

Fellowship Host Guide

Resurrection Lutheran Church

The time we set aside for fellowship allows us to welcome visitors and re-connect with friends. Hosting fellowship can be as easy or as elaborate as the hosts wish; the menu can be as simple as coffee and cookies or as varied as a pancake breakfast with all the trimmings. Please use the following guide to plan and host a fellowship gathering that is right for you.

General

- From September through May, fellowship is held immediately after the **first** worship service on Sunday mornings.
- From June through August, fellowship is held immediately after the only Sunday morning worship service.
- Fellowship hosts may include the members of one or more families or groups. It is important that some of the hosts are available afterward to clean any kitchen equipment and service items that are used during the fellowship event (see Clean-Up below).

Specifics

Set-up:

- Please arrive 20-30 minutes before the fellowship time begins to set up. Check to see that the dishwasher has been turned on.
 - See **Dishwashing Instructions** sheet for directions on the use of the dishwashing machine.
- Set out sufficient clean cups for the event. Clean ceramic coffee cups are located in the cupboards beneath the coffee bar and/or in stacked racks in the dishwasher room. Paper cups are used for juice/lemonade/ice water. These are located in the cupboards beneath the coffee bar.
- Make one large pot of regular coffee and a small (partial) pot of decaf coffee, following the instructions posted by the coffeemakers. Be prepared to make a second pot of regular and/or decaf coffee if attendance is high. Ask recent Fellowship Hosts about their experiences and adjust these amounts accordingly.
- Make lemonade and either serve in pitchers or transfer to juice dispenser if attendance is expected to be high.
- If needed, wipe off tables in the fellowship hall with spray cleaner and damp cloth to remove any dust or superficial dirt. Labeled bottles of cleaner may be found in the kitchen or under the coffee bar.
- Set out napkins and/or paper plates (and silverware, if needed).

- Set out cookies or other food items (muffins and quick breads, crackers and cheese, fruit or raw vegetables) that are to be served. Place food on the table outside the kitchen. Food items may be homemade or purchased. During fall/winter/spring, plan to serve approx. 80-100 people – (2 cookies each for 80 people equals 160 cookies or approximately 14 dozen). During the summer months, plan to serve approx. 50-60 people – (2 cookies each for 50 people equals 100 cookies or approximately 9 dozen). Ask recent Fellowship Hosts about their experiences and adjust these amounts accordingly.
- Set out coffee creamers, sugar, tea bags, etc. Sugar and tea are located in the cabinets under the coffee bar and flavored coffee creamers may be located in one of the refrigerators.
- Open the window into dishwasher so that people can place dirty cups within easy reach.
- Place a trash can by the dishwasher window so that people can discard used napkins, paper plates, etc.

Clean-up:

Please plan to stay until the fellowship hall and kitchen are clean.

- If the stove top and/or ovens were used, please thoroughly clean the components that were used.
- Please scrape food from dishes, pots and pans, etc. and rinse before loading into racks and placing in dishwasher.
 - See **Dishwashing Instructions** sheet for directions on the use of the dishwashing machine.
- Wash cups, pitchers, the juice dispenser, coffee drip trays and any serving utensils using the dishwasher.
- Return all clean dishes to their appropriate locations in the kitchen and/or fellowship hall, including the Tri-Mark coffee cups to their trays on the coffee bar.
- Wipe tables and counters with spray cleaner and damp clothes and discard any trash in the appropriate bins.
- Discard used coffee grounds in the designated receptacle. Discard remaining coffee and rinse the urn.
- If there are leftover cookies or other items that can be frozen and served later, wrap the items in foil or place in freezer zipper-lock bags and label the package with the contents and the date.

Wednesday worship services may be held in different locations and with different service structures. Communicate with the Worship and Music Coordinator or Pastor for details concerning the role of the Fellowship Host in these occasions.