

Fellowship Hour Set Up and Tear Down

Set UP-

Please make sure to arrive between 8:00am and 8:15am to ensure you have enough time.

- Set coffee to brew first
- Extension cords are located in large cabinet in kitchen by back window as are trays for bagels and any bowls for chips, pretzels etc.
- Large coffee pot (found on window sill) approx. 80 cups water and 3 1/2 scoops regular coffee (located in cabinet marked coffee) or smaller industrial pot (found in back cabinet by windows) approx. 50 cups water and 2 scoops regular coffee. **PLUG IN ALONE AND ON OWN PLUG, USING THIS AND ANOTHER DEVICE WILL BLOW THE FUSE.**
- Smaller industrial pot (found in back cabinet by windows) approx. 50 cups water and 2 scoops decaf.
- Smaller industrial pot (found in back cabinet by windows) just water for tea/hot cocoa (place dish with options on serving table, dish located in cabinet marked coffee)
- coffee and cold cups, plates, bowls, plastic ware, and napkins are in tall cabinet by fridge (extras in boxes next to cabinet)
- Iced tea and juice mix is located in upper cabinet to the right of the microwave. Pitchers are located in the lower cabinet to the right of the sink. It is best to make two of each and an additional water pitcher. Place all pitchers in the fridge to get cold before worship
- Cut all bagels in quarters and place on large metal trays located in large cabinet in back by windows. Cutting boards located in lower cabinet to the left of the sink (marked cutting boards) and knives are located in the drawer marked knives.
- All butter, cream cheese, and coffee creamer are located in the fridge. Place on the table before fellowship but after worship.
- Place any food people bring on table before worship, unless refrigerated.

Tear Down

- Bring all coffee pots into the kitchen, empty all grounds into the trash and rinse pots and filters; dry and put away in appropriate places.
- Wash all trays, bowls, and utensils used, dry and put away in appropriate places.
- Wipe down all tables in fellowship hall and kitchen, making sure all trash is thrown away. Take out trash (dumpster is located in parking lot)
- Sweep floor in fellowship hall and kitchen. Broom located in the broiler room (next to the fridge). Wipe floor down if any wet spills.

Thank you for your willingness to serve your church family in this way.