

# *East Suburban Unitarian Universalist Church*



**Sunday Services - 10:30 AM  
Religious Education - 10:30 AM**

**Telephone  
(724) 327-5872**

**Website  
<http://www.esuuc.org>**

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**Editor: Marianne Jew  
[newsletter@esuuc.org](mailto:newsletter@esuuc.org)**

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## *ESUUC Sunday Services*

**Sunday, September 3, 10:30 am** – “*ESUUC Picnic in the Park*” - Please join us for the annual Potluck Picnic at Bear Hollow Park (in Heather Highlands)! Come at the usual time for a short service from Rev. Waun, then stay and picnic to your heart's content. . We will begin with a chalice lighting, sharing our joys and concerns and a “*Common Bowl Discussion*” on the theme of Work (a Labor Day theme) led by **Dr. Waun** in the pavilion.

Please bring any meat you wish to grill and a dish to share. More can cook at one time if a few of us bring grills and what's needed for that. There are only 2 or 3 (unwashed) grills on site.

As we are trying to be more environmentally conscientious, please bring your own plates, utensils, and cups, which can then be bagged to be washed at home. Back-ups will be available, as we don't plan to make anyone go hungry due to lack of such.

Drinks and ice and tablecloths will be provided. Soap for hand washing will be at the small water fountain.

Nets and buckets and shoes suitable for water are suggested for the children who may wish to play in the stream.

From the south: Heather Drive is 0.9 miles from the Sardis/Old 22 intersection. Turn Left.

From the north: Heather Drive is 1.4 miles from School Road, go carefully as it sneaks up on you around a bend in the road. Turn Right.

From Heather Drive, turn Right at the “T” onto Forbes Trail Drive.  
Take the first Left onto Trouthaven. Follow that all around and up the hill until you see the park gate on your Right. Turn there.

If you come to the stop sign, you've gone about 1 house too far. The gate is right next to a lovely blue shaded pine tree.

There are little brown signs for the park all along the route. Follow those.

**Sunday, September 10, 10:30 am** – *“Fabulous Forty Kickoff”*- this is our annual Water Communion service but it will also be the kickoff Sunday for the fortieth anniversary celebration of East Suburban UUC, which was chartered in October 1966. **Dr. Waun** and Commissioned Lay Leader **Nancy Fitzgerald** (Anniversary Chair) will co-officiate. Remember to bring a small vessel of water from your summer adventures for the ritual.

**Sunday, September 17, 10:30 am** – “East Suburban UU Church's History-Gram!” - Come add your (his/her)story in East Suburban, whether it's brand new or well seasoned. This history-gram program, led by **Brien Palmer** and **Nancy Fitzgerald**, solicits stories and your place in the line of friends and members. What about our church is part of you?

**Sunday, September 24, 10:30 am** – *“The Gospel of Thomas”*- In 1945, the complete Gospel of Thomas was found in Egypt. It has been described as “arguably the single most important Christian archaeological discovery of the twentieth century.” We’ll look at the circumstances of its finding, along with its implications for the understanding of early Christianity.

The speaker today is **Sue Lau**, our favorite visiting Biblical scholar. She has a Ph.D. from the University of Pittsburgh, in a program that is operated in conjunction with Pittsburgh Theological Seminary. She has taught in the Religious Studies Department at Pitt, at Indiana University of Pennsylvania, West Virginia University, and Chatham College.

**Sunday, October 1, 10:30 am** – *“Launching a Coming of Age Year”*-Another wonderful group of youth is entering the Coming of Age program on this Sunday. **Dr. Waun and the Religious Education department** will facilitate this important intergenerational kick-off service.



## *Pastor's Column:*

*by Rev. Renee Waun*

## *The Importance of Feeling Connected*

Since my last pastor's column, I was without a computer for two weeks as a result of a complete system crash. I had backed up many of my important documents (not as recently as I would have preferred) but at least I had enough to get me started again, even though the new system I bought made me feel like I was in someone else's kitchen trying to cook a 6 course meal when I didn't know where anything was any more. All the familiar appliances, utensils, gadgets pots and pans were gone, so I had to learn and adapt—and fast!

