

## **Church Roster Responsibilities**

### **Welcome at the door -**

- \* Please arrive at the church around 9am
- \* Set up on the small table in the church foyer.
- \* On the table you will need to place –  
The copies of The Grapevine, The coffee clip-board - this is kept behind the coffee machine in the foyer (and if you can fit it, the barista donations jar - also behind the machine).
- \* Donna will bring the 'Grapevine' up at some stage. We ask that you hand them out one per family.

### **Offering-**

- \*Collect the offering bag from the prayer room before the start of the service,
- \*You may need to remind the person leading to announce the offering.
- \*After collecting the offering return the bags to the prayer room ready for counting after the service.

### **Communion-**

- \* Please arrive around 9:15 am
- \* Ken and Carolyn help with this.
- \* Before the service prepare the bread (cutting it into small pieces and placing on 2 plates)
- \* Fill the communion cups with grape-juice from the fridge in the kitchen, using the nifty little squeeze bottles.
- \* Leave the elements at the front of the church ready to hand around
- \* Hand out the elements at the right time and collect the used cups afterwards.

### **Morning tea set up –**

- \* Please arrive sometime around 9.15am
- \* Put cups, sugar etc on tray. Tray is slotted into the area next to the fridge. (There is a list of what to do in the kitchen).
- \* Fill and turn on both urns.
- \* Cut up any cakes etc and put onto plates ready for serving.
- \*When church service is finished, take trays out and put on the table and serve food.
- \* Carolyn brings the milk so when that has arrived, pour some milk into the jug and leave in the fridge until M.T.
- \* When the service finishes - Place milk and trays out on the table.
- \* You may want to fill one of the large drinking containers in the kitchen with water if it is a very hot day and take that outside onto the table.

### **Morning tea clean up –**

- \* Empty and turn off urns.
- \* Wash all dirty crockery and put away. (Most places are labelled).
- \* Wipe down the outside table and kitchen benches.
- \* Empty bins in the kitchen into large bins near the undercover area.
- \* Take home tablecloths/ hand towels/ tea towels to wash and return the next week.

\* When it looks like people have finished making their tea and coffee etc, please clear the table and put things back where they belong. You can leave the tray already set up but make sure coffee and sugar have been returned to their sealed containers. (Tray is slotted back into the storage area next to the fridge).

\* Communion cups are thrown away, not washed and reused

\* Close kitchen windows

### **Barista and Helper-**

\* To use the coffee machine you must be trained. (see Mark or Jenni).

\* Please bring a 2L container of milk, Carolyn brings one every week but we are a growing congregation and need more than one. (reimbursement is available from the new Treasurer, Mark Simpson)

\* Take coffee orders- the clip-board should be in the foyer or behind the coffee machine.

\* Move the coffee machine to the undercover area.

\* Hand out the coffees as they are prepared

\* Return and clean the machine as per instructions in the kitchen.

### **Counting the Offering-**

\* This role is to be carried out by church members only.

\* Count the offering in the prayer room

\* Give to Donna or Matt to place in the safe in the office.