

Thank you all once again for kindly volunteering to help with coffee after church. It is a service much appreciated by regular members and visitors to the church.

General Guidelines for Serving Refreshments after a Service

1. Try to arrive at least 20 – 30 minutes before the start of the service to give you time to set up. You will need to bring 2 litres of milk, a couple of packets of biscuits and some tea towels.
2. Tea bags, coffee and squash are kept in the tall cupboard just inside the front door. The cupboard key is kept in the small round floral tin in the drawer of the welcome desk. Sometimes the welcome desk moves....so you may have to look round for it!!
3. Place the long table, stored next to the coffee cupboard, in front of the swing doors at the back of the church. **There is a new hexagonal hardwood table for children's drinks stored at present in the porch. Set it up nearby so the children can get a squash and a biscuit without having to squeeze between adult legs in the eager rush for the chocolate fingers.**
4. Fill the boiler $\frac{3}{4}$ full and place it on the table in the porch with the boiler tap over the table edge. Switch on to full power setting. NB: After about 20mins the boiler will need to be turned down to setting 1 or 2 otherwise the porch transforms into a sauna...this inevitably happens in the middle of Graham's sermon so it is an idea to sit near the back of the church if you are on duty.
5. Please put lots of biscuits on the children's' table too so they are not tempted to squeeze in amongst the adults and hot drinks and risk getting scalded all for the sake of a chocolate finger.
6. Put out a tray of mugs and a tray of plastic cups for squash. Also put out a sugar bowl, some sweeteners, the milk jug. Please let Liz Middlebrook know if supplies of squash, coffee, tea or fairy liquid are low.
7. Place a silver tankard on the table for contributions and either leave this in the cupboard for Liz to pick up at a later date or pass it to her if she hasn't run off.
8. Commandeer a young member of the congregation to take a cup of coffee with a little sugar in it to Graham.
9. It is suggested you use one washing up bowl for a soapy wash and one for rinsing. Please ensure everything is dry as it goes mouldy otherwise!
10. Please clear up any rubbish. **Empty the boiler in the moat outside and not on the grass....please take extreme caution during this operation making sure the tap to the boiler is well away from your body as you carry the boiler out....ASK FOR HELP IF IT IS TOO HEAVY.**