

St Peter's Sunday Coffee Checklist

Before the day

- Please ensure that your “slots” in the rota are covered; if you can't make a date, please arrange a substitute, using the contact details on the rota

Before Mass

- Turn on the switch marked “Wall Kettle”: once the “TEMPERATURE READY” light has come on (after around 20 minutes), boiling water can be dispensed
- Turn on the switch marked “Hot Tap”: it can take about 15 minutes for the water to be hot enough for washing up
- Check that there is sufficient milk in the fridge (if not, buy from Waitrose and take cost from donations plate).
- Check the supply of cardboard cups, biscuits, tea, coffee, sugar and juice (if necessary, top up from the stocks on our shelves in the cupboards at the back of the church – further stocks are available in our chest at the back of the former chapel).
- If the courtyard is to be used, ensure umbrellas are up and a few tables set out.

After Communion

- Make the Hot Drinks in the insulated jugs from the cupboard: they are labelled “COFFEE” (5 level tablespoons per jug) and “TEA” (4 teabags per jug) (**take teabags out once brewed**). Ensure lids are screwed on tightly: the drinks will keep hot throughout the service. Boil the kettle to top up the jugs (**make sure that socket for the kettle is switched on**)
- Turn on Wall Heaters in the Parish Room as appropriate.
- Ensure tables are set out (Children's Liturgy team often help with this)
- Put out plates of biscuits (plus Home Baking that may have been brought in!)
- Put out a couple of plates for donations.

At end of Coffee Service

- Ensure Umbrellas are taken down. Clear and wipe down tables. Stack tables and chairs back onto trolleys.
- Save contents of donations plates to pass on to Annie.
- Wash up jugs and any crockery: dry and put away. Give wet tea-towels to Annie to launder.
- Separate disposables into recycling and landfill: there are communal recycling bins nearby in both Newbattle Terrace and Falcon Road: or take the recycling home if you prefer. Consolidate landfill with contents of refuse bins in kitchen and toilets, and dispose of in communal waste bin across the road.
- Switch off Wall Kettle, Hot Tap, any Wall Heaters **and the light switches in the kitchen and the Parish Room**.
- Do **not** turn the Fridge off!
- The Microwave includes a clock: please **don't** turn its switch off, either!
- Rinse the sink clean. Stains can be removed by using “Barkeeper's Friend” or by leaving sink full of cold water with a little bleach (take care not to splash yourself!). There are cleaning supplies in the cupboard under the sink.
- Using the mop and bucket from the Toilets, wash the floors in the Kitchen, the Toilet and the Parish Room.

Finally, please do leave the Kitchen and Parish Room clean and tidy, and ensure that someone has a key to lock the church up when you leave!