The email files were another story. I had backed up my email address book as recently as three weeks prior to the meltdown, in addition to all my email folders—folders that contained messages, receipts, travel plans, information, letters, conversations, etc. from the past two years.


After I replaced my computer system I inserted the email backup disc and it wouldn't transfer in because I now had the newer version of my browser, but I was able to go to the website and download the older version that I had before. Then when I inserted the disc, the familiar icons appeared, but all the files came over “empty”. Nothing. Nada. Zilch. Gone.

That is the moment when I had the biggest sinking feeling of the whole ordeal, because I suddenly felt disconnected from all of those friends, colleagues and family members whose addresses had been in my

computer. It was a terrible feeling, but at the same time it showed me in a powerful way how important it is to feel connected to the people I care about. Just knowing that those names and addresses were at my fingertips helped me to feel anchored in my relationships, and now I will have to find a way of retrieving and reconnecting them all. It will take time, but such a worthy effort to regain that sense of security again. I didn't realize how much I valued that until it was gone.

During the summer when we are not seeing each other every week in church we may likewise have felt like we were cut off from some of our important relationships. Unlike the computer situation, however, we know that we will be able to reconnect as soon as everyone returns again from our summer adventures. That's nice to know! Sept. 10 is Startup Sunday; the perfect occasion to re-form our community!

Meanwhile, if you have a moment, please send me an email so that I can save your address on my computer (and I'm now using a different browser). Then I can feel our connection again. Thanks! revmom@pitt.edu

	<i>mU Usings from the President:</i>
<i>by Matt Mathis</i>	<i>UU University</i>

The General Assembly of the Unitarian Universalist Association was preceded by UU University, a training session for congregational leadership designed to strengthen and improve the overall leadership across the entire denomination. This year they had 3 tracks covering 3 broad areas: membership; conflict resolution and decision making; and stewardship. I split my time between the first two tracks.

The UUA has made growth a priority across the entire denomination. It turns out that many congregations self regulate their sizes. When the services get too crowded they stop encouraging visitors, rather than addressing the difficult issues of building renovations or creative scheduling. Although we seem to be doing fairly well in this area, there are some things that that we can tune up to better attract and retain new members.

In the decision making track we reflected on congregations as emotional systems, and how the styles and attitudes of leaders interact with the mood of the members to influence the decision making process. Today, nearly all Unitarian Universalist congregations prefer to make decision by consensus whenever possible. Doing so requires us to focus on the common aspects of our views and to listen to and understand the more subtle parts of our differences. Emotions such as excitement, fear and frustration tend to be contagious, and can have a profound impact on how a church grapples with a difficult decision, such as embarking on a major renovation.

I cannot really do justice to the UU University in a couple of paragraphs. Just by itself, it made my trip to the General Assembly in St Louis worthwhile. I hope we can send more people to future UU Universities.

For some reason, everyone seems to be extra busy this year. I know I am. As a congregation, people have expressed interest in many projects in the church and around our community. I have already observed that everyone is so busy that we are having trouble scheduling the fun stuff, much less working for good of the church. I am looking for an easy way to match people with just a little spare time with some of the little tasks (ok chores) that need to be done, to help our congregation thrive. Our agenda has to match the level of

effort that you, our members are willing to contribute. The more fair and efficient we are at doing the little things, the more effort we will have available for doing the real work of our church.

As always, feel free to call me at 412.654.7529 or drop a note to [mathis@psc.edu](mailto:mathis@psc.edu) or [president@esuuc.org](mailto:president@esuuc.org).

