

## Sunday Fellowship Duties

### Before service

-Pick up leftover **doughnuts & muffins** from Tim Hortons in the Forest Hills Parkway Mall(near Can Tire) on Sun. morning.

-**Supplies** are in the plastic container on the counter beside the kitchen door

-If you buy the **milk** reimburse yourself from the coffee donations

1. Make **coffee**(usually 55 c. is enough).Instructions for coffee making is on the wall near the stove. Make 1 or 2 pots of **decaf** in the coffee maker on the counter.(read directions on the wall)
2. Heat water for **tea** in an enamel pitcher(under cupboard left of stove) on the stove. You can put it on low during service. Make the tea(5 or 6 teabags) after church and you can put it in thermal pitchers to serve.
3. Make about 4 pitchers of **juice** using the crystals. Pitchers are in the lower cupboard left of stove.1 pack of crystals uses  $\frac{3}{4}$  pitcher of water. You can pour it into the little glasses on trays and set it in the fridge.
4. Cut **sweets** into serving size pieces and put on trays.(trays are under serving counter)
5. Turn on the **dishwasher**(directions above it on the wall).Bill Parker will run it when it is convenient for him.
6. Pour **milk** into pitchers(in upper cupboard left of dishwasher) and set in fridge. **Sugar** is in the same cupboard.
7. Put out the little basket for donations.
8. Put the coffee **cups** and some saucers on the counter by serving window

After service-----You should leave church a little early to finish preparation.

1. Set a couple tables out for the doughnuts.
2. Put out milk, sugar, water, some spoons and juice
3. Serve from the window.
4. When the dishes are done and put away make sure dishwasher is off, stove is off, door to the supply closet is locked(key located in cupboard above supply container),and back door is locked. Thank you very much!
5. Return clean doughnut containers to Tim's late in the week(Thurs. or later)