

## **Fellowship Time Instructions**

Arrive by 9:45 am (or 8:45 am in the summer) to plug in the coffee, make lemonade and set out treats on a platter. Coffee and lemonade are supplied by the church and found in the parlor kitchen, the parlor pantry or in the downstairs freezer. Prepackaged cookies or treats are in the parlor pantry or can be provided by the hosts. Homemade treats are encouraged for special Fellowship Times.

### **Coffee**

The coffee pot with water and coffee are prepared in advance by staff. The volunteers simply plug it in, serve and unplug when finished. Do not move or try to clean the pot. Staff will do it on Monday.

Set out coffee cups on the red trays.

Set out sugar, Sweet and Low and cream packets on the table with spoons. These can be found in the parlor kitchen cupboards or the pantry.

Set out napkins, also found in the parlor kitchen or pantry.

### **Making Lemonade**

Fill large metal pitcher with water, capacity is 8-9 quarts. (only half of this is needed in the summer.

Lemonade mix is located in the upper kitchen cabinet or in parlor closet. Make according to directions. Mixing spoons are in the drawer. There may be a frozen mold in the parlor kitchen's refrigerator freezer for use.

Punch bowl and serving ladle are located in the lower cabinet in parlor kitchen. Place on lemonade table.

Set out plastic cups, located in parlor closet. Begin to serve last 5 minutes of service.

### **Treats**

Serving trays are located in the lower kitchen cabinet in the parlor kitchen.

### **Clean up**

Coffee pot, cups and all utensils will be washed on Monday by staff. Wipe off tables and stack utensils in parlor kitchen. Unplug coffee pot. Leave cups in basin by the table. Extra lemonade can be put in mold in freezer for use the next week.

**Thank you very much for serving!**