### *Transylvania Travelers*

Our group of nine Unitarians has returned safely from our Transylvanian pilgrimage, seeking the historical roots of Unitarianism and visiting our partner church in Kopec, Romania, with pastor Rev. Alpar Kiss. The nine travelers were from four UU churches. Those from ESUUC were Marylyn Devlin, Nancy Fitzgerald, Jean and Bob Robl, David Whaley and Renee Waun. Others were from Allegheny UU, Sunnyhill and Wheeling.

On Sunday, August 6 the group worshipped with our partner church in Kopec and presented the banner that our children made for them. Rev. Waun preached alongside a Hungarian translator. She got to wear a Transylvanian preaching cape and was presented with flowers before entering the church. This was the first clergywoman ever in the pulpit in Kopec (over 400 years)!

We will have lots of stories to tell in a service and Transylvanian lunch being planned for Nov. 5.

### *Experimental Online Calendar*

We are experimenting with Google online calendars to see if they might make it easier to coordinate church events. This will not affect most members since we will continue to generate all of our current paper and electronic calendars from the new online calendar, but people who want immediate access to the most up-to-date information on ESUUC events can go directly to: <http://www.esuuc.org/calendar.htm>

### *Fasting to Help Others*

In November, the church will be hosting a 30-hour fast to raise money for Heifer International. Heifer International helps people to live longer and healthier lives as well as giving them a livelihood. Heifer is an unusual organization in that the way you donate is that you buy a flock of sheep or whatever and then it is sent to people living in a third world country who are trained to take care of them and then when that animal has a baby it is given to others in the community who need financial help and nourishment. We will be raising money by collecting pledges from people in the community. We will use the money we raise to buy the biggest "basket" we can for these people. Ideally we want to buy these people an ark which includes a little of every thing but it all depends on how much we raise. It will be held at the church starting at 6:00 pm on Friday, November 3rd and will end at 12:00 midnight on Saturday, November 4th. Any questions about this at all contact the Begg's home and ask for Julia or email: [redirector@esuuc.org](mailto:redirector@esuuc.org) Thanks!

### *Join the Choir*

The choir welcomes new singers and will now meet at 12:00 to 12:45 every Sunday after church except the first Sunday of each month when we meet at 9:30 am. We will be exploring UU choral music and will eventually be singing at most of the services. Please share your singing talents with the UU community and help make this group blossom.

## *Care Notes*

If anyone has any news that they want to share, please send it to [newsletter@esuuc.org](mailto:newsletter@esuuc.org)

## *Book Club*

Lots of people had expressed some desire to read some poetry, so the September book club selection is a book written in verse: "John Brown's Body" by Stephen Vincent Benet

The meeting date has not been decided yet. For more information, contact Cathy at [bookclub@esuuc.org](mailto:bookclub@esuuc.org)

## *Family Drumming and Drumming Circle*

We have two drumming circles which meet monthly. Our Family Drumming Circle is very child friendly and meets on Saturday evenings. Our Groove and Meditate Circle is a bit more serious and meets on Sunday evenings. We welcome everyone to either circle, regardless of anything. We have drums to share and we like homemade and junk instruments, and you can utilize your body percussion potential.

Upcoming dates for Drumming at ESUUC and with other area drumming friends:

Sept. 9th 7 PM - Family Drumming Circle at ESUUC

Info at [www.esuuc.org](http://www.esuuc.org) or write [drumming@esuuc.org](mailto:drumming@esuuc.org) or call 412-608-2725

Sept. 10th 7:30 PM - Groove and Meditate Drumming Circle at ESUUC

Info at [www.esuuc.org](http://www.esuuc.org) or write [drumming@esuuc.org](mailto:drumming@esuuc.org) or call 412-608-2725

Sept. 16th 9 AM - Irwin Health Fair, Kevin Henry at 10 AM

Info at [www.TheGreenBough.com](http://www.TheGreenBough.com) or call 724-331-9085

Sept 16th 7 PM - Community Drumming Circle hosted by ESUUC at Honey Island Cafe

Come at 5:30 if you'd like to dine - fresh gourmet foods, vegan thru meat, available.

