

First Presbyterian Church of New Haven--Instructions for Friendship Hour Hosting

1. Start the coffee before service. There are instructions and measurements inside the cabinet door where the coffee is kept, above the deep sink near the ladies room. Plan on one minute per cup for brewing time.
 - a. Put table clothes, from the "Friendship Hour" boxes in the closet, on two tables: one for juice and water, and one for treats (table clothes may already be on the tables).
 - b. Put napkins and cups out on the counter in front of the pass-through in the kitchen. Cups are in the upper cabinet to the left of the stove. Napkins are in the upper cabinet to the right of the pass-through, or in the storage room.
 - c. Place treats on plates or in baskets. Baskets and plates are in the cabinet under the pass-through or on top of the refrigerator.
 - d. Treats are purchased by the CLOC committee and stored in the refrigerator (fruit and other goodies, occasionally also in the freezer) or the storage room (to the right of the kitchen) Cookies, crackers, pretzels, etc. are on the "Friendship Hour" shelves.
 - e. Treats brought from home are always very appreciated.
 - f. Please put paper towels or other covers over plates or baskets of food if they are to sit out during service before Friendship Hour. Extra sugar, stirrers and cream pitchers are in the upper cabinet to the right of the kitchen pass-through. Tea bags to the right of that cabinet. Half-and-half is in the fridge door.
2. Just Prior to the end of the worship service which ends about 10:30 during the summer and 11:45 am during the remainder of the year:
 - a. Boil water for tea in the eclectic tea kettles and fill the "hot water" carafe (not the coffee carafe).
 - b. Place the two coffee urns on the metal cart with the carafe of hot water for tea.
 - c. Put out pitchers for drinks from upper cabinet in middle of the wall between the stove and fridge. Juice and/or ice tea will be in the fridge.
 - d. Fill the pitchers with juice and/or ice tea and move them to the drinks table along with the cups.
 - e. Move the napkins and food to the treat table.
3. Once Friendship Hour is winding down, please:
 - a. Put away clean dishes from the dishwashers, if any (cups go on bottom shelves of "trolley").
 - b. Put away food and juice.
 - c. Put dirty dishes/cups/utensils in dishwasher. Start dishwasher.
 - d. Clean out coffee pots
 - e. Wipe down table clothes and allow to dry, then fold and return to plastic bins in closet.
 - f. Wipe down the counters and tidy up the kitchen and vacuum the Miller Gathering Hall as needed.
 - g. Take out the trash to the dumpster in the parking lot and put new bags in the receptacles. New bags are in the storage closet.
 - h. If you are able, please take any dirty linens home and wash them and return them to Church