

# Morning Tea Duties

Morning tea commences directly after our worship service and is an integral part of the fellowship and warmth of NGPC. It is the task of the morning tea team to help visitors feel welcomed and provide opportunities for fellowship and conversation following the service.

## Summary:

The morning tea role consists of:

- 2 families or 3 individuals working as a team per week
- Being rostered approximately once every 3 months (4 times per year)
- Purchasing or preparing food, providing milk for tea and coffee
- Arriving early to set up the kitchen
- Serving the morning tea, and serving the tea and coffee
- Washing the dishes, tidying the kitchen, cleaning the morning tea tables
- Taking all dirty tea towels home for washing and returning them the following week
- Collecting the all rubbish bags from the kitchen and the downstairs toilets to take home and dispose of (we do not have our own bins at NGPC).

Please note:

- A new helper will be rostered with an experienced helper to show them the ropes
- If you are unable to take your roster turn, please contact another roster volunteer and arrange for a swap

## Duties in more details:

- Contact and coordinate with the morning tea family you are rostered on with. Decide and allocate food items to bring and purchase at minimum 3L of milk. Kids Morning tea is provided separately and is not your responsibility. Kids are welcome to eat at the main morning tea table with parent permission and supervision. If any issues arise, please speak with the child's parent.
- Prepare all food items or provide packaged food prior to the worship service
- Arrive to Church around 9am to set up the kitchen
  - Switch on lights
  - Turn on dishwasher (instructions provided in kitchen)
  - Prepare coffee percolator (instructions provided in kitchen)
  - Layout cups, mugs, tea, sugar, milk jugs, water jugs, tea spoons etc.
  - Place food out on platters (available in the kitchen) covered on the island bench or in the fridge
- After worship service ends:
  - Layout 2 trestle tables for morning tea items in front of main servery window
  - Open main servery window
  - Place morning tea items on tables
  - Fill up the milk jugs and hot water jugs
  - Replenish milk, water, mugs, and food as needed
  - Make people feel welcome and chat to new or unfamiliar faces
- Clean up:
  - Collect, wash and put away cups and dishes
  - Collect rubbish, and take it home – replace all bin liners
  - Wipe down all benches, sink, and dishwasher
  - Take tea towels home for washing and returning the following week
  - Vacuum the carpet under the trestle tables to remove food spills (cordless vac is in the store room)

Note:

- Spare biscuits, UHT milk, bin bags, and other morning tea stock is available in the kitchen drawers (labelled).
- Volunteers on the morning tea roster can have financial compensation up to \$30 if provision results in financial burden (receipts to Narelle Lendon for reimbursement please).
- Children's milo should be dispensed at the servery by the volunteers to ensure that the children don't overdo it.