

REFRESHMENT/FELLOWSHIP GUIDELINES

These guidelines have been drafted to implement new procedures for those wishing to host any Fellowship Hour such as after Sunday Liturgy, any service, function or meeting, that is held on the Church premises.

The Fellowship Hour sponsor will keep the Fellowship Hour simple, and not overly costly, and use only the allowable food and drink listed below. It is believed that "extravagant" Fellowship Hour offerings tend to discourage others from hosting, and is difficult for many to duplicate and afford. We are also attempting to keep our new facility as clean as possible.

1. ONLY the following are allowed: Donuts (NO filled donuts of any kind, sprinkles or nuts), apple or orange juice. If a sheet cake is desired for a special occasion, it should be white cake with white frosting and not chocolate.
2. NOT ALLOWED: dark fruit juices, fruit, crackers, cheese, bagels, cream cheese, hors d'oeuvre style sandwiches, lunchmeat, etc.
3. The Church will provide coffee (regular & decaf), sugar, sugar substitute, creamer, dessert plates, napkins, juice cups and Styrofoam coffee cups.
4. The sponsor is responsible for the **thorough** cleaning of each table, bagging all trash, and placing in the Dumpster outside.
5. The sponsor must clean and rinse the coffeepots and urns, and make sure all burners and lights are turned off, floors swept & mopped if necessary.
6. The sponsor must also be certain that all access doors to the Church are securely closed and locked (South door of classrooms, all three exit doors of hall including kitchen, courtyard door near hall entry, Vestibule, front doors of church).
7. If a Parishioner wishes to sponsor Fellowship Hour, but is "**physically**" unable, he/she may contact the Church office and sign up to host. The Parish Council will then purchase, set up, and clean up. Items will be bought following the above guidelines. The cost not to exceed \$65. The "sponsor" will then reimburse the Church for that expense, and their name will be placed in the Sunday Bulletin as a sponsor for that date.
8. In the event that no sponsor comes forward, the Parish Council will host Fellowship Hour and a donation basket will be placed on the table for Parishioners to generously offset the related costs. The Parish Council is then responsible for the cleaning as noted above.

The Parish Council is attempting to encourage more Parishioners to host our Fellowship Hour AND to decrease our Maintenance costs of clean up. If each host follows these guidelines, our costs will decrease. Let's ALL do our "fair share".

Thank you for your participation and support.

St. Nicholas Parish Council 2004

Acknowledgment Signature of Host **REQUIRED** _____

GENERAL INSTRUCTIONS FOR COFFEE MAKING

WASH INSIDE OF COFFEEMAKER WITH HOT SOAPY WATER – Rinse with hot water and dry completely before using the first time and after each use. Do the same with the cover and basket. Clean percolating tube with a tube brush or pipe cleaner and hot, soapy water to remove manufacturing oils. Wipe dry with a clean towel. To assemble, insert tube into basket hole. Wipe outside of coffeemaker with a damp cloth, then dry with a soft towel. **DO NOT IMMERSE BASE IN WATER.**

MEASURE WATER – Remove cover and basket assembly. Fill with fresh, cold tap water to desired fill line located on inside of coffeemaker. **DO NOT FILL BEYOND TOP FILL LINE.** Never use hot water to make coffee.

MEASURE COFFEE – Measure ground coffee into basket according to chart below. Place basket assembly into coffeemaker heating well. **DO NOT FORCE TUBE INTO PLACE.** Place cover on unit. Specially designed cover distributes water over ground coffee; no perforated basket cover is required.

NOTE: The amount of coffee used can be adjusted to personal taste by adding or subtracting from the recommended quantities.

COFFEE MEASURING GUIDE

Finished Brew	Ground Coffee
5 ounce Servings	(Level Cups)
10	5/8

COFFEE POT OPERATION

100 Cup Coffee Pot

- 1. Fill water to inside line with COLD water.**
- 2. Insert stem into hole at bottom of pot.**
- 3. Place coffee basket onto stem.**
- 4. Place paper filter over stem into basket.**
- 5. Measure 6-1/2 scoops of caffeinated coffee into basket.**
- 6. Place lid onto maker, and plug in.**
- 7. Turn switch to “ON” position when ready to brew.**
- 8. Allow 55 minutes minimum to brew. Check after 10 minutes to be sure it’s perking. Listen, if not perking, be sure pot is switched to “ON” position. Check to be sure the stem is properly in the hole at the bottom of the pot. Or, check to be sure outlet is functioning properly.**
- 9. When use of pot is finished, clean per posted General Instructions for coffee makers.**

COFFEE POT OPERATION

55 Cup Decaffeinated Coffee Pot

- 1. Fill water to inside line with COLD water.**
- 2. Insert stem into hole at bottom of pot.**
- 3. Place coffee basket onto stem.**
- 4. Place paper filter over stem into basket.**
- 5. Measure 4 scoops of Decaf coffee into basket.**
- 6. Place lid onto maker, and plug in.**
- 7. Turn switch to “ON” position when ready to brew.**
- 8. Allow 50 minutes minimum to brew. Check after 10 minutes to be sure it’s perking. Listen, if not perking, be sure pot is switched to “ON” position. Check to be sure the stem is properly in the hole at the bottom of the pot. Or, check to be sure outlet is functioning properly.**
- 9. When use of pot is finished, clean per posted General Instructions for coffee makers.**

DISHWASHER OPERATION

- 1. Place items into plastic trays at right.**
- 2. Silverware has a special tray, rinse heavy food off before using machine.**
- 3. Slide tray into machine.**
- 4. Lower front panel with lever.**
- 5. Machine starts automatically.**
- 6. When cycle is complete, raise lever.**
- 7. Slide tray to left out of machine.**
- 8. Repeat procedure if needed.**
- 9. When finished, machine MUST be drained of water. On top of machine there is a box with switches, press and HOLD switch in the direction labeled "DRAIN" until machine is emptied into floor drain.**
- 10. Front panel should be in UP position when not in use.**