



# 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 easily and efficiently.**

### SET UP –

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

- Find large plastic container marked “ Morning Tea table cloths, runners and plastic covers” under stage
  - Week 1 and 3-use Blue Table cloths and runners
  - Week 2 and 4-use Green Table cloths and runners
- Place table cloths across morning tea table. The two table clothes 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.
- Welcome sign and flowerpot found underneath bench to be placed on 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
- Use WWEC labelled bucket to fill Urn and turn on to position 3
- Put out the following silver canisters containing tea, teaspoons, sugar, decaf coffee sachets, as well as Moccona coffee (glass container).This is all stored inside the same box as the tablecloths.
- Put out white foam cups next to Urn (cups found in cupboards underneath bench)
- Put out milk (supplied by you! If you forget, there is usually some UHT milk in cupboards, but please replace this for next week).
- Put out blue bowl which is labelled “Dirty Teaspoons and cups” next to the Urn
- 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!)

## **PACK UP**

- Cleaning supplies to be found inside kitchen cupboard
- Re-fill all silver canisters, and wipe clean before packing away—supplies found inside kitchen cupboard. Pack canisters into tablecloths box.
- Using dishwashing detergent and leftover hot water from urn (no hot water in taps) and wash and dry all white food plates, and pack away neatly into kitchen cupboard –soap ,sponge and drying towel found inside kitchen cupboard
- Pack away flower pot with flowers and welcome/enjoy sign carefully into cupboard. Take care not to break welcome/enjoy sign
- 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, make sure no food marks or stains have occurred. Fold away neatly from one end to the other.
- Store table cloths, table runners and plastic table covers neatly into tub marked “Morning Tea table cloths, runners and plastic covers” and store back under stage.
- 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 and make sure it has been left as you found it.