guests.

Just Before the Worship Service is Over Preparations

- * Set out juices and creamers.
- * Pour coffee and decaf into insulated pitchers and set out on tables next to the correct signs (e.g. regular, decaf, hot water, juice).

During Social Hour Activities

- * Refill of food, drinks and supplies, as necessary.
- * Have fun!!!

After Social Hour Clean Up (usually by 12:30 p.m.)

- * Empty, clean, and reassemble all coffee urns.
- * Wash all dishes.
- * Put away all supplies back where you found them.
- * Date all opened containers you put in the refrigerator and label them "Social Hour." *Please do not put uncovered pitchers or creamers back into the fridge—they start to go bad, especially the cream!*
- * Put trash can back in kitchen.
- * If you are willing and able, please take the used linens home to wash.
- * **Turn off the dishwasher**—please don't risk burning down the building!
- * Enjoy the rest of the day . . . you deserve it!!!

Where to find the supplies & tools:

- * **Aprons** are hanging on hooks just inside door to hallway.
- * **Paper supplies** (cups, napkins, stirrers, paper plates, etc.) are located in tall red cabinet just inside hallway door to the left. *Please use up the opened packs of things first.*
- * Open bags of **coffee** are in upper cupboards to left of stove. New bags of coffee are kept in the lower cupboards beside the steps to the hallway.
- * A basket of **teabags** and **hot cocoa packets** are in upper cupboards to the left of the stove.
- * **Sugar packets, stirrers, etc.** are in upper cupboard to the left of the serving area.
- * **Snacks for kids** (pretzels, animal crackers, etc.) are in the upper cabinets to the far left. *Please use up opened packs of things first.*
- * **Half'n'half, milk, and juice** are in the refrigerator. *Please use up opened containers first.*
- * **Insulated pitchers** for juice, coffee, etc., are in lower steel cabinets to the left of the stove.
- * **Tin foil, baggies, etc.,** are on steel cabinets to the left of the stove.
- * **Pot holders and towels** are in drawers to the left of the stove.
- * **Signs for the drinks** (regular, decaf., hot water, juice) are in upper cupboard to the left of the serving area.

What you will need to set out:

- * 2 urns of regular coffee (1 large & 1 small)
- * 1 large urn of decaf coffee
- * 4 filled creamers (milk and/or half'n'half)
- * 4 baskets of sugar/artificial sweetener packets
- * yellow “visitor” mugs and multi-color/pattern mugs for the “regulars”
- * napkins
- * 2 bowls of pretzels or crackers for the kids, if available
- * Optional—in the spirit of social hour and fellowship, hosts are encouraged (but not required) to bring (or ask others to bring) special goodies for the attendees.
- * 1 urn of hot water for tea and cocoa
- * 1 basket of tea, decaf teas, cocoa, etc.
- * 2 insulated pitchers of juice

How to make the coffee:

- * Use the correctly labeled urn for what you are making. Please **NEVER** put coffee in urns labeled hot water—*it makes for terrible tea!*
- * Fill urn to the full line.
- * Add ground coffee in the metal or plastic filter; *paper filters are not necessary* (“small” 30-cup pot—use 2¼ cups of coffee “large” 55-cup pot—use 3¼ cups of coffee)
- * Plug in urns just before going to service.
- * Check to make sure urns are warming up before you go into the service.