

REFRESHMENTS FOR SUNDAY 10:30 MEETING UPDATED SEPTEMBER 2014

PREPARATION:

To bring:

One quart half and half plus one-half gallon 2% milk. Nice to have savory snacks (crackers, chips, pretzels, nuts) and sweet (cookies) and some healthy (fruit, veggie sticks, hummus/dips). What would you like to eat? Seasonal cold drinks (lemonade, cider) are popular.

Sunday morning: Prep should probably take about 20-40 minutes, depending on how familiar you are with the kitchen. Good idea to sit by the door at Meeting to leave quickly, but please don't miss Meeting!

1. **Set the table** in the Friends Room by the pass through counter, using a table cloth from the drawer near the sink or on the cart. Another table, with or without table cloth, is set up on the other wall. If you are doing coffee and tea on the first Sunday when there's Family Worship (Oct-June), set up everything on the counter on the kitchen side of the closed sliding door. After meeting you may open the door and move things to the tables. **Please place coffee and hot water pots at back of table, out of reach of small children.** Most supplies are in boxes labeled F&O in lower cabinet below glass-front cabinet near window. ALSO please put out the signup for coffee and tea volunteers and the poster on the easel, which are usually in the closet with the tables. Signup sheet may also be in kitchen drawer to left of island sink.

2. **Coffee-making:** Prepare the large 55-60 cup coffee maker* to be plugged in just before meeting, at 10:25 (it will take about one hour to percolate):

- Fill with cold water from sink by window. As this is heavy, try using the wheeled cart to tote it out to the Friends Room.
- Assembly: Put in spindle (ensure seated in base), then coffee basket, put in coffee, metal top on basket, then top to coffee maker. Lock top by rotating so the edge goes under the black handles.
- Use 4 cups ground coffee, kept in freezer (with back-up supply in basement – someone from F&O can help get it) for 55-60 cups. Measuring cups are usually in the drawer above F&O supplies.
- If you anticipate a need for more coffee, such as an event like Business Meeting OR if there is a very "full house" at morning worship, please make an extra pot that could be started after Meeting. Your pot choices (percolating time: approx. one min. per cup):
 - 12 cups (using $\frac{3}{4}$ cup coffee) in the small white Mr. Coffee pot on the counter under glass cabinet (filters under cabinet)
 - 30 cups (using 2 cups coffee) – older pot with "Coffee" label
 - 40 cups (using $2\frac{2}{3}$ cups coffee) – new pot (there are two)
 - A coffee thermal carafe is also available

* If there is anticipated a smaller than usual crowd, such as a week when many are away at a Retreat, you might opt to use a smaller pot than the 60 cup pot.

3. **Hot water** (for tea and instant decaf coffee): Plug in just before meeting, at 10:25: This is marked "hot water". Fill 75% with water, no coffee, no basket assembly.

4. It's helpful to have the half and half and milk already in small pitchers (check glass front cabinet) in the fridge so you can just whisk them out after meeting. Check for leftover milk products – sniff test and/or sip – and use if they're still good. NEVER pour milk products back into original containers after they've been in pitchers. Paper cups are on shelves near the door, extras next to fridge, below microwave. Tea, instant decaf coffee and sugar are in the F&O supply containers in cabinets by window sink. May use long wicker basket for teas. Keep an eye on supplies during coffee hour and resupply as needed.

5. Snacks, cold drinks, pitchers of water, and cold cups on side table: To foil early snacking, please put out AFTER meeting.

CLEANUP:

Start putting things away when things start to wind down, usually somewhere between 12:15 and 12:30. You can announce a last call for coffee and tea. Then everything gets taken to the kitchen.

The wheeled cart is helpful. Be careful with the hot liquids! Gloves and pot holders are located to the right of the stove. The basket with coffee grounds can be removed into the island sink to cool a little before dumping the grounds in the trash.

Sponges with no corners removed are for washing dishes, using the deep sink. The clean dishes can be air dried or wiped with a towel from the towel drawer.

The table cloth is shaken outside and then folded and put in the hamper under the counter.

Sweep floor and empty trash as needed, trash liners under sink.

Milk and half and half can be left in the fridge if it's the first week of their use. Closed containers of snacks can be left in the F&O area lower cabinet. Otherwise, take all leftovers home.

If you wish to be reimbursed, ask for a "Request for Check" form in the FMC office (or find it along with this document) and fill it out. For the line "Charge to _____", write in Fellowship and Outreach Committee. Attach your grocery store receipt, circle the items, initial it, and leave it in the FMC office. A check will be mailed to you.

Have fun and let us know of any problems or suggestions for the next Refreshments providers!

~Fellowship and Outreach (F&O) Committee

SUGGESTED SCENARIO FOR SET-UP:

