

Preparing for post-service refreshment

Before Sunday

1. Buy some coffee, milk (c. 2 liters) and biscuits.
Keep the receipts for the treasurer (you can either claim the money back or donate things - in both cases the treasurer needs a receipt. In case of a donation, the word "Sachspende" (donation in kind) should be written on it.)

Before the service starts

You need to arrive about 30 minutes before the service starts to set up. If you don't have a key to the Parish Centre then arrange with Ken or one of the wardens to be let in. You will also need to hold on to the key to get back in to finish setting up.

2. Set out mugs, teaspoons and sugar on a table in the big room
3. Set out some herbal teas / hot chocolate and a waste plate
4. Set out beakers and mugs for children's drinks on a separate table
5. Put the coffee on to brew (see over)
6. Put the hot water on to boil (see over)
7. Set out trays for used cups
8. Turn the main glass door to AUS and leave the parish centre through the back door, ensuring it closes behind you.

After communion

If you leave after Communion you should have just enough time to finish preparations. Open the front sliding door using the key. The lock is at ankle height on your left and the key turns to the right to unlock.

1. Turn up the urn to 6 and when boiling make two pots of tea (2-3 bags in the pot)
2. Fill the coffee pots with coffee
Do not use the one labelled "Tea only"
3. Fill the milk jugs with milk
4. Put out juice / water for children
5. Put biscuits/nibbles etc. onto plates
6. Refill pots as necessary

Clearing up

1. Empty and rinse the percolator and the urn.
2. Fill dishwasher and run. The instructions are on the wall. It takes about 15 minutes to complete the cycle. Do **not** leave the dishwasher running due to risk of flooding. When it has run, open the door, turn off the power and **the water** and leave the pots to air dry.
3. Wash the things that won't go in the dishwasher in the sink in the children's room.
4. Put everything else back in its place
5. Wipe down the kitchen surfaces

Where are things?

- **Mugs, plates and milk jugs:** Shelves on right in the “Pantry”
- **Tea-spoons:**
- **Coffee, teabags and sugar:** Cupboards in Kitchen
- **Coffee pots, teapots and trays:** On shelves in the “Pantry”
- **Dishwasher tablets:** on the dishwasher
- **Tea towels** in the labelled drawer in the front room

Judging quantities

Service	Coffee	Urn
9am	50 cups	½ full
11:15am	75 cups	¾ full
Christenings and other Special Services	100 cups	Full

Using the coffee percolator

The percolator takes about 65 minutes to run so you need to start it before the service.

1. Remove the lid from the percolator
2. Remove the internals (pole, base plate, container and lid).
3. *Empty any old dregs and rinse these parts if required.*
4. Fill the percolator with cold water to the required level (see tube on front)
5. Fill the container up to the correct level with ground coffee (see markings on edge.)
6. Replace the pole (ensure that it is correctly engaged), slot on the base plate, container and put on the container's lid
7. Replace the big lid
8. Plug in under the table and turn on.
9. The coffee is brewed when the green light next to the on/off switch is illuminated.

Hot water for tea

1. Fill the urn with the required volume of water
2. Set to “4”
3. Plug in under the table and turn on.
4. Following the service turn the urn up to “6” to bring to the boil
5. Make two pots of tea and fill two pots with hot water for herbal teas