



# Ralph Connor Memorial United Church

*"The Little White Church on Main Street, Canmore"  
Celebrating 125 Years in 2016*



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## FELLOWSHIP INSTRUCTIONS

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### BEFORE YOU COME TO CHURCH:

- Ensure that there is fresh milk, coffee cream, and juice at the church in the fridge. If not, then buy a litre of homo milk, 500 ml of cream, and some juice beforehand and bring it on Sunday.
- "Treats" are your choice. Although not necessary, people do appreciate them!

### WHEN YOU ARRIVE AT CHURCH: (YOU NEED ABOUT 30 MINUTES TO SET UP)

- Turn on the dishwasher by turning the ON/OFF switch to ON and closing the door (listen for 2 "clicks"). The dishwasher will fill and come up to temperature. The instructions are on the wall above it.
- Prepare the coffee using the instructions on the inside of the coffee cupboard door. Usually, 30 cups of regular coffee and 20 of decaf is enough. The coffee makers are in the lower cupboard to the right of the double sinks. Plug one of the coffee makers into the outlet marked with a yellow dot, and the other coffee maker into the outlet marked with an orange dot, to avoid tripping the breaker.
- Fill the kettles with water, place them on the stove and bring to a boil. The teapots are above the double sinks, and the tea is in the coffee cupboard.
- Tablecloths are in the bottom cupboard to the left of the single sink. Cover one of the white tables and the small wooden table with the tablecloths. Set up another white table and cover with a tablecloth for the "treats".
- Set out mugs (approx. 50) and several teacups on the serving table.
- Place serving trays (found in the lower left hand cupboard) on the serving table for the teapots. Place cream and sugar containers, spoons, and glasses for juice on the island. The sugar and cream containers are in the top corner cupboard to the left of the stove. The glasses are in a drawer in the island. Place 2 serving trays on the small wooden table for the coffee urns.

### COME OUT OF THE SANCTUARY DURING THE LAST HYMN!

### JUST BEFORE SERVING TIME:

- Make 2 pots of tea (one regular and one herbal)
- Move the 2 coffee urns to the brown table. The urns do not have to be plugged in.
- Put out the milk, cream, and juice on the island to avoid congestion at the table.

### AFTER FELLOWSHIP TIME:

- Collect the dirty cups and dishes, wash them with soap and water then put them in the sanitizer using the dishwasher trays. Close the door and latch it, listening for 2 "clicks". NOTE: This dishwasher sanitizes the dishes – pre-washing is necessary. Sterilizer in this unit is dispensed automatically. The cycle is short; when completed the cups and dishes can be placed in the cupboard without drying (as recommended by the Health Dept.)
- When all the washing is done, turn the OFF/ON switch to OFF and close the door so the drain cycle will run one more time. Open the door afterwards, leaving it propped slightly open using a cutlery basket.
- Clean up thoroughly and put everything away. Please take the dishcloths, tea towels and any soiled tablecloths home and wash them. **THANKS!**