

# FELLOWSHIP HOUR GUIDELINES

Please plan to serve approximately 130-150 people. If you have questions regarding what may be served during fasting periods contact the Parish Office, (206) 323-8557 or Ingrid Papahronis at (206) 932-8085.

## **Suggested Food Items:**

- 2 gallons juice or punch
  - ½ gallon half & half or whole milk for coffee, non-dairy creamer during fasting periods
- These are some serving suggestions - you may serve whatever you wish, however the simpler it is, the easier it is too:

- Fruits, vegetables, rolls, breads, bagels, crackers, pastries, cookies, cake, cheese, meats, proteins, or finger foods, etc.

(During fasting periods, please adhere to our fasting guidelines)

## **Church supplies are located in the kitchen:**

- Coffee, sugar and non-dairy creamers (there is usually a Parish Council member or Philoptochos member there to make the coffee)
- Cups, 6" paper plates, napkins, plastic utensils. Note: Bringing your own supplies (except for coffee) helps reduce costs to the church.
- Tablecloths, trays, bowls and serving utensils
- Pitchers for water and juice

## **Donations:**

- Donations will go to the church General Fund unless designated for a specific ministry.
- Place all money collected in an envelope and mark it "Fellowship Hour Donations". Write the date, amount collected, and the designated ministry. Give the envelope to the Parish Council Treasurer or a member of the Parish Council.

## **Miscellaneous:**

- Start setup no later than 9:30 AM. Church usually ends between 11:30 AM and 12:00 PM.

## **At the End of Coffee Hour:**

- Clear and clean all tables. Put refuse in designated recycle/garbage/food waste containers. Empty the large trash containers from the kitchen to the garbage bins located in the alley behind the Fellowship Hall.
- Empty and rinse large coffee urns. Empty and rinse glass coffee carafes.
- ALL dishes, trays, and utensils must be washed and left to air dry.
- The custodians will sweep and clean the floors.

**PLEASE BE SURE THE KITCHEN IS CLEAN AND READY FOR THE NEXT EVENT**

QUESTIONS?? Call **Ingrid Papahronis** at (206) 932-8085 or the Parish Office at (206) 323-8557.

**THANK YOU FOR HOSTING THE FELLOWSHIP HOUR!**