

# Hospitality Instructions

This is to remind you that you have agreed to be responsible for hospitality on an upcoming Sunday. We appreciate your willingness help with this event, which so many people in the Meeting enjoy. Do not hesitate to enlist others to help with the set-up and clean-up. Hospitality volunteers are mostly asked to help with set up and clean up. Please do not feel that you need to provide an entire meal.

Here are some guidelines for preparing and serving:

1. Purchase and bring with you:  
1 quart of whole milk or half & half for coffee, and  
3 loaves of bread.  
The Hospitality Committee will provide peanut butter, jelly, coffee and tea.  
(Optional: sliced fruit, veggies, cheese cubes or slices, or other things which can be eaten with the fingers.)  
***Keep it simple and healthful!***
2. Plan to arrive by 10:00 and stay until 12:30 or a bit after. Before 10:30 you will have time to set up the coffee, and set out cups etc.  
You may work in the kitchen, but do not start setting up in the parlor (or on the patio) until after the early Meeting for Worship ends at 10:00.  
Stop setting up when the music ends, or 10:25 at the latest.
3. If not already done, make 40 cups of coffee, using 2 ½ cups of ground coffee. Tim will grind this coffee and leave it available for you. Turn the coffee pot on before going into Meeting, or by 10:30.
4. Prepare 2 carafes of hot water. Boil two kettles on stove. Pour boiling water into carafes, cover, and let sit for about 5 minutes. Empty and refill the carafes with more boiling water. This will keep the water hot until time to serve.
5. The following can be put out on the dining table before Worship:
  - Tablecloths on the tables (located in the third drawer under the range top),
  - Tray for used cups, and
  - Empty punch bowl and 40+ punch cups (left cupboard over sink),

**STAY OUT OF THE PARLOR AND OFF THE PATIO DURING WORSHIP. DO NOT BRING THINGS OUT DURING WORSHIP. THE NOISE IS VERY DISTRACTING.  
You will have at least 15 minutes after the rise of Meeting.**

6. After announcements begin bring out:
  - Coffee urn and hot water carafes for tea along with sugar, creams, teabags, and spoons go on the metal carts. These carts can be moved between kitchen and foyer door. **In summer**, the urn, carafes, and supplies should be carried outside.
  - Prepare the punch in the dining room (or outside in summer), A full punch bowl is difficult to carry. Place an ice ring or ice cubes from the freezer into the bowl and add 1 bottle of juice and 1 bottle of seltzer. These are found in the cupboard under the basement stairs, if they are not on the counter. (Pitchers of ice water are a good addition. Ice is in the freezer and pitchers are available on the shelves to the right of the sink).
  - Carry bread, peanut butter jelly and other food to table. **On business Meeting Sundays other Friends will bring pot luck items. Please set these out as well. If a pot luck items needs additional preparation, ask the Friend who brought it to get it ready to carry out.**
  - **Plates and silverware are needed on business meeting Sundays or if the food requires.**

7. To clean up:
- Please air dry dishes if possible. If a towel is needed, please follow the directions posted above the sink.
  - Wipe tablecloths, let them dry, fold and return.
  - Load dishwashers and start (soap is under sink; sprinkle soap powder on dishes; close door and turn dial clockwise until washer starts.)
  - Wash out coffee urn. Put grounds into the thrash bin.
  - Please try to return everything where you found it.
  - Please wipe down the kitchen counters.
  - Before leaving, be sure that both dishwashers are running with “Clean” dish signs on them and that all other dishes and utensils are clean and put away.

The Meeting appreciates your willingness to help. If you have questions, feel free to contact Marcy Luek at 724-449-6191 ([marcyluek@consolidated.net](mailto:marcyluek@consolidated.net)), If at the last minute you are unable to do this job, please make every effort to arrange for a substitute. Many thanks from the Hospitality Committee: Retta Aghbar, Tim Field, Marcy Luek, David Kuhn, Anthony Flynn, Dou-Yan Yang, Kathleen Hagan.