

Chapel in the Pines Presbyterian Church Tips for Fellowship on Sunday Mornings

- Please notify your team well in advance when your month is approaching.
- To the extent possible, encourage all team members to participate every Sunday of your team's month.
- As of June 1st 2018, Fellowship Team duties no longer include ushering.
- The second Sunday of each month will be a potluck lunch (unless you are notified otherwise). Your team will be responsible for set up, clean up, and drink preparation. No other monthly fellowship event will be expected.
- Please arrive by 9:15 to 9:30 to begin set up for fellowship. One or two team members should leave worship during the final hymn to remove covers from food platters and set out any refrigerated items.
- The red and orange pitchers are available for ice water. Paper cups can be placed on the counter and napkins on the table. Those supplies will be made available for you. If supplies run low, please let the Fellowship Chair know. There is a form on the refrigerator door to note needed supplies. Please discourage team members from leaving or "donating" serving utensils or other supplies without consulting the Fellowship Committee.
- The coffee machine should be plugged in as early as possible. It takes about 15 minutes to warm up before you can start brewing coffee. Both regular coffee and decaf should be served. There is a "decaf" sign on a chain for use on the decaf carafe.
- Please check the supply of half and half each week and bring more as needed. I recommend purchasing the pint size. It is usually ample for one Sunday morning's coffee service. Remember, once the carton is opened it is good for just 7 days.
- There is an appliance for heating water. Please heat the water after the service and place the carafe near the coffee carafes for tea.
- When it is time to clean up, please place used cups, cream pitchers, and plates in the dishwasher. The dishwasher pods are under the sink below the window. Start the dishwasher(s) before you leave. A team member should plan to stop by to empty the dishwasher(s) on Monday or Tuesday. Coffee carafes should be washed, dried, and returned to their cabinet for storage. Used dish towels and tablecloths should be taken home to be laundered.
- Refreshment suggestions: please serve only finger foods. It is suggested that crackers (including gluten free) and cheese, fruit, pretzels, and either cookies or doughnut holes be offered for fellowship. Beverages for a usual Sunday should include: coffee, both regular and decaf, water, and lemonade.
- Any food or beverages left in the refrigerator, cupboard, or freezer should include a label with the date and "fellowship" written on it.
- Remove trash and recycling bags and discard at home. Sweep the floor.
- Unplug all appliances including the large coffee maker.
- Before leaving, please be sure all doors to the fellowship hall are locked and secure. Please ask if you need instructions on how to do this and how to set the alarm.
- One final note – to the extent possible, please keep the kitchen counters cleared of all unnecessary items.