

COFFEE ROTA 2020

Please find below the coffee rota for the coming year. It is hoped that an annual rota will help Groups when planning for the year ahead. If any date doesn't suit please make arrangements to change with another willing group.

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|---------|---|--|---|---|---|
| TEAM A | Emma Bolton 279 0172 emmabolton1@hotmail.com | Cathy Pearce 9620191 cathy@trophiesuk.biz | Liz Sutton 9624190 librarylark@hotmail.com | Carol Seel 9622375 carolseel@waitrose.com | |
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| TEAM C | Wilma Gough 9628895 wgough@91@icloud.com | Cathy Pearce 9620191 cathy@trophiesuk.biz | Jane Watts 9623567 janewatts207@gmail.com | Jan Ostrehan 9622294 ostrehan@ostrehan.plus.com | Joan Dunn 07812 570091 joanedunn25@gmail.com |
| TEAM D | Barbara Lewis 01454 614493 barbaralewis215@yahoo.co.uk | Christine Moody 9620290 christine_moody@hotmail.com | Beryl Darcy-Drake 9071580 beryl01@gmail.com | Valerie Bishop 9421261 Valerie.bishop3@btinternet.com | Shirley Phillips 9622243 shirleyphillips183@btinternet.com |
| Standby | Sandy Hollinghurst 9628038 s.p.hollinghurst@gmail.com | Ricky Winn 9624723 thewinns@blueyonder.co.uk | Babs Daniels 9622744 danielsbabette1@gmail.com | | |

Wardens/Sidespeople/ Welcomers-Lindsey Traub- 0117 3738531 lindseytraub@yahoo.co.uk

***Wa/S/We- Wardens, Sidespeople and Welcomers**

Mothers' Union- Barbara Lewis- 01454 614493 barbaralewis215@yahoo.co.uk

Ladies Guild- Wilma Gough- 9628895 wgough91@icloud.com

Youth Groups- Wendy Young -9407089 wendy.young@swashzone.com

Baristas (Men of the Congregation)- Mike Leddra 07711 652470 mike.leddra@btconnect.com

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| January 5 th Group A 12 th Group B 19 th Mothers' Union 26 th *Wa/S/We | February 2 nd Group C 9 th Baristas 16 th Group D 23 rd Ladies Guild | March 1 st Youth Groups 8 th Group A 15 th Mothers' Union 22 nd Group B 29 th Baristas | April 5 th Group C 12 th Wa/S/We 19 th Ladies Guild 26 th Youth Groups |
| May 3 rd Group D 10 th Group A 17 th Mother's Union 24 th Group B 31 st Wa/S/We | June 7 th Youth Groups 14 th Group C 21 st Ladies Guild 28 th Group D | July 5 th Group A 12 th Baristas 19 th Mothers' Union 26 th Group B | September 6 th Wa/S/We 13 th Group C 20 th Youth Groups 27 th Ladies Guild |
| October 4 th Group D 11 th Group A 18 th Baristas 25 th Mothers' Union | November 1 st Group B 8 th Wa/S/We 15 th Youth Groups 22 nd Ladies Guild 29 th Group C | December 6 th Group D 13 th Group A 20 th Mothers' Union 27 th Group B | |

Setting up for 10 am coffee and refreshments in the hall

1. Arrive at about 9.25 am with another member of your team.
2. Go to the tables with wheels. **Each table has 4 wheels** that can be locked so they do not move. The brake is on if the lever on the wheel is down. Check that **the brakes are OFF ie UP** before **moving** the table. When the table is in the selected position press all the locking levers down and the table becomes firmly fixed.
3. Line two tables in front of the stage so that they just touch the painted white lines on the floor.. These tables will push together to form a neat row parallel to the stage.
4. **NB Gently lower the table top so that it becomes horizontal. If this becomes difficult look under the table top and you will see two "hand hold" moveable levers. Gently releasing these enables the table top to go horizontal.**
5. Enter the kitchen and open cupboard doors to find cups and saucers. Place 60 cups and saucers on the kitchen trolley. Cups can be safely piled 2 high and saucers 10 high. Leave the bottom shelf empty.
6. Place the following on the bottom shelf: 2 or 3 jugs, sugar in a basin, small spoon in a beaker, the bowl to receive money in, the printed notice requesting payment, instant coffee, decaffeinated instant coffee and 3 large plates ready for biscuits.
7. The children have their water, squash and biscuits on a small blue table placed near the entrance to the Lesser Hall. (For their safety from hot drinks.)
8. Clear a single blue table ready for the children's refreshments. Have a large tray and put clean empty beakers on it (small and medium size). Place two glass water jugs and an empty plate of biscuits on this table ready for later. Later you will put biscuits on the plate and water in the jugs.
9. Go into the kitchen and press the hot water **urn** button ON. The switch can be found behind the urn. It will light up and the water will start getting hot.
10. Open the **dish washer** door and check that the outflow plug is screwed down tight. This is found in the bottom of the machine. When you are satisfied close the dish washer door and switch ON at the socket. You may also need to **press the left- hand button** on and it will appear green. The machine will now take about 20 minutes to heat the water up ready for action.
11. Open the cupboard doors to the left of the urn and bring out the biscuits to leave ready. **PAT FULWOOD** produces biscuits and instant coffee. **ASK HER please**
12. Open the cupboards **above the coffee machine** and bring out the three Pyrex jugs in their boxes. Fill each jug up with cold water until the level is just **more** than 12 cups. Check that the filter is placed **tucked inside** the metal tray that slides in position.
13. Find the coffee sachets and paper filters and place them ready for later use.
14. **Leave the Church after you have taken Communion.** You may like to go up early.
15. Put two plates of biscuits on the tables and one plate **full up** on the children's table.
16. Make a pot of tea using six tea bags.
17. Make **three jugs of coffee**. Instructions are in the cupboard with the jugs.
18. Have hot water available to make instant coffee for those requesting it. There is a special insulated flask for this. Look for it please.
19. You need **one person** to pour water or squash and water for the children, **Please do not make diluted squash** before they come as most select water only.
20. Washing up instructions are on the wall in the kitchen. Ask if in doubt please.
21. You need **one coffee machine worker** and **one person pouring coffee** into cups.
22. You need **one person to pour cups of tea** and **one person to serve at the children's station**.
23. **At the end....**Please out all the tables and chairs away. Help should be available.
24. **When you leave.....** Please make sure all the lights are turned off and the thermostat set to 15.

