

# Guidelines for UUCM Social Hour Hosts

Thank you for volunteering to host social hour! Social Hour is a time when new people can be welcomed and introduced to our community as well as be a place for members and friends of the church to have some moments together. We appreciate your help in making this happen.

## What You Will Need to Bring

Please coordinate with your co-host. ***Socializing*** is the important thing!  
**PLEASE DO NOT FEEL BURDENED BY THE TASK.**

Half & Half and Milk (one quart each)

Juice (1/2 gallon)

Seltzer (one quart)

Crackers and Cheese (2 boxes/packages) or Cookies (2 packages)

Optional: Coffee Cake

Optional: Cut up fruit, or other snacks like vegetables and dip

## Setup

Arrive at 10:30 a.m.

Heat water for tea in kettle on the stove (if you are unfamiliar with lighting the stove please ask for assistance). Once water boils turn it off.

**To Make The Coffee** (provided by church):

Large yellow percolator is for regular coffee. Make **30 cups**.

Large off-white percolator is for decaf. Make **15 cups**.

Put in 2 1/2 cups of regular coffee grounds in the yellow percolator.

Add water to percolator's water-fill line.

Put in 1 1/3 cups of decaf grounds in the white percolator.

Fill percolator about 1/2 full.

Plug in percolators.

Turn on the percolators at 11:00 a.m.

## **Standard Items to Put on Tables in Benker Hall:**

Two trays of white mugs  
One tray of blue mugs  
*Small* paper cups for juice and sparkling water  
Napkins and Paper Plates  
Spoons  
Sugar and Sweet & Low  
Basket of tea bags and hot chocolate mix  
Half & half, milk in small pitchers (store in refrigerator during service)

## **Food Items That You Bring:**

Arrange food on serving plates and cut up if appropriate.  
Keep covered with plastic wrap during the service.

## **Finish Setup (leave after the sermon part of the service)**

Pour regular and decaf coffee into thermos pitchers  
Bring kettle on stove back to a boil and pour into thermos pitcher  
Put out half & half and milk pitchers.  
Put out cold beverages and sparkling water.

## **During social hour refill coffee, milk, etc. as needed.**

## **Clean Up** (People from the church will often help.)

Wash and dry cups, utensils, serving dishes, thermoses, etc. and put everything back where it came from.

Clear tables completely and take perishable leftovers home!

Wipe tables and countertops.

## **Thank you very much !!**

***Important !*** If you have signed-up to be a host and for some reason you will not be able to make it, please call the church office: 781-396-4549.