Preparing tea/coffee after the service

Arrive a bit earlier, preferably 20 minutes or so before start of service – bring milk (2 pints)

Lay out tables and chairs in the hall, flick on heating if necessary.

Put water heater on in kitchen.

Set out plates of biscuits on the tables in the hall.

Set out sugar, sweetener, teaspoons, squash, water and beakers on a table in front of the hatch

Leave service during the last hymn to make tea.

Do washing up

Clear hall – put chairs around edge of hall & sweep floor.

Put all cups etc away, turn off water heater, ensure kitchen is clean and tidy and complete clipboard page to confirm everything has been done.

Take away tea towels and launder.