

## Warm Sips in the Semi Circle Instructions Late Fall & Early Winter 2021

### WHAT TO DO FOR SET UP *Before church ~9:30*

Put one long table & table cloth outside in the front of the church. (Tables are in Fellowship Hall. Table cloths are on a roll inside the closet in the room behind the stage. )

- Put out trash can from Fellowship Hall
- If not already set up, put ice and water in one of the two (2) gallon blue beverage coolers found in the far- left corner on the counter in the kitchen. .
- Bring the cooler up to the table. Spigot facing the street. The cooler helps keep the tablecloth from blowing away while we are in worship.
- Make hot chocolate.
  1. ALWAYS Turn stove fan on by pushing the button next to the word Fan on the button pad to the right of the range hood
  2. Flip the switch in the front of the stove to "On".
  3. Using the empty cider gallon found in the same corner as the blue coolers measure 2 gallons of water into one of the big pots found in the cabinet immediately to the right of the stove. Stir in 6 cups of Swiss Miss. Measuring cup also found by the cider gallon. The large whisk works best for stirring. Turn on burner. Heat the cocoa but don't bring it to a boil. Once well-heated, transfer the cocoa to the brown 2-gallon thermos and leave in the kitchen while at worship.
- Bag cookies. Nut free Chips Ahoy & Oreos. Two to a bag, about 10 bags of each type of cookie unless serving donuts too then bag about 6 of each. Bags and cookies can be found in Fellowship Hall in first set of lower cabinets on the right as entering from kitchen end of Fellowship. They will be in a clear bin. Most Sundays the bin may be waiting for you in the kitchen. There will be a smaller bin in the big bin. Once cookies are bagged put them in the smaller bin with a piece of paper towel or something to separate Oreos bags from Chips Ahoy bags. Put smaller bin on kitchen cart ready to go for after church.
- Get whip cream from the fridge and put on cart.
- If serving donuts cut them in half and put on trays with tongs (for serving). Cover with plastic wrap.
- Also put on cart: sleeve of paper cups (found in Fellowship Hall, lower cabinet inside door on office side entrance), some napkins (in same cabinet as cookies, upper shelf), some extra cookies and bags in case they go quickly (hard to predict), box of serving gloves (found in far left drawer of island, entrance-facing side), and the "compost here", "Oreos", & "Chips Ahoy" signs found in far corner of counter where blue beverage coolers are)
- Some weeks fruit or other items maybe dropped off. Fruit can go in a bowl (found in cabinet labeled large bowls)..

### WHAT TO DO FOR SERVING

- Shortly before church ends, approximately after the Lord's Prayer roll the cart from the kitchen up to the lawn
- Put cookies, cookie signs (facing the church), & cups on the table. If fruit bowl put on table as well. Compost bin & sign can go on the rock near trash bin.
- Bring cart back to kitchen to get the hot chocolate.
- Start pouring some waters and some hot chocolate. Offer whip cream.
- If donuts or other Danish use tongs to put on napkins so people can take without touching a common serving tray.
- It is helpful to have two people pouring beverages.

### WHAT TO DO FOR CLEAN UP ~11:30 ish or when looks like folks are heading out

- Everything back in kitchen and/or Fellowship Hall. Wash /rinse out beverage containers and return to the corner shelf.
- Table cloth gets wiped down and once dry gets put back on the roll in the closet behind the stage.
- Bring in table and trash.
- Leave compost bin in kitchen for the kitchen fairy.
- Turn the Fan off and the stove top switch off.

**NOTE MOST SUNDAYS THE KITCHEN FAIRY WILL ENDEAVOR TO HAVE THE BEVERAGE COOLERS ALREADY MADE AND ITEMS FOR THE CART ALREADY OUT ON THE ISLAND. QUESTIONS? Call the Kitchen Fairy's cell 978-886-7385**