

# Serving the Sunday Assembly as a Fellowship Host

## ***Background***

Hospitality is a key principle of our faith. Your contribution as a fellowship host helps cultivate a time of hospitality and fellowship, and affirms our incarnational faith.

## ***What to Bring***

The fellowship host is responsible for bringing food (and optionally drinks and/or fresh half-and-half for coffee). Some individuals will choose to bake items while others will choose to purchase items. Most Sundays there are about 25–35 people who stay for fellowship hour.

## ***Responsibilities***

1. **Ensure the fellowship tables are clean:** If the tables in Fellowship Hall need cleaning, spray with Windex or spray cleaner (found in the WPLC coffee cabinet) and wipe with paper towels (found in the coffee cabinet or else in the janitor's closet under the stairwell near the men's restroom). Throw away any garbage or miscellaneous items that have been left out or put them away in the kitchen if they aren't needed.
2. **Set the fellowship table and put away items in the dishwasher:** Bring up the ceramic coffee mugs from the basement dish room or dishwasher and set them out, if they're clean. Use white or green trays to transport mugs upstairs (do **not** use gray dish bins—see note below). If the dishwasher is dirty, you'll want to run it right away, if you need the dishes for after service. Please do not put out plastic or Styrofoam cups in order to help us reduce waste and better care for creation. Ensure there are napkins (found in the coffee cabinet), ceramic plates (if needed), coffee fixings (found in the coffee cabinet), and metal utensils. Help yourself to whatever dishes you find in the kitchen, but *please be sure to return them to their original location after fellowship hour so other groups using the building may have access them as well*. In addition, please ensure clean plates and bowls are returned to the airtight plastic bins in the dish room after being washed so they stay clean; if they get left out, they accumulate dust and debris and sometimes mold over time. Similarly, all utensils should be returned to their respective plastic storage bins after being washed so they do not get dirty or contaminated. Bring a gray dish tub up from the dish room and place at the end of the fellowship table for dirty dishes. **Do not use gray dish bins for carrying clean dishes or any purpose other than collecting dirty dishes. They do not get sanitized and are therefore not suitable for any "clean" purpose.**
3. **Make the coffee:** Before church or during the church service, make the coffee as follows. Use the coffee machine on the pass-through window to the kitchen. Grounds and coffee filters are in the metal cabinet labeled "Wicker Park Lutheran Church Coffee" to the left of the pass-through window as you are facing it. To grind the beans, take out the grinder from the cabinet and place beans in the top reservoir. The reservoir rotates to allow you to select how fine the beans will be ground. Slide the tab to the appropriate number of cups of coffee then press start. You can empty the grounds by removing the grounds bin and taking the top off. Please put the grinder and beans away when finished. Place filter and coffee grounds into the black coffee filter basket. Get at least two glass coffee pots from the large, open metal storage racks on the northern wall of the main kitchen area (to the right, against the wall that divides the main kitchen area from the dishwashing area as you look through the pass-through). Fill one with tap water. Place the second, empty pot on the lower burner **before** pouring the water from the first pot into the top opening of the machine since the water will start flowing out of the machine before you're done pouring. Once the first pot has been brewed, repeat the process with a second pot. Once brewed, the pots can be placed on the hot plate in Fellowship Hall (turn the switches to "on" to keep coffee hot). Ask the parish assistant if you have any questions and she/he will be happy to help.

4. **Put out your goodies:** Make sure to put out serving utensils as needed (found in kitchen and/or dish room; any items are fair game to use as long as you put them back before leaving). Also check the fridge for anything labeled “coffee hour” or “fellowship hour” that was left over from last Sunday’s fellowship hour or meetings during the week. In particular, you may find leftover half-and-half.
5. **Clean up:** After everyone is done eating and spending time together, collect all dirty mugs, dishes, and other items (using a gray dish bin to transport downstairs) and wash them by either:
  - a. *Placing them in the dishwasher.* Please rinse all items (if needed) and place them in the dishwasher. If the dishwasher is at least  $\frac{3}{4}$  full, please run it by placing a pod in the bottom of the dishwasher (pods are on the counter to the left of the machine). The faucet next to the dishwasher must be turned on in order to provide hot water to the dishwasher (hot faucet only). There is no need to wait until the dishwasher cycle is finished.
  - b. *Cleaning them by hand as follows.* If cleaning dishes by hand, they must be washed in hot soapy water (at least 110 degrees F), rinsed thoroughly in **clean** hot water, **then** sanitized in warm water (75 degrees F) mixed with two teaspoons of food grade bleach per gallon of water (bleach may not contain fragrance, thickeners, or other additives not approved for food use). Dishes must soak in the sanitizing solution for one to five minutes and then **air dried**. Towel drying sanitized items will negate the sanitizing process. Please see the instructions posted above the dish sink for more information and details, and don’t hesitate to ask questions if you are uncertain about anything. If soap, sponges, or bleach are running low, inform Pastor Jason.

Throw away any garbage that people have left on the Fellowship Hall tables or elsewhere and wipe all tables (including the serving table) with cleaning spray and paper towels. Be sure to clean up the counters in the basement and also the coffee maker. If cleaning supplies are low, notify Pastor Jason. Tidy up/reorganize the coffee hour supply shelves downstairs as needed. Drain coffee pots and dump out coffee grounds into the garbage (or, if the grounds are very cool, you can dump them in the compost bin, but if they are too hot, they will kill the worms). The compost bins are located in the stairwell behind the stage in the green tubs under the steps. Then wash the pots (they can be put in the dishwasher) and leave on the basement shelf in the kitchen for next Sunday.
6. **Provide supplies:** For anyone interested in helping out further, please consider bringing new sponges, Windex or Seventh Generation disinfecting multi-surface cleaner (available at Target or Whole Foods), paper towels, dish soap, dishwasher pods, and/or other supplies that we use regularly. Also consider bringing dirty dishtowels home, washing them, and returning them to church the next Sunday or during the week.

## ***A Word of Thanks***

Thank you so much for helping to create a thriving time of fellowship and hospitality. This time is a key component of our community and a true expression of God lived out in our midst. If you have any questions, don’t hesitate to contact the parish assistant ([office@wickerparklutheran.org](mailto:office@wickerparklutheran.org)) or Pastor Jason ([pastor@wickerparklutheran.org](mailto:pastor@wickerparklutheran.org)).