

# SET UP for REFRESHMENTS



: Arrive at 7pm.

- **Designated person to bring milk (usually brought by Jan)**, or pop out to the shops to get it. cost will be reimbursed!
- The **screen goes up electronically**. The switch is on the left of the shutter inside the kitchen.
- **ONE PERSON TO SWITCH ON THE DISHWASHER IN REAR KITCHEN on Left**. Clear instructions on laminated card on top of dishwasher – thank you, very important 😊!

## 1 Person - Prepare coffees/teas

- **Vox Holloway stuff** kept on shelf (get assistance if you need) in the small **office at the rear, just off the main church hall** (Anna on front desk can tell you where).  
**Everything needed is in here in big plastic box and smaller plastic box (biscuits)**. Bring these into the kitchen.
- **Boiling water tap** to left of serving hatch – this tap supplies constant hot water. If a lot is used **at once** you may need to wait a short time for it to re-heat. If so use the kettle.
- You may need additional **boiling water from the kettle**, so fill up ready for use.
- Put out **one table for teas/coffees**. The tables are stored in cupboards between the side entrance and the doors to the church. As you walk into the church, it's on the right. You **push** it to open it.
- **On the tea/coffee table set out:**
  - 2/3 plates of **biscuits** (two packets or more as needed) plates kept in the island.
  - A bowl of **sugar** plus cup with teaspoons (**Bowls** in rear kitchen in cupboard on right, **sugar** is kept in plastic box, spoons, in cutlery drawer in island)
  - 1 or 2 jugs of milk
  - Suggested **donation cards** for tea/coffee £1.
  - 2 small **metal bowls for money** (these are kept in the back kitchen through main kitchen in cupboard on the right hand side).

## 1. Person - Prepare cups/coffee

- Check **dishwasher** is empty. If not unload any cups/dishes in dishwasher
- **Put out lots of mugs on the counter plus water glasses** with a jug of water.

- **Herbal teas** - put all the boxes of herbal teas on the right side of counter. People can take their preferred tea bag and we fill cup with boiling water.
- **Prepare coffee pot** - the **filter papers** are in the drawer underneath the filter pots, the **coffee** is in the **VH box**. Put a filter paper inside coffee maker and then **5-6 big tablespoons of coffee**.
- **Fill one coffee glass jug** - these are kept on the filter machine - about **three quarters full with cold water**. Lift up the flap on top of the coffee machine, fill with water from jug. Put the empty glass jug underneath filter ready for action. Start with one pot and make more as required.
- **Put bowl and spoon on** right hand side of counter for used T bags.
- **Fill electric kettle by coffee machine** and boil ready for **herbal teas**

## 1 Person – Prepares for the wine/beer/nibbles

- Put out **two tables for wine**. The tables are stored in cupboards between the side entrance and the doors to the church. As you walk into the church, it's on the right. You push it to open it.
- Put the **two wine tables in front of the font**.
- **On wine tables set out:**
  - **Wine glasses** (kept in the back kitchen next to the main kitchen)
  - **Corkscrew** (in the cutlery drawer in the island of the main kitchen)
  - **Red wine is organised by an arranged person who will put the wine/beers etc. on the table.**
  - **1-2 large silver bowls** containing **crisps (bowls kept in back kitchen through main kitchen)**
  - Put out **suggested donation cards**, £2 for wine and £1.50 for beer. These kept in the VH plastic box.
  - **2 small metal bowls for money** (these are kept in the back kitchen through main kitchen in cupboard on the right hand side).

**Note:** These ideas are just suggestions and do not rule out team work. Feel free to organise yourselves as you see fit. Occasionally things may not always go according to plan (maybe someone arrives late or is unable to come), if for any reason this happens, putting team work to play is always a plus.

Even though people on duty may have a specific task to focus on; please work together as need be.

*Those serving tea should leave 10 minutes before break to avoid rushing around or service not being quite*



ready.

MANY THANKS FOR YOUR HELP 😊