



## COFFEE ROSTER

### July to December 2010


Thanks for helping! A reminder will be sent to you the week before you are rostered on. The instructions are below this Roster.

If you can't serve, please try to swap duties and contact the office with any changes.

	Coffee
4-Jul	Susan Ridley
11-Jul	Jo Heyhoe
18-Jul	Tony & Wendy Skinner
25-Jul	Stephen & Kathryn McMillan
1-Aug	Keith & Rosemary Woodhouse
8-Aug	
15-Aug	Sunita Kumar
22-Aug	Chris & Janine Arcus
29-Aug	Matt Cole & Kerry Betteridge
5-Sep	Jo Heyhoe
12-Sep	Keith & Rosemary Woodhouse
19-Sep	Susan Ridley
26-Sep	Stefan Daniels
3-Oct	Stephen & Kathryn McMillan
10-Oct	Keith & Rosemary Woodhouse
17-Oct	Chris & Janine Arcus
24-Oct	Tony & Wendy Skinner
31-Oct	Stefan Daniels
7-Nov	Keith & Rosemary Woodhouse
14-Nov	Jo Heyhoe
21-Nov	Sunita Kumar
28-Nov	Matt Cole & Kerry Betteridge
5-Dec	Susan Ridley
12-Dec	Keith & Rosemary Woodhouse
19-Dec	Stephen & Kathryn McMillan
26-Dec	

**Coffee Back-up: Tricia Caughley or Carolyn Hansen**

**WSCF SUNDAY MORNING TEA & COFFEE DUTY**  
**THINGS TO DO**

1. We suggest you arrive by 9:30 am *or earlier*. **Bring 2 litres of milk.**
  2. A table should have been set up, by the front entry door. Retrieve the box of cups from WSCF storage beside the kitchen.
  3. The worship team would really appreciate having a tray taken out to them: small plunger, cups, coffee, tea, biscuits, etc. If you can manage that, straight away in the morning, great!
  4. Coffee is now made in the 3 large plunger jugs. Beware of holding jugs upside-down when washing them – the glass jug can slip out of the holder. If you know that a large group is expected today, make the coffee in the urn as per instructions at end.
  5. Prepare 2 plates of biscuits. The biscuits are in the cupboard. Use plates from a crockery cupboard under the warmer.
  6. In the cupboard to the left of the sink: you can use the plastic thermos for serving milk, and a large teapot for serving hot water for tea. Extra glass jug as well.
  7. For Crèche: Please stock the plastic crèche biscuit bin with plain biscuits, and put that and a plastic jug of water, and a few disposable plastic cups, on the kitchen bench to be picked up by crèche volunteers.
  8. Set out a tablecloth, some disposable cups (some plastic cups for children, too), sugar, milk, all teas and teaspoons on the trestle table. Put more disposable cups on the trolley. Tie a big rubbish bag to the trolley.
  9. Just as the service is finishing at 11.30 am, put 4 scoops of coffee in each large plunger jug and fill with hot water, fill large teapot with hot water and put on trolley with the coffee and wheel it out. Put out other items. Perhaps one biscuit tray could go towards the back of the table, out of reach of youngest children. Keep the biscuits stocked/milk filled.
  10. At 11.50 am – start clearing everything away.
    - Put left-over biscuits in plastic container.
    - Sugar back in containers.
    - Wash dishes, and finish clearing up afterwards.
    - Discard coffee grounds in rubbish bag, not down the sink.
  11. Please leave the kitchen clean and tidy as others use it. Rubbish must be taken away; if you aren't able to dispose of it, please ask someone else to take it for you. Take any left over milk home. Please take home the tea towels & dishcloth & tablecloths and wash for next week.
  12. After church, if the Food Bank basket is still on table in the hall, please put items in the box in the Youth Room.
-  To make coffee in the urn: using cold water,  $\frac{3}{4}$  fill the coffee perc (there's a mark on the inside of the perc which shows this). Put basket in and fill with 4 cups of coffee (use foam cup to measure). At 10.50 am, **plug** in and **switch** on both at the **wall** & on the **urn**.

After about 40 minutes, the light will go off to show that the coffee has finished percolating – please remove the coffee basket as this stops the coffee becoming bitter – but leave switched on until actually served.

*Please email Rosemary Woodhouse [rosestan@ihug.co.nz](mailto:rosestan@ihug.co.nz)  
if we're running out of any supplies or need any equipment. Thank you!*