

Foxborough Universalist Church

Friendship Hour Guidelines

This outline is intended to help volunteers hosting Friendship Hour. It is a guideline only. Feel free to embellish and improvise.

With the number of individuals and families currently attending, persons should plan to volunteer for Friendship Hour approximately once every 2 - 3 months. In this way, every individual or family receives an opportunity to host. The intention is to ensure there is coffee and goodies every week. The sign-up sheet for the hosting rotation is posted in the church vestibule. You may also sign-up via e-mail to the coordinator at: friendship_hour@ufoxborough.org.

The kitchen is located downstairs, through the main room in the back. The coffee makers are kept on the rear kitchen counter. There is also a thermal carafe for hot water (for tea). There is regular and decaffeinated coffee in the lower cabinet to the right of the refrigerator. Other supplies such as tea, sugar, etc. are kept in the cabinet to the left of the refrigerator.

The Week Before

Check Supplies

- Coffee (regular / decaffeinated)
- Half & Half / Milk
- Sugar
- Napkins

Items To Bring

- Enough baked goods, fresh fruit, etc. for about 20-25 people (adults & children). You might plan on more during holiday periods as there may be more than the average amount of attendees. You might consider bringing 2 food items (i.e. coffee cake, muffins, etc.) for adults and 2 items for children (i.e. cookies, mini-muffins, etc.).
- Replacement supplies as needed as per the list above.
- bottle of apple or white grape juice for the kids or perhaps milk.

Preparation

Arrive a little early on the day you are hosting. Use the drip coffee makers in the kitchen to prepare the coffee. Coffee should get started just prior to the service. It is recommended to make 1 pot of each coffee (regular / decaffeinated).

It is suggested that you use 1 tablespoon of coffee per cup. There are instructions posted on the refrigerator. Begin preparing hot water at the same time as the coffee. It is recommended that you place as many items as possible on plates or in bowls prior to service and leave on the counters. You may consider placing plates, cups, and utensils out at this time as well on the tables.

You will need to bring out a second table from the closet by the back door. There is a tablecloth in a lower drawer next to the coffee cabinet.

Clean Up

Place dishes and silverware in dishwasher. If filled, start dishwasher – soap is under the sink. Clean out coffee pots. Any leftover juice and milk/cream can be left in the refrigerator, if you choose. Put all supplies away. The second table needs to be put back. The floor needs to be swept due to the day care on Monday. Also, the garbage needs to be taken home with you to dispose of with your trash. The lights need to be shut off.