

First Parish Social Hour Instructions

10/19/14

Being a social hour host provides a nice opportunity to welcome new people.

Thank you for your part in making our community hospitable and welcoming for all.

Coordinating a week or two before your Sunday

The lead host should contact all members of the team ahead of time, to make sure they are planning to come. Note that the lead host is the person whose name has an asterisk on the schedule. If a team member has switched dates with another parishioner, they should notify the lead host when they arrange the switch, telling the lead host who will take their place.

Sunday morning timing

All team members should arrive 45 minutes before the start of the service to help with setup. And they should plan to stay about 45 minutes after the service for cleanup. However, those with other church duties (e.g. choir) can arrange with the lead host to drop off their food and help only with cleanup.

What to bring

The lead host brings three quarts of whole milk. It would also be helpful to bring dishtowels to use during cleanup, and to take them home afterwards. The Board of Health requires that we not leave used dishtowels in the kitchenette.

Other team members bring enough snacks for 30-40 people. (Couples bring enough for 60-80 people.) Appropriate items are cut-up fruit or veggies, cheese and crackers, and sweets.

Please do not bring foods with nuts. Some parishioners have allergies.

Setup of Parish Hall

When you arrive, the tables and carts needed for the food and coffee should already be set up. This is what you should find:

Two tables for the adults' food in Parish Hall. They should be positioned as two separate tables, so people can circulate on all sides of both tables. They should be placed along the window side of Parish Hall, with the long sides more or less parallel with the wall. One table should be positioned opposite the part of the wall that's between the windows. The other should be closer to the piano, angled out a bit. However, access to the piano should not be blocked. If they are not already covered, cover each table with one of the plastic tablecloths that are stored on rollers on the top shelf of the right-hand closet at the back of Parish Hall. If tables are not set up, bring them from the Common Room or from the middle closet at the back of the hall.

The coffee cart. A gray, plastic cart should be positioned next to the pillar near the back of the hall, close to a door going into the Common Room. As you face the back of the hall, the cart handle should be against the wall to the left, and the cart should extend to the right as far as the pillar, so the coffee can be facing Parish Hall.

The mug cart. Another gray cart should be positioned next to the coffee cart. As you face the back of the hall, it should extend to the right, at a right angle to the first cart, from the pillar into the room. If the mug cart is not set up, look for it in the downstairs kitchen, and bring it to Parish Hall using the elevator.

One table for the children's food in the Common Room. The table should be positioned against the wall that's closest to the door to the offices. Cover the table with a plastic tablecloth. If the table is not set up, rearrange the tables in the Common Room.

Preparing the food

First wash the kitchenette counter tops with detergent, and rinse them. Wear latex gloves when serving food, as ordered by the Board of Health. A box of gloves is on the back shelf of the kitchenette (that is, on the top surface of the kitchenette cabinet).

Put food in baskets or on dishes, which can be found in the downstairs kitchen. Do not put food on the Parish Hall tables yet. Arrange the baskets and dishes on the kitchenette counter.

Preparing juice and water for the children

Prepare two pitchers of juice for the children's table. Check to see if there is bottled juice or already-mixed juice in the refrigerator. Prepare additional juice as needed from concentrate. Small cans of juice concentrate are on the refrigerator door (or downstairs in the supply room next to the boiler room). Use the plastic pitchers that are in the right side of the kitchenette cabinet. Combine one can of juice concentrate with an almost full pitcher of water. If needed, other (metal) pitchers are in the cabinet above the downstairs kitchen pass-through window.

Fill another pitcher with water for the children. Keep the juice and water on the kitchenette counter until the beginning of social hour. Also keep there a stack of 5-ounce cups for the children to use. They are stored in left side of the kitchenette cabinet.

Preparing the coffee

Coffee is served from two urns, one on the coffee cart, and the other on the mug cart. Roll both carts to the front of Parish Hall, in front of the kitchenette. Find the urns on the back shelf in the kitchenette. Look in the refrigerator for opened pouches of coffee. More pouches are either in the refrigerator or in boxes under the counter. Find an electrical power strip in the right side of the kitchenette cabinet.

Making caffeinated coffee in the largest urn. Find a wooden palette for the large coffee urn on the back shelf in the kitchenette. Place it on the coffee cart, and place the large coffee urn on the palette.

Find the hose that's kept under the sink, and securely attach it to the faucet by snapping the mouth of the hose down and then back up over the faucet. With the coffee cart on the Parish Hall side of the kitchenette counter, use the hose to fill the urn. The hose should reach over the counter from the faucet to the urn on the cart. **Fill the urn to the 80-cup mark for a large group or to the 60-cup mark for a smaller group.** Find a measuring cup in the kitchenette cabinet. Position the coffee basket in the urn, and **fill the basket with five measuring cups of coffee grounds for 80 cups of coffee, or with three cups of grounds for 60 cups.**

Making decaf coffee in the smaller urn. Place this urn on the kitchenette counter and repeat the procedure for using the hose to fill the urn. **Fill the smaller urn up to the 42-cup mark. Fill the basket with two cups of decaf coffee grounds** and make sure the inner basket is securely positioned. Plug the urn into one of the outlets below the counter as you face out of the kitchenette towards Parish Hall. If the urn does not begin heating, push the red button on the power outlet behind the dish drainer.

With the large coffee urn filled, roll the coffee cart back to its place near the pillar. Face the urn towards the front of Parish Hall. Make sure the coffee urn has its inner basket securely positioned. The stem that extends down into the pot must be correctly inserted into the hole at the bottom of the urn. If this is not done, we just get hot water instead of coffee. Plug this urn into the outlet in the wall. Make sure the urn's on/off switch is in the ON position.

