

Tips for Sunday Fellowship

Fellowship Team Coordinator Responsibilities BEFORE SUNDAY

Contact all team members to determine what food and quantity they are planning to donate, whether they can help with setup and/or cleanup , and/or make coffee and furnish a centerpiece if one is wanted. (Sometimes there is a centerpiece on the table that serves for several weeks). Here are some guidelines for food on Sunday (based on 80-90 people). These are general guidelines only:

- 11-12 dozen (132-144 cookies and/or bars)
- 2-3 lbs fruit (grapes or other)
- cheese and crackers if you wish (2 lbs cheese; 2 boxes of crackers)
- gluten-free cookies/bars , cheese & crackers (There may be extra supplies of gluten-free items stored in a white bin in the lower cupboard between the stoves. Small gluten-free signs to put on the table are also in this box.)
- Anyone is welcome to make other items they enjoy and should not feel expectations or limitations based on these guidelines. We live in freedom knowing that God is enough and abundant.

Check the kitchen for these supplies before Sunday and resupply as necessary:

- cream (2 pints), juice (no sugary drinks)
- napkins - purchase more if needed (church can reimburse)
- It has been a longstanding policy at Good Shepherd to avoid using disposable dishes or tableware.

SUNDAY SETUP

Coffee

- Turn the unit on a few minutes before using and follow instructions in blue book. Current Recommendation for typical Sundays: 4 pots of regular and 2 of decaf. Use 1 ½ cups grounds/pot.
(**Note:** The record sheets near the blue notebooks to get an idea of how many pots were made and how much was left over for the size crowd on other Sundays. You might also want to check the attendance during the service and see how it compares with what you've made.) During serving, keep a close watch on the coffee supply - it doesn't take long to brew up another pot. Do not be afraid to make too much coffee – it's better to have left over coffee than run out.
- Left over coffee may taken home by anyone, using a thermal pot. The pot needs to be returned AS SOON AS POSSIBLE.

Dirty Dish Setup

- Put the white dishpans on the counter for returned dishes and napkins.
- In the case of a larger crowd, put the dishpans on one or two carts in the Fellowship Hall, one outside the kitchen door under the thermostat, the other near the door to the entryway.

Fellowship Hall Arrangement

- Open the blinds and check the tables for cleanliness. Also note that each round table should have 7 chairs and each rectangular table 6 chairs. These additional items are often overlooked.
- The red chairs with arms are for elders and those who need assistance standing and sitting. PLEASE make sure these are concentrated in the front two tiers of tables.
- Place the offering basket with sign and hand sanitizer on the table. The ushers are responsible for handling the offering .
- Place all six coffee pots out so they are ready to go as needed. Also: sugar bowl, sugar substitutes, spoons or stirrers, and 3 pitchers of cream (3 pitchers at least usually needed - cream pitchers empty fast!)

Sanitation

- Be aware of sanitation issues during preparation, serving and cleanup. Wash hands or use gloves when handling food. Provide tongs on platters of cookies, bars and breads and toothpicks for spearing fruits.

Other

- Note the location of the fire extinguisher and the first aid kit (in the corner near the door). Each kitchen outlet is on its own circuit.

CLEANUP

- Follow the dishwashing instructions posted above the sink.
- Turn off the coffee unit and follow the instructions for cleaning the coffee pots. As you will see, one type of pots are stored on the shelf above the microwave and the more slender ones in the cupboard below the MW. Coffee grounds can be put in the bin on the counter. Record the day's information on the "Coffee Record" clipboard.
- Leftovers can be dealt with in several ways. They are typically taken home by their donors or given to another party; or they may either be frozen or refrigerated for the following Sunday (notify the coordinator for the following Sunday that they are available for use). If you leave food for another event, tape a label on it designating who will be using it and the date it was stored.
- Wipe stovetop, refrigerator door handle, sinks and counters in the kitchen and tables in the fellowship hall using one of the Clorox or Lysol products under the sink.

- Place garbage in cans. If bags are full, tie bag and take to outside garbage cans. Reline the cans, bags are stored in the cupboard with the water heater. Use recycling bins for all recyclables.
- Take used towels home (also tablecloths as needed) to launder and return at your earliest convenience.
- Wipe tables in the fellowship hall using one of the Clorox or Lysol products under the sink.
- Check chairs for soil and crumbs. Soiled areas can usually be cleaned with a wet towel (no soap) and a little rubbing. If this doesn't remove the spot, a small brush (no soap) may be needed. Clean any messy areas of the floor . If you think it's necessary, there is a carpet sweeper and vacuum in the storeroom.

Before you leave

- Make sure the coffee pot is turned off.
- Turn off the kitchen and fellowship hall lights.
- Follow posted instructions for thermostat.

THANK YOU FOR PROVIDING ONE OF GOOD SHEPHERD'S MOST LOVED MINISTRIES!

Questions or Concerns: If you have problems or questions regarding the kitchen, contact a member of the WELCA Kitchen Committee: Doris Barnaal, JoAnn Aulwes, Donna Bahr, Ann Naslund, Glenda Wuest. (Names are also posted on bulletin board behind the door).