

Fellowship Hour Instructions

Thank you for hosting Old Ship's Fellowship Hour!! Fellowship Hour is an important way we weave the bonds of community each week. Hosting allows this important ministry to continue. Please use the following instructions as your Kitchen Guide. It is meant to help the whole process (from set –up to clean up) go smoothly. Hosting Fellowship Hour is a shared responsibility with all of the congregation. As Hosts, your duties (listed below) are to pour and serve coffee and tea and clean up the dishes. Snacks are provided on a potluck basis each week based on last names. About once per month we hold a collection for the Hingham Food Pantry and food is not served during Fellowship Hour. Hosts are still needed to serve and clean up.

If this is your first time as Host, relax and enjoy! There is always someone around to help if you get stuck. Should any questions or concerns arise before Sunday, please give one of us a call.

If for some reason you are unable to fulfill your hosting task, please find a replacement. You may also contact any of us on the Nurturing Community Council for assistance.

Kitchen set-up

- Arrive at the Parish House at approx 9:55 (if you plan to attend the service)
- Check to see that the coffee urns are plugged in and perking (the Sexton will have set this up)
- Check to see that hot water urn is filled and plugged in on the counter (the Sexton will have set this up)
- Make sure tea bags, etc are on counter near water urn (they are stored in back cupboard)
- Line the two serving tables (left in Fellowship hall) with tablecloths
- If food will be served and has been dropped off, arrange on platters, bowls, etc. (cover with plastic wrap from under the sink and refrigerate, if necessary, otherwise leave on the table in the kitchen)
- Fill pitchers with milk and cream and place in fridge (Sexton will have purchased)
- Put out the sugar, spoons and napkins on small table near kitchen
- Put out the coffee cups and saucers or mugs on the counter
- Turn on the dishwasher to heat up (instructions are above the dishwasher)

Last minute set-up

- Leave church before last hymn is sung so you'll have time for final prep.
- Put your nametag on so everyone will know who is doing such a great job!
- Put out the milk and cream on small table near kitchen door, and refreshments if any on longer tables.
- Fill two carafes (under serving counter) with coffee: (1 decaf, 1 reg)

Serving time

- As things slow down, check to make sure that hot water, milk, sugar, are full.
- Enjoy yourself!! Meet new friends!!

As fellowship hour winds down

- Load dishwasher, run when full. The instructions are on the dishwasher.
- Old Ship is a Green Sanctuary and we try to recycle anything that can be recycled. Please help us by rinsing out and putting into the recycling bins (located near the dishwasher area) any plastic, glass, metal or returnable containers.
- Clean out the coffee urns and carafes; unload dishwasher and put items away
- Wipe down counters and the large tablecloths. Sexton will wipe down small tablecloths and put away all table cloths.
- Make sure kitchen is left neat and clean. Remember to turn the dishwasher and water off
- If there are leftovers that can be saved (not dips or highly perishable items) please consider that there may be friends among us who might appreciate making use of our excess food. The Minister or anyone on the Pastoral Care team will know if food could be directed their way. Otherwise, salvageable food could be securely wrapped and put in the fridge, labeled "for Sunday (date) coffee hour."

To help you find things in the kitchen

- Tablecloths in Coffee Hour box under counter
- Sugar is in a canister in the back cupboard
- Spoons and napkins in left drawer under counter
- Green coffee cups stacked in back cupboard
- Sugar bowls, platters, pitchers for cream under counter

Thanks for your help in creating a nurturing community at Old Ship.

~ The Nurturing Community Council