

First Parish Unitarian Universalist – Canton
Information for Sunday Fellowship Hour Hosts

Please purchase:

1 quart milk
1 quart half and half
2 half gallons fruit juice

Snack suggestions:

Choose any of the following (or more *only* if you wish):

- 2½ dozen bagels (sliced in half, then in quarters), OR 5 dozen mini-bagels (sliced in half), and cream cheese or butter
- 6 dozen cookies (give or take, depending on the size of the cookie)
- 2 bags of Jax, popcorn, animal crackers, tortilla chips, goldfish crackers, or your favorite
- Vegetable platter and dip
- Fruit assortment or platter
- 3 bundt-size coffee cakes (sliced in 12 servings or more each)
- 2 9" x 13" pans of brownies (yield: 24 pieces or more each)

Or whatever you wish. These suggestions are only to help you take the stress and guesswork out of determining what to bring and in what quantities. We hope they help.

Fellowship Hour Instructions

Serving trays are located in the shelves to the left of the dishwasher. Glass platters, dishes, and plates are in the closet in Parish Hall.

Room set-up:

- The coffee and tea station is the beige sideboard in the Parish Hall.
- Tea bags, sugar/sweetener, napkins, and paper cups are in the sideboard. Additional paper goods are in the kitchen cabinets near the telephone. Tent labels for the half-and-half and milk are in the sideboard.
- Pitchers for milk and half-and-half are in the glass-paned cupboard in the kitchen.
- Set out tea varieties, spoons, paper cups, and paper napkins and a few plates to hold the used tea bags, wrappers, and stirrers.
- Empty the dishwasher if a sign or the dishwasher light indicates that the dishwasher has clean dishes in it.
- We recommend using the two rectangular tables in the dining room side of the Parish Hall. Use the tablecloths in the sideboard under the bulletin board.
- You may bring your own disposable serving ware if you like, but please don't bring styrofoam cups.

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Beverages:

The Program Committee supplies the coffee and tea.

- The coffee is stored in the kitchen in the lower cabinet to the left of the refrigerator. Follow the directions printed on the kitchen wall above the small sink and also as follows: Use the 60-cup stainless steel urn for coffee, and use the hand sprayer to fill it with cold water to 60 (marks are on the side of the urn). Run the coffee urn basket under water, and then put 3 cups of Fair Exchange coffee into the basket.
- Use one of the smaller urns to make hot water for tea. Fill it 3/4 full with cold tap water and secure the lid.
- Use the rolling cart to carry the urns to the beverage station; place them on the square boards (which may be in the sideboard drawers) so cups will fit underneath the spigots, and plug the pots in. See instructions on the wall over the beverage station as to how to plug in the pots. Turn the coffee pot on using the switch at the front. The coffee takes an hour to brew, so plan to set it up by 10:15 AM. (The light comes on when the coffee is brewed.)
- Listen for the sound of the water beginning to heat up in the large coffee urn.
- Fill large pitchers or several small pitchers with half-and-half and milk, and put the labels with them.
- Fill approximately 20 small paper cups with juice.

Clean-up:

- Plan to stay after the fellowship hour to clean up. Use the rolling cart to carry the hot urns back to the kitchen; pour off remaining liquid and wash and dry. The hand sprayer makes cleaning the large urns easier.
- Clean all surfaces with the spray cleaner. It is not necessary to take out the trash or sweep the floor.
- Do not leave anything in the refrigerator unless you label the item with the name of the person/committee who wants to use it, and you date the item.
- Wash, dry, and put away all utensils and serving items. Return the urns to the kitchen, pour off remaining coffee, wash and dry the urn. The coffee is very hot. Make sure someone helps you.
- Use the dishwasher to clean all dirty coffee mugs. The detergent is in the cabinet to the right of the sink. Turn the sign to indicate that dishes are in the dishwasher are/will be clean so the next people to use the kitchen will know to empty it or use the clean items.
- Turn out the light when leaving.

Thank you for hosting!