

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.
- * 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. *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
- * green “visitor” mugs and multi-color/pattern mugs for the “regulars”
- * napkins
- * 2 bowls of either pretzels or animal crackers for the kids
- * 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.