Info at [www.esuuc.org](http://www.esuuc.org) or please call 412-608-2725 to RSVP

Sept. 17th Noon - River Beat on the Gateway Clipper with Jim Donovan and Elie Kihonia

Info at [www.EpiphanyWorks.org/events.html](http://www.EpiphanyWorks.org/events.html)

Sept. 22nd 7 PM - Free Monthly Drumming Circle at The Green Bough in Irwin

Info at [www.TheGreenBough.com](http://www.TheGreenBough.com) or call 724-331-9085

Sept. 23rd 7 PM - Wheel of the Year Celebration at ESUUC

Info at [www.esuuc.org](http://www.esuuc.org) or write [drumming@esuuc.org](mailto:drumming@esuuc.org) or call 412-608-2725

Oct. 27th 7 PM - Transformative Yoga of Drum and Chant w/ Jim Donovan at The Green Bough

Info at [www.TheGreenBough.com](http://www.TheGreenBough.com) or call 724-331-9085

Every other Saturday (sometimes every Saturday!) at 5 PM, Three Rivers Thunder plays on Flagstaff Hill in Schenley Park. Incredible drumming and fun every time!

Info at [www.drumcircle.meetup.com/20/](http://www.drumcircle.meetup.com/20/)

What else is Jim Donovan doing? Find out at [www.jimdonovanmusic.com](http://www.jimdonovanmusic.com)

Interested in African drumming? Check out UMOJA at [www.umojacompany.com](http://www.umojacompany.com)

Be on the lookout for upcoming drumming events associated with Duquesne University and the University of Pittsburgh.

### *Help in the Garden*

Looking for folks interested in helping with our Church gardens. If you can help on any of these dates, please contact Laurie Montgomery ([wamcrew@peoplepc.com](mailto:wamcrew@peoplepc.com)):

September

Sunday the 3<sup>rd</sup> after service for about an hour and a half

Thursday the 7<sup>th</sup> PM ( 7 – 8:30PM)

### *Rev. Waun's Anniversary*

DR. WAUN TO CELEBRATE 25th ANNIVERSARY OF ORDINATION OCT. 8

.... and you are invited. There will be a full afternoon and evening of celebration, in combination with some Pittsburgh UU Cluster activities.

There is much to celebrate that day with our fellow UUs:

- Rev. Waun's 25th Anniversary of ordination
- Rev. David McFarland's 10th Anniversary of ordination
- ESUUC's 40th Birthday
- Allegheny UU's 100th Birthday

We hope you will put Oct. 8 on your calendar to set the date aside for some very special activities to be held at the First Unitarian Church in Pittsburgh, corner of Morewood Ave. and Ellsworth Ave.

The schedule features:

- An open house reception with refreshments from 2-4pm (for Dr. Waun)
- A keynote address on church polarity issues presented by the Rev. Roy M. Oswald, Senior Consultant with the Alban Institute for 31 years
- Reflections on ordination by the newly ordained Roman Catholic priest the Rev. Joan Houk (one of the "Pittsburgh Twelve")
- A simple supper-reservations required
- A historical overview of the UU movement in Pittsburgh
- A worship service which will include the Pittsburgh Playback Theater and an ordination renewal ritual for all clergy present
- A folk music jam session--bring your instruments!

See next month's newsletter for more details!



## *Sunday Refreshments*

A time-honored tradition among Unitarian Churches is to gather for “social hour” immediately following Sunday service. At ESUUC we gather in the community room for coffee, juice, something tasty to eat and spirited conversation. It is a wonderful opportunity to catch up with old friends and meet some new friends at church. Each member is asked to take a turn throughout the year providing, serving and cleaning up refreshments. With everyone taking a turn it is usually once a year that we are called upon. The schedule tends to go alphabetically, **although I have had a request from those in the middle of the alphabet who always get to bring food in the snow to move things around, so we are starting roughly in the middle of the alphabet this calendar year.**

Don't worry if you are not a cook---store bought treats work quite well. There is a “guide to setting up refreshments” posted in the kitchen and in the September 2006 newsletter. If this is your first time you may want to review it a couple of weeks before you take your turn to get an idea of the flow. If you have any questions or are daunted by the thought of serving refreshments, please call Kate Codd-Palmer at (724) 325-3903. Don't think she will let you off the hook, however, we all seem to like to eat.

