

Job Description: Morning Tea

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Connecting over Morning Tea is a vital part of Sunday morning as we meet new people, continue to discuss what we have heard about in God's Word and encourage one another to live for Jesus in the week ahead. It's an opportunity to provide warm hospitality to newcomers and visitors.

Before church

- Morning tea leader to liaise with 2nd morning tea person
- Buy 1L of milk (morning tea leader) – this can be reimbursed by the church if desired (through Elvanto)
- Optional: buy or bake something to supplement morning tea (ideas listed below). This is optional as there is a supply of biscuits, chip & dip etc (see list below) which can be used for morning tea.

10am Sunday (please arrive by 10am)

- Fill up the hot water urn (only 1/3-1/2 way so that it doesn't take too long) and turn it on
- Set out coffee plungers, teabags (arranged nicely, grouped according to type), milk and sugar
- Set out mugs, water bottles and glasses for water
- Maybe fill ½-1 coffee plunger (a lot of people will buy coffee on the way in) – wait until someone wants a coffee or wrap a tea towel around the plunger to keep it hot. I used ~3 scoops per plunger (reckon it only fills 3-4 full mugs although I was filling them up pretty full)
- Set out one tray of biscuits to be eaten before the service starts
- Optional: Arrange morning tea food onto serving platters (depending on the food and how long it takes – could also do this just before the service ends)
- Before you join the service, fill up the hot water urn to capacity and turn it on.
- Keep the back kitchen door locked and the front kitchen door closed during the service

Exit the service during the last song

- Arrange morning tea food onto serving platters and set out in the morning tea area (you can use the wooden table/display cabinet in the middle of the floor)
- Fill and brew both coffee plungers
- Refill milk as needed
- Be warm and welcoming!
- Ideally, if 2 people are rostered on, one person can look after the tea and coffee station (including redoing the coffee plungers as needed) and the other person can be 'on the floor', checking that the food is being eaten, restocking food if possible, collecting cups if needed.
 - Greeters could possibly help with this although it would be good to free them up to chat to particular people.
- Clean up afterwards
 - Run the dishwasher (instructions on the wall next to it!) and dry/pack away mugs and platters
 - Discard perishables (or take them home)
 - Store any dry food that could be used the next week
 - Unplug/empty the hot water urn and rinse out coffee plungers
 - Take home and wash used tea towels and return the following week (happy for you to use your judgement – ok to leave them hanging to dry by themselves too!)
- Let Bec Young know if the food supplies are insufficient for the following week.

Types of food which will be in the morning tea supplies drawer

- Chocolate biscuits
- Normal biscuits

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- Crackers or savoury biscuits
- Chips (+ dip sometimes)



Other morning tea ideas if you want to bring something else:

- Must be nut free
- Baked goods eg cake, brownies, cookies, mini muffins
- Carrot/celery sticks and dip
- Fruit (cut up)
- Quiche bites

Any questions: Bec Young 0412 729 133