

A time for fellowship following the church service is an integral part of the weekly worship at Beautiful Savior. The instructions below were designed to help the setup run as smoothly as possible. Please contact Judy W with any questions.

Fellowship/Coffee Hour Volunteer Instructions

Donut holes will be brought to the church by other volunteers. You will need to bring one half gallon of milk (whole or 2% milkfat is preferred) and one half gallon of juice. We will be serving coffee from one cart that is to be taken into the classroom (along with the pot used for hot tea). Another cart will also have a coffee pot. Please use the card with the drop-down leaf on the side. The top drawer of each cart contains an extension cord, a "no food or beverage" sign, and clean up wipes. The lower cupboard of the cart contains two sizes of Styrofoam cups, napkins, free-will donation container, and sugar and cream containers.

Fill pots with water and coffee grounds in the amount needed for the time of the year (less in Summer). Coffee measures should be in the coffee cans. Water measure is a ring which is a part of the coffee pot. Use 3 rounded blue measures of half/half coffee in basket on top of filter for small pot with spigot. Use 4 heaping blue measures of regular coffee in large pot on top of filter. Also add water to the tea pot.

Put both coffee pots and small pot for water on cart and wheel into the elevator lift. Hold the black lever in the up position. When it clicks, push on the door and back out. Then close the door and push the "down" button on the outside of the lift until you hear a click. Put largest pot on the side board (left of doors entering the Sanctuary). Use extension cords as needed. Please place the coffee pots at the front edge of the cart with the spigot overhanging the edge. Also place cups, napkins, donation container, and donuts on top of the carts.

You should leave the church service as we sing the last song to open the donut boxes and finish preparing for the congregation's fellowship.

Plug the tea pot in at the cream/sugar/tea/milk/juice station. Bring out creamers, tea basket, sweetener basket, napkin basket, spoon basket, and foam cups. Sit milk or juice container on station with creamers. You don't need to pre-fill coffee cups or "man" stations. Simply oversee the area and clean up at the end.

When fellowship is over get a transparent green envelope from the cart drawer with that week's marking on it (week 1, 2, 3, 4, or 5). Place donations into the appropriate envelope and place envelope into the Treasurer's safe in the Secretary's Office. Remove current items from the top of the carts and place them back inside. Take the carts and pots back into the Utility room, clean and dry. Put everything away. If you have more than half of the juice or milk left over you can leave it in the refrigerator for next week if you wish. Thank you so much for volunteering for this duty. May God bless you mightily!