

MILTON OF CAMPSIE PARISH CHURCH – TEA AFTER CHURCH ROTA – November '24 -January '25

Thank you for agreeing to help out with providing tea after church.

Date	Duty person 1	Duty person 2
Sunday 3 rd November	Ann Good	Jean McDonald
Sunday 10 th November	Margaret Burton	Elsie Cunningham
Sunday 17 th November	Susan Harvey	Ruth Lang
Sunday 24 th November	Ann Langley	Linda Murphy
Sunday 1 st December	Christine McLachlan	Ann Good
Sunday 8 th December	Ann Pert	Janice Alexander
Sunday 15 th December	Susan Harvey	Ellen McVean
Sunday 22 nd December	Ann Pert	Elsie Cunningham
Sunday 29 th December	Jean McDonald	Ruth Lang
Sunday 5 th January	Ann Langley	Susan Harvey
Sunday 12 th January	Christine McLachlan	Linda Murphy
Sunday 19 th January	Susan Harvey	Janice Alexander
Sunday 26 th January	Margaret Burton	Ellen McVean

If you are unable to do your allocated date please try to swap with someone else and remember to change it on the copy rota at the back of the church in the Rotas Book.

Tasks to be carried out:

Try to have a word with your duty partner the week before and decide who is going to buy milk, two pints is enough.

If you can, get to the hall about 10.20. Put the water heater on.

Place one of the long tables in front of the serving hatch and place mugs on the table, about 24 is probably enough. Add a sugar bowl with teaspoons in, another for dirty spoons and another with sugar sachets (brown and white), two jugs of milk and a plate of biscuits. Sugar and teaspoons are in the cupboard opposite the kitchen, as are biscuits, both chocolate and plain wrapped (there should be extras in a basket in the cupboard too). Milk jugs and sugar bowls are in the cupboards above the water heater.

Get out a large teapot and two flasks for coffee (white) and two for tea (black). Tea, coffee (caffeinated and decaffeinated), flavoured teas and sugar substitute are in the cupboard beside the hot water heater. You should not need to use those in the cupboard across from the kitchen unless you run out. Sachets of brown and white sugar are in that cupboard as are diluting juices.

Tea is made in the large teapot which takes six tea bags and then the tea is put into the flasks. Instant coffee is made in the flask, six teaspoons of coffee in a flask and give it a good stir with the handle of a wooden spoon. It's advisable to make one flask of each in the first instance and more if needed. Filter coffee, one of caffeinated and the small one of decaffeinated can be made (six scoops in big pot, four in small; add water – not too near the top and sit for 5-6 minutes then depress handle); if you're not comfortable making filter coffee I'm always happy to help if around (or Margaret or Ann P).

Put the bottles of diluting juice and children's cups by the serving hatch for making up as requested. There aren't generally enough children to make up jugs.

Leave the service as the last hymn starts and make the tea and coffee. Generally one person serves whilst the other mans the kitchen making juice, decaffeinated drinks and refilling flasks as required and starting the washing up as it starts to come through. Make a decaffeinated coffee with milk for Julie and take it to her as she's saying goodbye to people otherwise she never has time for coffee. Once people start to leave it's just a question of clearing up and putting everything away. Tables should be wiped with disinfectant spray and the floor can be given a quick sweep if required. It would help if one of the team took home the dish cloth/towels home to wash. Thank you for your help.