**Page 1. COFFEE/ DONUT REFRESHMENTS DIRECTIONS,**

**AND**

**Page 2. CLEANUP**

THANK YOU FOR VOLUNTEERING! Please put on your name tag. We all want to know who you are!

REMEMBER, YOU ARE REPRESENTING OUR BUXMONT VALUES. We want to make sure everyone feels welcome “…whatever (their) age, gender, physical or mental capabilities, social graces, beauty of body or spirit, sexual orientation, ethnic origin, or position in life”, and our Sunday Service is how we “nurture wholeness in society and spirit, creating a community of justice and compassion”. SO DON’T SWEAT THE SMALL STUFF TOO MUCH, the important thing throughout the morning is to create a safe and happy place and BE WELCOMING. HAVE FUN! Serve with grace! THANK YOU!

**Arrive 30 minutes before the service starts. You will need to bring:**

* **1 quart milk and 1 quart of half ‘n half (you will be reimbursed from the collection basket).** If you forget, look in the fridge and see if there is milk and/or half n’ half you can use. We can make do with just milk if there is no half n’ half. **Please smell it first and check the date to make sure it is OK to use.** Walgreens is close and has milk and half and half if you need to get some quick.

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* Donuts and donut holes will be delivered by Howard Barkan (howbark@gmail.com, 215-317-2722), Michael Knapp (mknapp841@gmail.com, 267-810-4606) or Melissa Egbertson (egnick14@gmail.com, 215-350-5712) or Ruth Aschmann (216-266-6080). **Important:** If the donuts’ receipt is still on the box, please put it in the Treasurer’s folder outside the Administrator’s office (Gary Breen).
* COFFEE MAKING – BREWING TAKES ABOUT 45-50 MINUTES so start early! Fill the coffee pot (check the outside label) with 90 cups of water (use the pull-out water nozzle to transfer water from sink to pots). Place the stem in the round port at the bottom and add the filter. Add ONE 12 OZ BAG of COFFEE TO THE FILTER. THE FAIR TRADE COFFEE BAGS ARE IN A PLASTIC BIN ON THE FLOOR TO THE LEFT OF THE REFRIGERATOR. (If you are taking coffee from an opened can, use 7 heaping cups of coffee into the coffee bin (you can use a small Styrofoam cup to measure). MAKE SURE the coffee pot SWITCH is “ON” and plug into one of the outlets over the microwave. The pots will hiss and burble after ~ 2 minutes. The light will come on when brewing is done (about 45-50 min.).
* TEA MAKING – Fill the pot with 60 cups of water. The stem must be in the port at the bottom for it to work. Plug into another outlet over the microwave. (DO NOT PLUG COFFEE AND TEA URNS INTO THE SAME OUTLETS!)
* Check to see that the switch on both pots is “on.”
* Set up 2 long tables side by side in the Social Hall. (Table cloths should already be on the tables along with a plastic cover, but if not there are some in the closet in the Library/Fireside Room).
* Put brown mugs and white BuxMont 50th anniversary mugs on the middle shelf on the coffee and tea cart. Put Hot Cups and Cold cups on the table (in bins on the floor in the kitchen).
* Put containers out with sugar, tea bags, hot cocoa, creamers, stirrers and napkins (in bin drawers on the first shelf to the left of the fridge, further supplies on very top shelf). Put milk and half-n-half into the four small tan insulated pitchers which are in the corner cabinet by the stove and bring them out.
* Bring out a pitcher of cold water. There is usually some ice in the freezer you can add.
* Bring out 2 trash containers with clean liners into the Social Hall.
* Put out the donuts and donut holes. You can cut the donuts in one box in half. For the other boxes, leave them whole, but supply a knife for each box.
* Put out basket for donations to help cover the cost of the donuts (Suggested donation is $1.00). Put out the signs letting people know to please donate.
* About 5 minutes prior to the end of the service when the coffee and hot water are ready, roll out the carts into the social hall. Try to do this during the last hymn so the noisy carts won’t distract from the service.
* There is a separate committee who will bring the vegetables and dips. You may need to put the veggies on a platter and bring it out to the table along with bowls with dip. The dips are in the fridge, there is usually a Ranch and a Raspberry Vinaigrette.
* Michael Knapp buys cups, napkins, plates, coffee, sugars, cocoa, teas, dip and other supplies regularly. If you see something missing, please let him know.
* Take money from the collection basket on the table to cover what you spent on milk and half n’ half. If there is extra money in the basket, please put it in an envelope (on top of the safe in the Admin’s office), label it “Social Hour Refreshments”, add the date, and put it in the safe, using the slot in the top of the safe door. If there is not enough, send a request to Elaine Barkan ebarkan@gmail.com and Gary Breen wolverine000@verizon.net using the form in the rack outside the Admin’s office. **Please do request a reimbursement** – we need to know how much it costs to feed everyone.

**CLEANING UP – A CLEAN UP VOLUNTEER HAS BEEN ASSIGNED TO HELP THE COFFEE/DONUT REFRESHMENTS HOST CLEAN UP. See Cleanup Directions.**

* Have one sink full of hot soapy water and in the other a pan of hot water with bleach (under the sink) to sterilize the mugs. There are kitchen aprons under the sink. Check the social hall and library for dirty coffee mugs (guest and member) and other leftover trash.
* Put sweeteners, sugar, cocoa and teas in a sealed **tin** container (discourage the mice).
* Clean and dry the heating urns and mugs, etc. and return the kitchen to a presentable appearance. Save the coffee grounds for the compost (leave them by the sink). You can put them in a large plastic bowl or leave them in the metal filter, and Harry Rothwell will pick them up.
* Extra donuts can be donated to the youth shelter on York Rd. (See the note on the fridge).
* Check for items that can go in recycling. They must be **clean and dry**. **No water in cups or bottles.** Recycle trash appropriately. We recycle all plastics 1 through 7, cardboard, aluminum, glass and clean paper items (like clean donut box tops). **NO PLASTIC BAGS IN THE RECYCLING.**
* Collect all the trash bags from the various waste containers. We need to discourage kitchen mice!
* Take the trash and recycling to the outside trash bins (uphill side of the building). **Do not put the plastic bag in the recycling bin.** You can re-use it in the recycling container indoors. Please put fresh bags in the indoor trash containers.
* **Sweep the social hall** and sanctuary to remove donut crumbs. There are Fuller Brush Sweepers in the social hall closet and in the left-hand Sanctuary closet that work great on donut crumbs and are quiet, so you can use them while people are still socializing. Please do not use the vacuums unless necessary.
* **Please make sure the seats in the sanctuary are returned to their regular order and that the sanctuary appears neat and tidy.**

THANK YOU SO MUCH FOR HELPING!