



GUIDELINES FOR HOSTING

Purpose: Help facilitate a welcoming, friendly fellowship time from 10:30-10:45am.

Time Requirement: Approximately 95 minutes (45 minutes to set up; 15 minutes during fellowship time to replenish and begin clean up; 10 minutes after fellowship time).

Guidelines:

Before Fellowship:

- Make 9 airpots of coffee (8 regular; 1 decaf). Coffee is quite hands on—one of you should plan to do that task. Coffee “pillow packs”, filters and instructions are in the cabinet beneath the coffee station. The right-most cabinet has a lined trash can for wet coffee grounds.
 - Place 1 airpot on the counter by the fireplace with napkins and some Styrofoam coffee cups.
- “Power up” the dishwasher and once the water is warmed, run in once. Dishwasher instructions are taped to the electrical panel in the kitchen.
- Set three tables for hosting—two for adults and one for the “Kids Express” table.
 - Tablecloths are in the cabinets in the Fireside area.
 - **Adult Table Set Up:** Set out 70 coffee cups in the Parish Hall on the hosting table, napkins, stir sticks, sugar/Equal by the airpots, and the available gluten-free treats with signage.
 - **Kids Express Table Set Up:** Set out about 40 cups for apple juice and chilled water, napkins
- Donuts will be delivered and will be in the kitchen in large boxes (7 dozen for Sept-May; 5 dozen for June-August).
 - Cut donuts in half, put on platters. The Kids Express table should have about 50 donut halves.
- Put all the trays of donuts on the table in the Parish Hall. Please cover with plastic wrap.
- Chill apple juice and fill several pitchers with filtered water and chill.
- Wash knives and the cutting boards you used.
- Duck out during last hymn to set out juice, water, cream and remove plastic wrap.

During Fellowship Time:

- Replenish cream and apple juice as needed. Brew additional coffee as needed.
- Handwash empty platters.
- Continue cleaning up throughout Adult Education. Rinse out the used airpots and set to dry.
- Turn off the airpot system at 11:30am.

Resource People: Daina Sivanich or Lori Thomson can answer any questions. Daina can be reached at 952-944-6510 or daina.sivanich@peacebloomington.org. Lori can be reached at 952-944-6510 or lori.thomson@peacebloomington.org.

Substitutes: When subs are needed, hosts will replace themselves when possible then notify the church office as to the change. All efforts will be made to schedule hosts no more than once a season.

Updated July, 2019