

Role Guide

Team: Catering (10:30am)



Role: Set-up

The big picture

Refreshments help make space for conversation, fellowship and welcome after the service.

Hall Coffee ensures that people who gather in the Church Hall can receive a drink easily and enjoy the same hospitality as those remaining in church.

Your role

Hall Coffee provides a simple refreshments station from the Hall kitchen immediately after the 10:30am service.

What to do

At the beginning of the final hymn:

- go down to the Church Hall kitchen;
- open the serving hatch;
- boil the kettle;
- prepare coffee using the cafetière;
- make sure the flask of coffee prepared by the Set-up person is available;
- have tea bags and hot water ready for anyone wanting tea;
- put out biscuits;
- make sure cups, milk and anything else needed for serving are ready;
- be ready to serve as people begin arriving in the Hall.

This is deliberately a simpler operation than the main refreshments service in church. The aim is to provide a straightforward, warm welcome rather than reproduce the full church-kitchen setup.

While serving

Please:

- serve people warmly as they come to the hatch;
- keep an eye on supplies;
- replenish tea, coffee or biscuits where reasonably possible;
- take care with hot water and hot drinks;
- keep the serving area reasonably clear.

Afterwards

When people have finished:

- clear away cups and obvious rubbish;
- wash or put away anything you have used;
- wipe the hatch and work surfaces if necessary;
- put milk and other supplies away;
- leave the Hall kitchen clean and tidy.

If supplies are low or something is not working, please contact the church office on 07947 136048.

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