



## 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 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 carafes, 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**)
- Single servings of creamer or half and half
- A package of 200 small napkins
- Two rectangular (8') plastic tablecloths
- Pastries/cookies (250) pieces. Try to include gluten free/nut free for those with allergies, 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.
- Turn on the large coffee pot and dishwasher so there is time for the water to heat up. Directions are on the wall near them. Parish council members are also available to assist in making coffee or answer any questions.
- Place the plastic tablecloths on the 8' tables, which will already be set up.
- The coffee dispensers can be set up on the granite counter adjacent to the kitchen.
- Place coffee cups next to both dispensers along with two sets of individual creamers (in small bowls), sugar packets(in baskets) and stirrers. Place another empty bowl next to the creamers for disposal of used creamers/sugar packets.
- Please assign someone from your party to act as a runner to replenish food and coffee as necessary.

### **Cleaning up after fellowship hour:**

- Please allow 30 minutes to clean up after fellowship hour has ended.

- Begin with cleaning the coffee maker in the kitchen by filling it with plain water and let it rinse through a cycle. Empty the water when the cycle has finished. Directions can be found next to the coffee maker.
- Coffee grounds should be emptied and make sure the coffee pot is turned off.
- The coffee dispensers need only be rinsed in the sink and placed back on the top shelf of the kitchen. Please put the lids inside the dispensers to allow them to dry properly.
- Place the trays, dishes and bowls that were used through the dishwasher and place them back on their respective shelves. Please be sure to turn off the dishwasher.
- All tables should be cleaned in the multipurpose room.

**Thank you for hosting the Fellowship Hour!**