



Fellowship Hour Guidelines

“Behold, how good and how pleasant it is for brethren to dwell together in unity! (Psalm 133)

We give glory to God that we can gather once more in fellowship after the Divine Liturgy on Sundays! **We thank you for your generous contribution of *time and talent* to host a fellowship hour that allows our Holy Apostles' family and friends to gather and welcome visitors to our parish.** Below you will find information regarding guidelines that fit our newest COVID-19 safety protocols, required items to purchase, and instructions for setting up and cleaning responsibilities after the fellowship hour has ended. Once more, we thank you for your generosity, and may God be glorified through your efforts!

The Church Will Provide the Following Items:

- Serving trays, paper cups, sugar, sugar substitute, stirrers, coffee pots, coffee filters, and paper towels.

We Ask that you Purchase the Following Items for Fellowship Hour:

- Two 30oz cans of Coffee (**Maxwell House, Folgers, or Hills Bros brands only, please**).
- One case of small water bottles
- Single servings of creamer or half & half
- A package of 200 small napkins
- Two rectangular (8 foot) plastic tablecloths

Due to the COVID safety protocols in place, we ask the following:

The food you provide for fellowship hour must be commercially prepared (no homemade items, please) and individually pre-packaged or wrapped (350 pieces in all). Suggestions include but are not limited to individually wrapped cookies, danish pastries, granola bars, biscotti, muffins, **gluten-free and nut-free cookies**. *Cuties* (clementines) are a fruit option. Costco, Sam's Club, GFS (Gordon Food Service) and Amazon are good places for one stop/online shopping.

Please note that some of our Holy Apostles' family members have particular restrictions and allergies. Therefore, it is important to try and offer a variety of items if possible.

Setting Up for Fellowship Hour:

- Please plan to arrive at church by at least 9:30 am to allow time for set-up. On Sunday Orthros begins at 8:15 am, and Divine Liturgy at 9:30 am.
- Upon arrival, please turn on the large coffee pot (right side of the kitchen when you enter) and dishwasher (left side of the kitchen when you enter) so that there is time for the water to heat up. Directions for both the coffee pot and dishwasher can be found hanging on the kitchen wall

near their respective areas. Any questions or assistance can be found by inquiring with any Parish Council member ushering that day.

- Please place plastic tablecloths on the 8-foot tables, which will already be set up accordingly.
- Water bottles can be set up on the counter next to the kitchen serving window in the Multipurpose Room.

We ask that you please set up the coffee service as follows:

- 1.) Place the two 5-gallon coffee dispensers on the serving cart. The cart should be placed closest to HARC at the far end of the tables.
- 2.) Place coffee cups next to both 5-gallon coffee dispensers along with individual creamers, sugar packets, and stirrers on smaller trays.
- 3.) Please assign someone from your party **to serve the coffee (new COVID safety protocol)** and act as runners to replenish as necessary.

Cleaning Up After Fellowship Hour:

- Please allow 30 minutes to clean up after fellowship hour has ended so that we can make sure that our beloved church home is put back the way that we found it.
- Begin with cleaning the coffee maker in the kitchen by filling it with plain water and let it rinse through a cycle. Please empty the water when the cycle has finished. Directions for this process can be found next to the coffee maker.
- Coffee grounds should be emptied into the kitchen garbage, and please make sure the **coffee pot is turned off.**
- 5-gallon coffee dispensers need only to be rinsed in the sink and then placed back on the top shelf of the kitchen (east wall) above the serving window. We ask that you put the lids loosely inside the dispensers but do not screw them tightly on to allow them to dry properly.
- Please place any trays, dishes, and bowls that were used through the dishwasher, and place them back on their respective shelves.
- All tables should be cleaned in the multipurpose room.

We thank you so much for offering your time and talent to Holy Apostles to make this fellowship hour possible for our Holy Apostles' family and friends! Together we are *one faith, one family, one Holy Apostles.*

JUNE 1, 2021