



Sunday Morning Tea and Coffee Duties

Before service:

- Supply 2 litres of milk
- Check that there is hot water in the wall heater.
- Tea, Coffee, Sugar and biscuits are in the top drawer labelled for Church use.
- Additional supplies are found in the bottom drawer under the oven.
If you take the last of anything from the bottom drawer please email or phone the office to arrange resupply.
- Place 6 tea bags in the teapot.
- If offering plunger coffee, place 5 level spoons of ground coffee in each plunger.
- Place 1 table in the hall for sugar, milk and biscuits
- Set out a few chairs for those who may wish to sit.

After service:

- Turn on hall lights.
- Have at least the left hand doors completely open
- Fill tea pot and plunger (stir coffee before plunging)
- Coffee grinds in compost or bin. Please not in the sink.
- Turn on dishwasher (instructions are on the wall). Please also follow the shut down procedure.
- Enjoy fellowship
- If serving after the 8.30am service, leave the kitchen set up for the next service
- Clean up and turn off the lights.

Thank you for helping with fellowship