The refreshment table is located in the far corner of the community room. This area also serves as a religious education room for the children during service. You may consider preparing the table before service starts. There is also a cart in the kitchen that can be used to place food items on and be wheeled into the community room after service.

See you around the kitchen----Kate

## *Refreshments Roster*

Sep 3	Labor Day Church Picnic
Sep 10	Brien Palmer/Kate Codd-Palmer
Sep 17	Marianne Jew
Sep 24	Mark and Kate Zingarelli

Oct 1	Kimberly Jumper
Oct 8	Gerard, Karen and Twila Katilius
Oct 15	Mehernosh Khan
Oct 22	Glenn and Marcia Klepac
Oct 29	Mary Kukura-Straw

## *RE Classes Resume!*

RE classes for the 2006 to 2007 Church year will begin on Sunday Sept. 17. This year's theme is World Religions. Curriculum for each group has been chosen with this theme in mind.

Curriculum for the Elementary Group (4 years old through 3rd Grade) is "Timeless Themes – Stories from the Hebrew and Christian Bibles". Introduces religious literature central to North American culture and UU heritage. Children become familiar with their cultural heritage, and human issues that inspired scriptures: timeless themes of transcendent power, human responsibility, love of freedom, speaking out against injustice, respect for the beliefs of others, love of one's neighbor, and forgiveness.

For the Middle Group (4th through 7th Grades) "God Images". Engages children in their own religious quests. Allows for personal decision making through discussion and creative activity. Presents God images derived from Jewish and Christian traditions, world religions, and modern science.

The Coming of Age Group (8th and 9th Grades) will study world religions using a curriculum called "Neighboring Faiths". Helps youth learn about their own Faith and other faith traditions through interactive experience such as field trips and interviews. These encounters with other religions are given meaning through periods of reflection and discussion about Unitarian Universalism and personal beliefs and values.

We are continuing our "Way Cool Sunday School" format this year. With a few exceptions, this means that every 1st Sunday is Children's Chapel. All kids except those in Nursery attend. 2nd and 3rd Sundays of the month are classroom. 4th Sunday is spent on a service project. All kids except those in Nursery attend. (Last year we made hats and scarves that we donated to children's and youth services.) We are always looking for ideas on projects for all ages. Please share any you have! 5th Sundays are either for Arts & Crafts or a continuation of the Service Project.

### *Service Project Help and Donations Needed*

For this year's RE service project, we are planning to make blankets for donation to Project Linus. This is a non-profit organization that collects and distributes blankets to children, infants through teens, who are seriously ill or going through a traumatic time. This organization has a local office that donates to various organizations in Westmoreland County. Blankets can be knitted, crocheted, sewn, made from fleece. Various sizes are needed (22" X 22" for preemies; 36" X 36" for babies; 36" X 45 " for small children; 40" X 60 " for older children; 48" X 72" for teenagers. If you would like more information on this organization, and the local group, you might like to take a look at their website: <http://www.bdjwd.com/projectlinus.html>

We plan to make blankets from double sided fleece, and to do as much as we can on a no-sew basis. Large cuts of fleece can easily be turned into a blanket with some simple cutting and tying. Smaller pieces can be cut and tied, or sewn together.