Preparing the tea and bouillon

Find the small urn that's marked for hot water. Using the hose, still connected to the faucet, fill the urn with water. Place it on the kitchen counter, facing Parish Hall. Parishioners will serve themselves from there. Plug in the urn, using an outlet that's below the kitchenette counter as you face Parish Hall. If the urn does not begin heating, push the red button on the power outlet behind the dish drainer.

Find tea bags, bouillon, and glass bowls in the kitchenette cabinet. Place some tea bags and bouillon in the bowls, and set them out near the hot water urn.

Preparing sugar, sweetener, stirrers, napkins, and milk

Two locations require milk, sugar, and sweetener: the kitchen counter for tea drinkers, and the food table closest to the piano where people will come to make additions to their coffee.

Look in the kitchenette cabinet for several small glass bowls, a canister containing sugar, packets of sweetener, and stirrers. Fill two bowls with sugar, two bowls with sweetener, and two bowls with stirrers. Spoons for the sugar are in the drawer to the right of the sink. Place one set of bowls on the food table, and the other next to the hot water urn with the tea bags and bouillon. Place an empty bowl for discards in each location.

Find napkins in the left side of the kitchenette cabinet. If there are not enough, find more in the basement supply room next to the boiler room. Place a pile of napkins at each end of the food tables for the adults and the children.

Find two new one-quart Plexiglas milk pitchers in the kitchenette cabinet. Fill them with milk, and put them aside on the kitchenette counter. (These larger pitchers won't need to be constantly refilled.) They'll also be fine at room temperature for such a short time.

Preparing the mug cart

Decaf coffee will be served from the mug cart, which should be in front of the kitchenette counter. Find a wooden palette on the back shelf of the kitchenette, and place it on the top surface of the cart, ready to receive the coffee urn just before social hour begins. Leave the cart in front of the kitchenette until then.

Our Green Sanctuary Program recommends using washable ceramic mugs instead of paper hot-cups, but the choice is yours. If you're using mugs, find them on the shelves under the kitchenette counter. Load trays of mugs onto the shelves of the cart. If you're using paper hot-cups instead of mugs, place them on the mug cart instead. Find the hot-cups in the left side of the kitchenette cabinet. If there are not enough, find more cups in the basement supply room next to the boiler room.

Final steps before joining the morning service

Coffee urns: Pour a bit of coffee from each pot to make sure that it's brewing. If the liquid runs clear, then the stem is not seated properly in the bottom of the urn.

Tea urn: Make sure it's plugged in and heating.

Dishwasher: If you're using ceramic mugs, you'll have to wash them after social hour in the dishwasher, which is in the downstairs kitchen. The dishwasher must "warm up" while the morning service is going on. Therefore, go to the dishwasher and turn the machine on to ON. You'll turn the dishwasher to WASH when you actually start to run the dishwasher. Directions for using the dishwasher are on the wall near the dishwasher itself.

Immediately before and during social hour

Five or ten minutes before the end of the service, leave the sanctuary to do last-minute tasks.

Unplug the decaf urn, and move it to the mug cart. Roll the cart to the right of the coffee cart. *Do not plug in the urn into the wall. There is not enough electric power there to handle both urns. It will stay hot enough.

Arrange all the food for the adults on the tables. Arrange half the food, half the juice, the water, and the 5-ounce cups for the children on their table. The older children enter Parish Hall before the little ones. So we reserve some food to make sure there's some left for them.

Place one Plexiglas milk pitcher on the kitchenette counter for the tea and the other with the sugar on the adults' table that's near the piano.

During social hour, assign one person, or a series of people, who will monitor the children's table. Someone should be there throughout social hour to make sure that children don't take too much at a time, to pour the juice, and to refill the water pitcher when needed. At noon, put out the rest of the food and juice for the children.

During social hour, monitor the milk pitchers, and refill them as needed. Bring emptied baskets and dishes to the kitchenette. You can begin washing emptied dishes as they arrive.

Cleanup

If you used ceramic mugs, you must wash them in the dishwasher. Directions for using the dishwasher are posted near it in the downstairs kitchen. Use the dumbwaiter for transporting trays of mugs and dirty dishes down to the main kitchen and back. You might need to unlock the dumbwaiter. To unlock it, go to the dumbwaiter in the downstairs kitchen. Look in the cabinet to the left, and find a key hanging on a chain. Use the key in the lock that's next to the dumbwaiter. Also note that the dumbwaiter's upstairs and downstairs doors (both inner and outer) must be closed in order for it to work. After the mugs are washed, return them on their trays, to the shelves under the kitchenette counter. Place them upside down to drain.

For washing up in the kitchenette sink, make sure its little metal basket is placed in the drain to catch stray food particles. If the sink is draining slowly, find a mini-plunger under the sink.

Wash the coffee urns either in the small sink in the kitchenette or in the big sink in the downstairs kitchen. Empty the grounds into the trash. Store urns on the back shelf. Do not cover them, because they need to air dry. Store urn covers on the wire rack on the back counter.

Return unused sugar to the canister, and wash the bowls. Return unused tea bags, bouillon, stirrers, napkins and cups to their places. Leave remaining juice in the refrigerator for the next week. Wash dirty dishes, and return them to the downstairs kitchen. Take home all unused milk and food, as well as any used dishtowels. Wash all counters with detergent and rinse.

Recycle all eligible items. The blue bin in the kitchenette is for metal, plastics, and glass – not for paper or cardboard. Place paper and cardboard in small blue bins elsewhere in the church.

Wipe the tablecloths. To prevent mold, make sure they're completely dry before rolling them up and replacing them in the back closet of Parish Hall. Tables can be left where they are.

If you have comments or suggestions, please contact Jane Beswick at 781-862-0856 or janeb@alumni.emerson.edu