

# Social Hour Instructions

## Sundays, 10:30 a.m.



Please allow 40-45 minutes to prepare for Social Hour.

If you'd like to attend the 9:30 a.m. worship service, please arrive at 8:45 a.m.

### Before Social Hour

1. Begin to make the coffee as soon as you arrive (each pot takes 12 minutes to brew). Make 1 pot each of regular coffee, decaf coffee, and hot water. Detailed instructions for using the coffee machine are located in the "How To" binder in the kitchen.
2. While the coffee is brewing, set up the long table in the Common Room with coffee cups, sugar, creamer, tea bags, spoons, etc. Instructions for setting up the table are in the "How To" binder.
3. Once all 3 pots are done brewing, put them on the long table in the Common Room and head to the service!
4. Leave the service during the last hymn.

**We ask that you do not bring food to social hour. Instead, please concentrate on making the drinks, setting up the table, and enjoying the company of old friends and new visitors.**

### During Social Hour

5. Start the dish sanitizer at the beginning of social hour, so it has time to heat up.
6. During social hour, check for anything on the tables that needs to be replenished.
7. If one of the coffee (or hot water) pots seems to be getting low, begin brewing another pot.
8. As people return mugs to the kitchen, load the dish sanitizer racks and, when full, run the dish sanitizer. Detailed instructions for running the dish sanitizer are located in the "How To" binder in the kitchen.

### After Social Hour

9. At the end of the social hour, return all cold items (liquid creamer, etc.) to the refrigerator.
10. Leave the tea, hot cocoa, clean mugs, & sweeteners on the table in the Common Room for the 12:15pm Social Hour.
11. If there is more than a quarter-pot of coffee or hot water left in one of the airpots, leave it in the Common Room for the 12:00pm social hour.
12. Wash out the airpots and run mugs, plates, and silverware through the dish sanitizer. Detailed instructions for cleaning the pots and running the dish sanitizer are located in the "How To" binder in the kitchen.
13. At the end of the social hour, put the dishes and airpots back where they belong.
14. Empty the bowl of used coffee grounds in the compost bin on the south side of Pioneer House. (The quickest way to get there is to go out the exterior door located by the Potter Room.) Rinse the bowl and put it back on the counter next to the coffee machine.
15. Please wipe down the counters and make sure the kitchen is clean and neat.

**Thank you for hosting. This is an important part of our hospitality.**  
Questions? Please contact Katie Phillips at 630-232-2350 or [office@uusg.org](mailto:office@uusg.org).