In order to make this project a success we need some adult helpers on service project Sundays, and we need fleece. Please check your schedules and let me know ([redirector@esuuc.org](mailto:redirector@esuuc.org)) if you can help. The first service project Sunday will be on Sept. 24! Do you have extra fleece, maybe some that has been sitting around your house for a while (like I have in mine!)? Would you like to donate it for this very worthwhile project? We will gladly accept!

### *Children's Chapel*

We are looking for volunteers to lead or help with Children's Chapel. Are you interested? This is a great way to get involved in the RE program and get to know our wonderful children. Please let me know if you would like to participate ([redirector@esuuc.org](mailto:redirector@esuuc.org)).

Our first Children's Chapel for this year will be on Nov. 5.

### *RE Class Schedule*

<b>Nursery:</b>	<b>Day</b>	<b>Teacher</b>
	Sep 3	No nursery
	10	Water Communion: no nursery
	17	Kim Katilius
	24	Kim Katilius
	Oct 1	No nursery: all kids attend Coming of Age service



Elementary:	Day	Class Description	Teacher
	Sep 3	No RE class	
	10	Water Communion: no RE class	
	17	Welcome – Session 1	Gayle Pamerleau
	24	Service Project	
	Oct 1	Coming of Age service: all kids attend	(no separate RE)

Middle:	Day	Class Description	Teacher
	Sep 3	No RE class	
	10	Water Communion: no RE class	
	17	Introduction – Lesson 1	Karen Katilius
	24	Service Project	
	Oct 1	Coming of Age service: all kids attend	(no separate RE)

Coming of Age:	Day	Class Description	Teacher
	Sep 3	No RE class	
	10	Water Communion: no RE class	
	17	What is Religious?	Kate Codd-Palmer
	24	Service Project	
	Oct 1	Coming of Age service: all kids attend	(no separate RE)

### *Youth Group*

Youth Group meetings (all are **Sunday evenings, from 7-8 pm**): **September 3, 24, October 1**

Dates and times are subject to change, so please check for updates: contact Leona Dunnett, Youth Advisor (ldunnett@alltel.net).

### *Barter Board*

If you have items to trade/sell, or have needs, you can post to the Barter Board.

The Board is located in the RE hallway on the Community Bulletin Board. To use, fill out a card (available on the Barter Board itself) describing your item or need, then pin it up in the appropriate column of the Barter Board.

Want your item listed in the weekly newsletter? Fill out an extra copy of the card and give it to Leona Dunnett, put it in the Secretary’s mailbox, or e-mail the info to Leona at ldunnett@alltel.net .

### *Congregational Committees*

#### **Committee – Chair (email)**

Aesthetics – Jean Robl and Maureen Lilly Building and Facilities – Jim Osborne Caring & Concerns – Maria Luczkow ( <a href="mailto:caring@esuuc.org">caring@esuuc.org</a> ) Committee on Ministry – open Community – Kate Codd-Palmer Drumming – Jen Trout-Osborne ( <a href="mailto:drumming@esuuc.org">drumming@esuuc.org</a> ) Finance – Chris Priano Landscaping – Laurie Montgomery	Membership – Marylyn Devlin Music – Alan Halperin Pastoral Care – Maria Luczkow Religious Education – Kate Zingarelli Signs and Symbols – Leona Dunnett Social Enrichment – open Sunday Programs/Celebrations – Mary Kukura-Straw Welcoming Congregation – Matt Mathis
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## *Calendar*

