

SUNDAY FELLOWSHIP TABLE GUIDELINES

Updated March 11, 2019

THANK YOU VERY MUCH FOR SUPPORTING THE HOSPITALITY MINISTRY AT ARMSTRONG!!

THERE ARE JUST THREE BASIC STEPS:

- SHOP for fresh items or whatever you want to serve (staples are already in freezer, pantry, refrigerator)
- PREPARE items for serving (this takes about an hour, depending upon what you are serving and if you have recruited help)
- SUBMIT receipt(s) to Joy Helton in the church office for reimbursement. We are budgeted for \$40 per Sunday and asked to submit receipts within 10 days of purchase.

NEW FOR 2019: The Fellowship Table will be two separate tables to avoid crowding.

FOOD PREPARATION:

- The kitchen door and pantry are open by 8:30 a.m. on Sunday morning

FOOD YOU WILL FIND IN THE CHURCH KITCHEN:

- Refrigerator: Cheese and leftovers, if any (tips: check here for Ranch dressing to serve with veggies before opening a bottle from the pantry; also check here for specialty items that may be perishable before using items from freezer)
- Pantry: Ritz (or similar) crackers, goldfish crackers, pretzels, animal crackers, Ranch dressing.
- Freezer: Cookie dough, assorted sweet and savory items

MENU:

You are invited to use your creativity. As a guideline, the following list is typical but definitely not required:

- 2 platters of fresh fruit (one for each of the two tables; you purchase)
- 2 platters of fresh veggies (one for each of the two tables; you purchase)
- 2 platters of cheese and crackers (one for each table; cheese is in the fridge, crackers are in the pantry)
- 2 bowls of goldfish crackers and/or pretzels, animal crackers (one for each table; in the pantry)
- 4 platters of specialty items created by choosing from these resources (place two on each table):
 - Cookie dough for baking is in the freezer in the kitchen. If you do not want to bake the cookie dough.
 - Cheesecake, pizza bites, quiche or other specialty items are in the freezer. Select one or two items you'd like to serve from this selection or serve something you are providing (i.e. chicken salad and/or cubes of salami you may have purchased or any additions of your choice)
- If there are leftovers in the refrigerator or freezer (bagels, cupcakes, sandwiches, pickles, etc.) which are not marked for another group, please feel free to plate and make available
- Occasionally, someone brings an item for Sunday (i.e. birthday cake). Please be sure to serve it.

SERVING TIPS: Food should be on the tables in the Atrium by 10:35 a.m. You may ask the Sunday staff member (typically Kim Rowe) to place the food on the table if you want to prepare it in advance so you can attend worship. Be sure to hold back several platters so the Sunday staff member can refresh the tables at 11 a.m. for the 10 a.m. service attendees. These platters can be placed on the counter behind the beverage station to make serving quick and easy.

MISCELLANEOUS:

- Table decoration is optional; bring your own if you'd like.
- There is a warmer oven if you want to keep cookies or other item(s) warm for serving. This is optional.
- You will find tongs or spoons for each food item you are plating in drawers on the island. Place appropriate tongs or serving pieces on each plate and in each bowl.
- Rolling carts are available in the kitchen to transport the food to the Atrium.
- Tidy the kitchen (staff member will run dishwasher as needed).
- Staff member will put table covering on the tables and place napkins, toothpicks, serving "boats", plastic ware (if needed) on the Fellowship Table.
- If a large cake is being cut and served for a special occasion, it will be placed on a separate table.

QUESTIONS:

Please call or text Sue Porter: 513-623-7953 also 513-831-7418; or email her at sueporter513@gmail.com