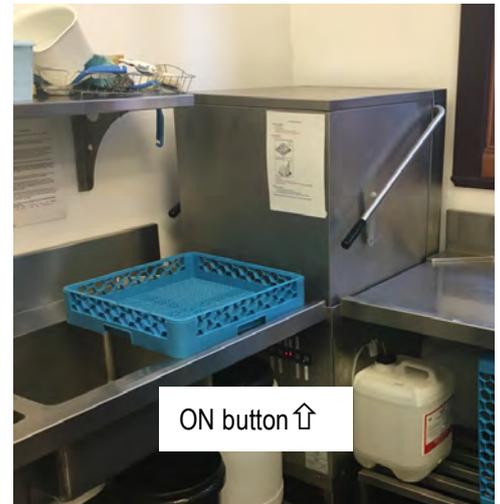


Guidelines for Morning Tea

1. Morning Tea is an opportunity for you to provide hospitality within our community. Have fun & enjoy the experience. Always ask for help if you need it.
2. Arrive 30-40 minutes before worship begins.
3. Instructions for operating the commercial dishwasher are on the north-facing wall of the kitchen adjacent to the dishwasher. **Please ensure that you turn the dishwasher on before the start of worship.**
4. Before your rostered Sunday contact the people you are rostered on with to co-ordinate provision of food and milk.
5. You will need to bring at least 3 litres of milk, although often 4 litres is good to be on the safe side. UHT soy milk is provided in the cupboard with the coffee.
6. It is good to have a combination of sweet and savoury food. Don't worry about making your food too fancy – people basically enjoy good tasting food, bought or home made is perfectly fine.
7. We also ask that you provide options for people who require wheat, dairy, gluten free food. This may be as simple as hummus and rice crackers or fresh fruit or food made with gluten free flour for example.
8. We suggest that people rostered on for morning tea provide sufficient food for about 3-4 plates of food on each of the three tables.
9. However we regularly run out of food due to the enthusiasm for good food of some worshippers and others who come after worship for morning tea so may like to keep back a few plates of morning tea until everyone else arrives out in the hall.

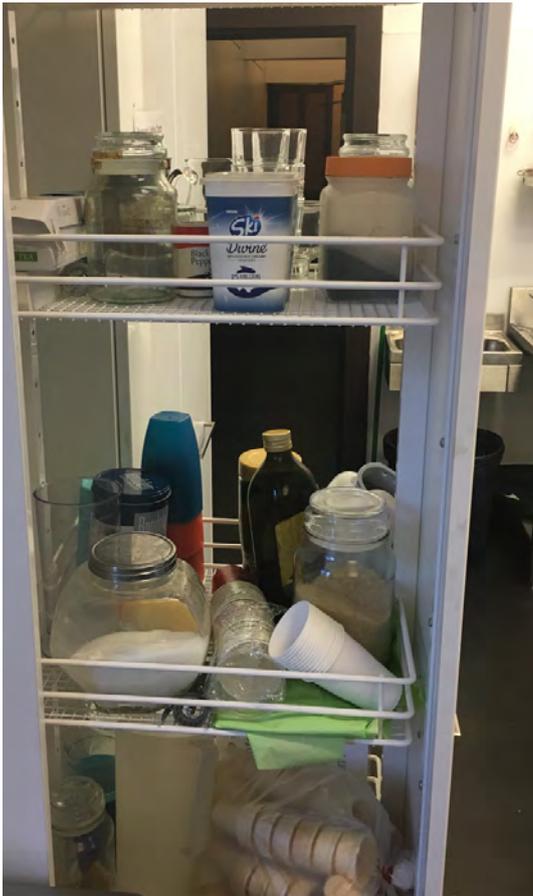


10. **There is also a box of extra back up supplies in the bottom of the cupboard in the hall. Please use these whenever needed.**
11. Our ministry of hospitality is a significant aspect of Sunday morning worship so please do not hesitate to use these extra supplies. We want to avoid the tables looking 'almost empty' when people are still arriving into the space after worship.
12. If you end up with left over food and want to donate it to the Olive Way there are usually empty containers in the cupboard underneath the bench in the Olive Way kitchen space.
13. When you have used supplies please let Saide Cameron know, 0407 096 743, so that they can be replenished.



