

FELLOWSHIP TIME INSTRUCTIONS

If you have non-urgent questions, please contact us (Marilyn Boyle or Jen Eschliman)

at: hospitality@glenmarumc.org

1. Pick up munchkins at the Dunkin Donuts located at 4872 Montgomery Road, Ellicott City, MD 21043. This is the Dunkin Donuts near Mike's Guitar near the intersection of Routes 103 and 104. The munchkins have been paid for. You can pick them up anytime after 7:30 am. (I usually plan on getting to the church between 7:30 and 7:45 to set everything up!)

DRINKS:

2. Once you are at church in the kitchen, start the coffee.
 - a. There are two coffee makers: the big one on the right and a smaller one on the left. When you arrive at church both machines should be turned on and the water should be turned on as well. The big machine is used only for regular coffee on Sunday morning. We have four metal carafes, so once the first two carafes are finished, you can get ready to brew the next two. There are instructions for the "big" coffee machine on laminated yellow sheets underneath the coffee maker. Follow those instructions. **NOTE:** when cleaning the four carafes at the end of the morning, DO NOT immerse the carafes in water. There are contacts on the back of the carafes that will be ruined if they get wet/or are immersed!
 - b. The smaller coffee machine is very similar to your typical coffee maker at home. This machine is used only to make decaf on Sunday morning. Make sure the phrase "Ready to Brew" is displayed in the window at the top of the machine. Press the "Brew" button only once, otherwise you'll have a mess! Filters for this machine are located in the clear plastic canister to the right of the machine. Decaf coffee should be on the countertop. Use 6 heaping tablespoons of coffee for each pot. The measuring spoon should be in the coffee. Glass carafes should be on the countertop to the right of the coffee maker. If not, check on the drying shelves near the sink. The decaf coffee servers/carafes are on the shelves below the iced tea maker to the right of the big coffee machine. There should be two "pump" carafes labeled "Decaf". We put two of them out.
3. Start the hot water for tea. There is an electric tea kettle to the left of the big coffee machine. Plug in the element, fill the tea kettle with water, depress the power button and wait for the water to boil. When the water is heated, the electric kettle will automatically shut off. Once the water is hot, put it into the metal carafe marked "Hot Water", which should be on the counter near the tea kettle. If it's not there, check the drying shelves near the sink!

4. Make the lemonade next.
 - a. At the end of the counter where the coffee makers are, there should be four plastic servers (each one has a container and a base). You will need two of these: one for lemonade, one for ice water. It's much easier to make the lemonade and fill both plastic servers out in the Spirit Center (there is a sink out there), so with that in mind, fill each of the two plastic servers about 1/3 full of ice. Take the ice-filled servers out to the Gathering Place and put the base and servers on the counter near the doors to the Spirit Center. Grab three plastic pitchers from the rack near the drying racks over by the three big sinks in the kitchen. Grab a canister of lemonade from the shelf above the countertop near the kitchen door, and take all three pitchers and the canister of lemonade out to the Gathering Place. You'll also need to grab a big spoon for stirring the lemonade mix. Big spoons are located in the drawers underneath the counter opposite the refrigerators. I usually make a lemonade "concentrate" in two of the plastic pitchers. I put 2-2.5 inches of the powder mix into the plastic pitcher, add water and stir the mixture. Once it's mixed I pour it into the plastic server, then add a pitcher of plain cold water. I think the server holds about 3 pitchers of lemonade "concentrate" and three pitchers of water. I also make at least one extra pitcher of concentrate so that refilling the lemonade is easier later in the morning.
 - b. Once you've finished making the lemonade, go ahead and fill up the second plastic server with water. I use a clean plastic pitcher to fill up the server with water and ice.

FOOD: (Don't put any food out until during the Doxology, otherwise all the donuts will get eaten before the service ends!)

