



WAGGAWAGGA  
EVANGELICAL CHURCH

# Morning Tea - Serving Guide

Thankyou for being willing to serve God's people in this way. Providing morning tea for church is a very valuable task – it helps to make newcomers feel welcome and cared for, and it also enables people to stick around after church and have meaningful conversations. The following guide should help you to set up and pack up morning tea easily and efficiently.

There are now 3 people rostered on morning tea each week. It should be possible to cover all these tasks between you on your rostered week.

## Providing Food

- The person rostered on as “Morning Tea 1” (i.e. at the top of the list) is responsible for bringing 2L of milk.
- The food you provide for morning tea is up to you. As a guide, we usually suggest three large plates of food per person on the roster, consisting of a combination of sweet food and savoury food.
- Some ideas include: vegetable sticks and dips, salsa and chips, packets of chips, muffins, scones, cake, biscuits, cut up fruit, cheese and biscuits, pikelets, slices.
- PLEASE DO NOT BRING FOOD CONTAINING NUTS (this can cause severe allergic reaction in some people).

## Setting up before the Church meeting

*It is best to arrive about 9:30am to get all of this done before people arrive.*

### PRESENTATION

- The setup person should have set up two tables for adults morning tea (about 3m from the kitchen window), two tables for kids morning tea (across other side at back of hall), and one table against the wall at the side of the kitchen window. If these are not set up it is the morning tea person's responsibility to set these tables up. The tables can usually be found in the kitchen.
- Find large plastic container marked “Morning Tea tablecloths, runners and plastic covers” on the kitchen benches.
  - Week 1 and 3-use Blue Table cloths and runners
  - Week 2 and 4-use Green Table cloths and runners
- Place tablecloths across morning tea tables. The two tablecloths overlap across the two tables. Sides need to be evenly aligned for good presentation. The two table runners need to go over the two table clothes and also overlap each other and need to be equal on both sides. The two plastic table covers need to be neatly laid on top.
- Flowerpot and red toolbox found underneath bench to be placed on tea and coffee tables.

- White food trays (which are stored in kitchen cupboard) need to be filled with food and placed neatly on morning tea table. As well as the food that you bring, church provides a couple of packets of chips/biscuits to help boost food amounts. This food is found in the cupboards underneath the kitchen bench or on top of the tall cupboard in the kitchen.

### **KIDS MORNING TEA**

- **About one third of the morning tea food should be placed onto platters and placed on the Kids Morning Tea table.**
- **This means children can eat their own portion of the morning tea food without eating all the adult food before adults get to the table, and keeps adult food free from ‘double dipping’ and ‘half eaten then replaced’ food!**

### **HOT DRINKS**

- Use WWEC labelled bucket to fill Urn and turn on to position 3
- Use same bucket to fill Coffee Percolator to “40 cups” marker. Pour two level plastic cups of ground coffee (found underneath bench) into the filter basket of the coffee machine. Place lid on percolator and turn on.
- Both the percolator and the urn remain on the kitchen bench (they are hot and must be kept away from children)
- The filter basket needs to be removed from the percolator when the “ready” light turns on (takes 40mins – you can do this in the break time after the kids talk)
- The supplies for making tea and coffee are placed on the table adjacent to the kitchen window along the back wall. This is to help people get their cups ready before they get to the kitchen window for their hot water / coffee so that the queue stays short. Put the silver canisters containing tea, teaspoons, sugar, decaf coffee sachets out on this table. This is all stored underneath the kitchen bench in a green plastic box.
- Put out hot drink paper cups next to Urn (cups in cupboards underneath bench)
- Put out milk (supplied by person at top of list on morning tea roster. If you forget, there is usually some UHT milk in cupboards).
- Make sure the bin has a liner in it (from underneath bench) and the bin is placed near to the urn so that people can put their teabags etc. in the bin.

### **COLD DRINK**

- Use WWEC labelled bucket to fill blue Water cooler, which needs to be filled approximately 1/2 and placed on a little side table against wall slightly to the right of the kitchen area . Place plastic cups on top of water cooler, not on food table (so that kids can’t reach them and make a mess everywhere!)
- In hot weather, you might like to bring a bag of ice to place in the water cooler, or freeze some water at home in ziplock bags which you can then open and empty the into the cooler.

## **Toilets**

Please note that this is a new responsibility for the morning tea team. Soap and toilet paper can be found in the cupboard next to the paper cups

- Check the soft soap dispensers in the toilets of the hall and refill if necessary
- Ensure sufficient toilet paper is provided in each of the toilets.

# During Morning Tea

- Please take a tray of morning tea and offer it to adults in the hall. If everyone on morning tea does this for 5 minutes after the service, then all adults should have been offered a couple of trays of food.
- This helps people feel welcome and makes sure that all adults have a chance to eat something before the food disappears. It is especially helpful for people who are in the middle of talking and can't make it to the morning tea table.
- Once you've offered a tray around for 5 minutes, replace it on the morning tea table.

# Packing up after the Church meeting

## RUBBISH

- Collect empty cups and rubbish from around the hall.
- Dispose of food scraps and dirty cups.

## CLEANING

- Using dishwashing detergent and leftover hot water from urn (no hot water in taps) wash and dry all white food plates, and pack away neatly into kitchen cupboard – soap, sponge and drying towel found inside kitchen cupboard
- For tea towels and wipes, use the roll of paper towel provided underneath the kitchen bench. This means we don't have dirty and wet tea towels and wipes hanging around to breed germs between weeks.
- Wipe off plastic table covers by using "Spray and wipe" surface spray and sponge cloth. This is done easiest while the covers are still on the table.
- Fold plastic covers from one end to the other end no more than three times to
- Avoid too many fold marks.
- Shake runners off to remove any food crumbs. If tablecloths or runners are dirty, please take them home to wash and iron and return the following week. (If this is too hard for you, please speak to someone in the team)
- If tablecloths are clean, fold away neatly from one end to the other.
- Sweep floor underneath tables. The broom and dustpan can be found behind the screen in the women's toilets.

## PACKING AWAY

- Re-fill all silver canisters, and wipe clean before packing away—supplies found inside kitchen cupboards. Pack canisters back into green plastic box.
- Pack away flower pot with flowers carefully into cupboard.
- Store table cloths, table runners and plastic table covers neatly into tub marked "Morning Tea table cloths, runners and plastic covers" and store back on kitchen bench.
- Empty urn and water cooler into kitchen sink and store with lids off in the kitchen area
- Put any leftover clean cups neatly back in the cupboard.
- Wipe bench top of kitchen area clean
- Take a quick look around kitchen & make sure it has been left as you found it.

***Thankyou for your efforts. It is great to share in this area of serving that we all benefit from. And as we all take a part it lessens the load on everyone!***