Sun. Sep 3	Choir Rehearsal – 9:30 am at the church
Sun. Sep 3	Youth Group – 7-8 pm at the church
Thu. Sep 7	Board Meeting – 7:30 pm at the church
Sat. Sep 9	Family Drumming – 7 pm at the church
Sun. Sep 10	Choir Rehearsal – 12 noon at the church
Sun. Sep 10	Program Committee Meeting – noon at the church
Sun. Sep 10	Groove and Meditate Drumming – 7:30 pm at the church
Sat. Sep 16	Community Drumming – 7 pm at Honey Island Cafe (sponsored by ESUUC) - come at 5:30 pm if you'd like to dine
Sun. Sep 17	Choir Rehearsal – 12 noon at the church
Sun. Sep 17	October newsletter submissions due – email to <a href="mailto:newsletter@esuuc.org">newsletter@esuuc.org</a>
Thu. Sep 21	RE Committee Meeting – 7 pm at Panera Bread in Murrysville
Sat. Sep 23	Wheel of the Year Celebration: Mabon – 7 pm at the church
Sun. Sep 24	Choir Rehearsal – 12 noon at the church
Sun. Sep 24	Youth Group – 7-8 pm at the church
Fri. Sep 29 – Sat. Sep 30	Coming of Age Overnight – 6 pm at the church
Sat. Sep 30	Coming of Age Mentor Service – 6 pm at the church
Sun. Oct 1	Youth Group – 7-8 pm at the church
Sun. Oct 8	Rev. Renee Waun's 25 <sup>th</sup> Anniversary of Ordination – 2 pm at First Unitarian Church in Pittsburgh
Sat. Dec 2	ESUUC 40 <sup>th</sup> Anniversary Party
Sun. Dec 3	ESUUC 40 <sup>th</sup> Anniversary Commemorative Program

### *Newsletter Deadlines*

October 2006 newsletter deadline: **Sunday, September 17**

Please email your articles to [newsletter@esuuc.org](mailto:newsletter@esuuc.org) or call Marianne at (724) 325-1548 and leave a message with your news, stories, and other information.

### *Get the Weekly Email News*

If you would like to receive a weekly email that includes items not in the newsletter and reminders of upcoming events for the week, please send an email from the address you would like subscribed to [esuuc\\_news@esuuc.org](mailto:esuuc_news@esuuc.org). You can also send a message to that address if you would like it included in the weekly email announcement to the congregation. If the message can't wait for the weekly announcement, please contact Kathy at [secretary@esuuc.org](mailto:secretary@esuuc.org). No attachments please.

## **SUNDAY REFRESHMENTS**

*(Also posted on the bulletin board in the kitchen)*

**What to Buy** (plan on about 30 adults and 15 children of various ages)

-juice

-whatever kind of snack you would like to serve (examples are: nuts, bagels, muffins, fruit, vegetables, breads, cheese, crackers, cookies, mini quiches). It's really your decision to serve what you want or like.

**Feel free to use the oven**

### **Setting Up**

The table in the community room should have:

Coffee mugs

Styrofoam hot cups

Creamers

Sugar/sweetener

Plate/spoon to stir coffee

Assorted teas

Paper plates

Napkins

Juice cups

**HOT WATER**—there is a smaller/older coffee pot, fill half way with water and plug into outlet near the serving table in the community room. Start hot water before service begins

**COFFEE**---start coffee around 11am (takes about 1 minute per cup to brew). Use same outlet in the community room

To make 35 cups use 2 ¼ cups of coffee

To make 30 cups use 2 cups of coffee

To make 25 cups use 1¾ cups of coffee

**Unless it is around a holiday or special event, 25 cups  
of coffee is plenty**

**Basin of hot water**—In an effort to be nicer to the planet we are trying to use coffee mugs rather than paper cups. Fill the white dish basin in the sink with hot “soapy” water. Individuals using mugs can then rinse their own mug after using.

## Clean Up

### *Wash coffee pot and put away*

Empty coffee pot with hot water and put away

Put away unused cups, plates, napkins

Put away teas, sugar, creamers

Wash, dry and put away any bowls, dishes or silverware you may have used

Nudge all those who used ceramic mugs to wash and rinse their own mug

Empty garbage pail in community room and kitchen and take to dumpster in rear of parking lot

Replace garbage pails with clean garbage bags

Thank you, Thank you.....rest easy knowing you won't be asked to do this again for many months!

*If you notice anything that we are running low on please notify Kate Codd-Palmer at (724)324-3903 or katecp@bellatlantic*