1. The munchkins go on trays. Trays are located in the pantry at the back of the kitchen to the right of the door to backstage area of the Spirit Center. The door gets stuck, so pull on it hard! The trays are stacked on the shelf immediately to the right of the pantry door. Set aside three boxes of munchkins for after the 11 am service. Put three boxes of munchkins out after the 8 am service, and the rest of the boxes can be put out after the 9:30 am service.
2. You'll also need to put out a bowl of goldfish crackers. The big boxes of goldfish are located in the pantry on the lower right hand shelf; there are three bags of goldfish to a box. Glass bowls are located on the same shelf as the trays for the munchkins. Empty one bag of goldfish into the glass bowl and put the bowl on the counter top in the Gathering Place.
3. The veggies also need to be washed, cut up and put out. Veggies and Ranch dressing are in the yellow mail bin in one of the fridge's near the ice machine. Cutting boards are on the shelves to the left of range at the back of the kitchen. (I usually use the back countertop to prep the veggies—this is the counter near the ranges and convection oven!). Trays are in the pantry in the same place as trays for the munchkins. Knives are in drawers underneath the first set of counters in the kitchen (I think it's the left hand

drawer...)). I usually cut everything up all at once. It makes it easier to replenish the trays later in the morning. Anything that doesn't fit on the tray can stay on the cutting board on the counter. I put several damp paper towels over the veggies to keep them fresh!

SET-UP IN THE GATHERING PLACE:

1. The warmer for the big metal carafes should be underneath the counter to the right of the coffee maker. This needs to be taken out to the Gathering Place along with the black plastic drip tray and plugged in on the right-hand end of the counter. Once you've finished brewing the first two carafes of coffee, you can take the full carafes out to the Gathering Place and slide the canisters onto the warmer (the red light at the bottom right of the carafe should be lit when the carafes are properly in place!).
2. Put out the "fixings" for the coffee and tea. All the fixings go to the left of the coffee. There is regular half and half in the fridge in the yellow bin with the veggies. Below the coffee makers in the kitchen there are five plastic containers with white lids with Splenda, Sweet n Low and Equal, as well as decaf and regular tea. There is also a basket of sugar packets underneath the plastic containers. If any of the containers need to be refilled, all the supplies are below the coffee makers. The flavored Coffeemate and plastic stirrers are on the shelf above the coffee makers. All of these items should go out and be placed to the left of the coffee. You'll want to put the hot water carafe and tea bags together to the left of the coffee. Near the iced tea maker to the right of big coffee maker, there should be several "wire mesh" baskets. I put two of those out on the counter in the Gathering Place for trash.
3. You'll need cups too! There is only one size cup that we use. They are in the pantry on the shelves to the left in big boxes. You'll need at least three sleeves of cups for after the 8 am service and you should plan on at least another 3-5 throughout the morning.
4. The food trays can get scattered around the various tables in the Gathering Place. Try not to put any food at the Welcome Center. I usually put the veggie tray on the tables over by the windows.
5. The collection box for donations for Fellowship Time is on the shelf near the lemonade mix—you should put that out on the counter top as well (I usually put it in between the coffee and the lemonade and ice water with the bowl of goldfish and a tray of munchkins in front of it!

CLEAN UP:

1. During the 9:30 service I fill each of the three sinks in the kitchen (from right to left) with soapy water, plain hot water for rinsing and sanitizing water (the sanitizing tablets are on the drying racks to the left of the sinks—you only need three and they dissolve in the hot water.) Wash all of the trays and utensils you've used to prepare the food as well as the glass carafes that you used to brew the decaf coffee. All of these items can be left on the drying racks to air dry!
2. The metal carafes for the coffee just get rinsed out. **Remember: don't immerse the carafes in water as the contacts on the back will get destroyed.** I usually use the sprayer at the sink to rinse the carafes out. The carafes can dry on the shelf below the iced tea maker to the right of the big coffee maker.
3. Unplug the warmer in the Gathering Place and put it away in the kitchen on the shelf underneath the iced tea maker to the right of the big coffee maker.
4. Put all of the coffee supplies away. **The Coffee mate does NOT get refrigerated.** Just put it on the shelf above the coffee makers.
5. Wipe down all countertop surfaces both in the Gathering Place and the kitchen.
6. Throw away (or take home!) any leftover food.
7. Turn off all of the coffee machines and the water that supplies the coffee machines (the lever needs to be at a 90 degree angle to the copper pipes when the water is off!)

If you have any questions, ask Jen Eschliman or you can call Marilyn Boyle at 443-857-4738!

Thanks for your help!