



Scots' Presbyterian Church Berry

*Our purpose is to
Love God with our heart, soul, mind and might and to
Love our neighbour as ourselves*

Serving Guide for Volunteers

POSITION	Morning Tea
GOAL OF POSITION	To provide morning tea to give opportunity for informal fellowship and conversation
REQUIREMENTS	<p><i>Before Church</i></p> <p>Bring approximately two trays of slices or cakes. Identify gluten free options.</p> <p>Arrive in the hall by 9.40am.</p> <p>Pull up the blinds.</p> <p>Check that the two urns are full. NB Only to just below the place where the outside level indicator joins the urn body.</p> <p>Set up table in the middle of the hall with mugs, glasses, water, napkins and biscuits from the cupboard.</p> <p>Set up the front table with 15 mugs, teaspoons, sugar and a dish for rubbish.</p> <p>Set up the large trolley in front of the hatch with 15 mugs, teaspoons, coffee (with a long coffee spoon), green tea bags, sugar and a dish for rubbish.</p> <p>Half fill two plastic jugs with milk and leave in the fridge. (There is more milk in the cupboard if needed).</p> <p>Place a teapot and six teabags near the large urn along with a jug for hot water.</p> <p>Open the window behind the large urn by 10 cm.</p> <p><i>After Church</i></p> <p>Make the tea and put it out on the front table in the hall along with the jug with hot water and milk for the tea from the fridge. Place the other milk jug with the coffee on the trolley.</p> <p>Place the food on the table in the middle of the hall.</p> <p><i>Cleaning up</i></p> <p>Check that there is help to wash up in the kitchen or do it yourself if there is nobody there.</p> <p>Put crockery away in the drawers and cupboards and the teapots and jugs in their right places.</p> <p>Empty the rubbish bin into the red garbage bin outside the back door.</p> <p>Close the window, pull down the blinds, turn off the urns at the walls, lock the food cupboards, sweep the hall floor and take the tea towels home to wash.</p>
ABSENCE	In the event of being unavailable to serve on a rostered day, please arrange to swap with another person on the roster and inform the person in charge of the roster.