



Coffee After Church

Here are just a few points to assist new volunteers – it is good to have you on board and thank you for helping.

Where possible, please could you ask your team to carry on, even if you personally are not available? If for some reason you cannot keep to your allotted date, please arrange a swap and **inform me immediately**. This will ensure the smooth transition of the key.

1. **Dishwasher:** When you come out of church, remember to switch on the dishwasher, if using. It takes a while to heat up but the filled baskets are usually washed in 2/3 mins. The baskets are stored in the ladies' loo cupboard (on the right as you enter) - key is on the fob. Annoyingly, the cup rims need a wipe before putting away. Instructions for operation are above the machine, but there is always someone in the hall to consult if worried! Please check that the dirty water has been emptied before switching off.
2. Also remember to switch on the wall water heater. I use a back-up kettle to cope with the initial influx as people come out of church.
3. **Coffee:** due to pilfering, it is wise to take your own and reimburse from the takings.
4. **Milk:** please take your own – 2 litres/4 pints is usually ample.
5. Tea bags, sugar and children's squash should be in the cupboard. Previous team should advise.
6. Biscuits or small cakes of your choice. 3 or 4 packets are usually sufficient. Please transfer any leftovers to the tins in the cupboard, in their wrappers if possible, so that we will know when out of date.
7. **Tea towels:** spares are available but please wash and return within the week. Most of us find it easier to take our own. Please set up in the kitchen, not the hall, as Junior Church needs the space (and it's a huge temptation for naughty nibblers!) They will leave the tables out as they go into church.
8. Please take out any expenses due and return money collected to 25 Shepherds Way or to Rob or myself. Please do not leave money in the cupboards.
9. **Locking up:** Remember to lock up when you leave – ie, outside door of kitchen, the patio doors of the hall and the main entrance door which is next to the office letterbox. There is no key to this door now. There will be somebody in the hall early on who can explain how to lock this door if you don't know! The exit door nearest to Bridge Motors also needs checking.

Do feel free to call me at any time if you have any problems. A big thank you to all!

Anne Kay

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