14. **CAFÉ STYLE MORNING TEA** is offered once a term. If you are rostered on for these Sundays please prepare a plate of food for each of the Olive Way and wooden tables. The Community Team will set up the tables & chairs. We also ask that you provide one trestle table as usual for people who choose not to sit down.

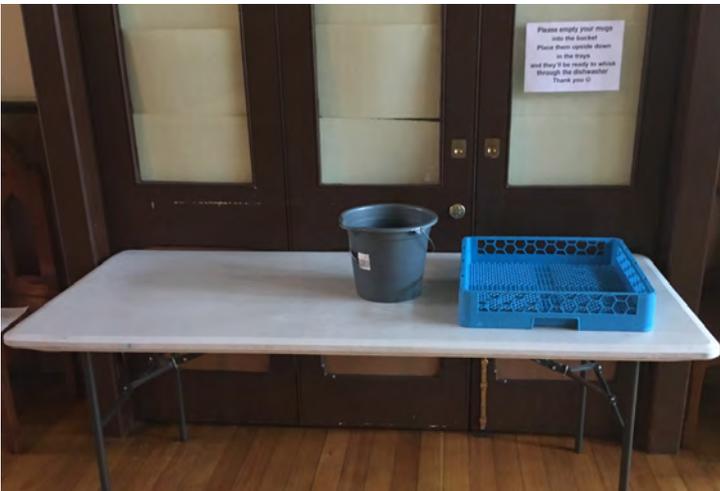
15. Tea, sugar, jugs, sugar bowls and teaspoons are all kept in the white pantry cupboard labelled Brunswick Uniting Church. Plates etc. to put food on are stored under the large central table. Teapots are located under the bench in the corner near the window. Coffee plungers, coffee and extra jugs are kept in the locked crockery cupboard (open with church key) in the hall.



16. We use three small teapots for **tea** - use approximately two dessertspoons of tea leaves. Use another teapot for hot water.
17. **Coffee** is made in the plungers. Use 3 dessertspoons of coffee per plunger.
18. Empty used coffee grounds and tea leaves into a bucket placed in the sink. Tip the contents onto the garden to prevent clogging up the drains.
19. Set up the mugs on the bench. The mugs are in plastic racks under the bench.



20. Set up three tables in the hall for food. Tablecloths are available for use if you wish. Put a bowl of sugar, supply of teaspoons and a jug of milk on each table. Set up jugs of water and plastic tumblers on a separate small table. There is one rack of plastic tumblers, and extras are kept in the BUC pantry cupboard.



21. Set up a table in the hall with 2 dishwasher racks and a “slop” bucket for people to return their mugs to. Space in the kitchen is very limited so we discourage people from going in there during morning tea. You may want to lock the door between the hall and kitchen.

22. Most people on morning tea duty leave worship during the last song to get the drinks ready to serve.
23. When supplies of tea, coffee & sugar are running low please advise Helen Rowe, 0423 009 813.
24. After Morning Tea please do the dishes, make sure all surfaces are clear and wiped down, take out rubbish and recycling and replace bin liner in rubbish bin. Instructions for operating the dishwasher are located near the dishwasher. You may prefer to bring your own tea towels so that you don't have to remember to return church tea towels after you have washed them.
25. In addition to the two households or individuals supplying Morning Tea we now have a roster of helpers so you will have extra help to clean up and serve.
26. If you have any questions or comments about these notes please contact Saide Cameron, ph. 9383 4747.

Morning Tea Helper

1. After worship please provide assistance as required to those on morning tea.
2. Some ways of assisting include:
 - observing the amount of food being consumed and replenishing from supplies held in reserve or from the emergency supplies in the hall cupboard (see page 1)
 - serving drinks
 - collecting empty mugs & dishes from the tables
 - putting dishes through dishwasher, then putting them away
 - taking the tea towels home to be washed & then return them