

SUNDAY SET UP TEAMS INFO

CHAIRS / SCREENS – SET UP AS PER INSTRUCTIONS/LAYOUT POSTED ON FREEZER IN STORAGE ROOM
SET UP 4-6 SMALL TABLES W/ CHAIRS AND TABLE CLOTHS

NURSERY – SET UP PORTABLE WALL. NURSERY VOLUNTEERS ARE RESPONSIBLE FOR THE REST OF THE NURSERY SET UP.

COFFEE –

- BREW 3 POTS OF 36 C. EACH IF IT IS BUSY SUNDAY BE PREPARED TO BREW EXTRA AND HAVE ABOUT 60C OF HOT WATER FOR TEA . IF YOU BREW YOUR FIRST 2 POTS AND PUT THEM IN THE URN AND THEN ADD YOUR THIRD AFTER THE WORSHIP TEAM STARTS UP...USUALLY WORKS WELL. IF IT IS A PARTICULARLY FULL HOUSE, IT'S GOOD TO BE PREPARED W/ AN EXTRA 24 – 36 CUPS THAT CAN BE ADDED TO THE URN ½ WAY THROUGH THE SERVICE.
- USE 2 ½ CUPS OF COFFEE (USING A STYROFOAM CUP AS YOUR MEASURE) FOR EACH 36 CUP POT.
- AFTER COFFEE AND HOT WATER ARE PUT INTO THE LARGE SERVING URNS PLEASE PLUG THEM IN EITHER IN THE KITCHEN OR AT ONE OF THE OUTLETS OUTSIDE OF THE KITCHEN UNTIL THE RED LIGHT COMES ON TO ENSURE THAT THEY STAY HEATED - AND THEN MOVE THEM TO THE COFFEE SERVICE TABLE (OTHERWISE THE FUSE ON THE BACK WALL CAN BLOW)
- **TEAM LEADER: PLEASE PICK UP 2 1LITRE CARTONS OF CREAM FOR YOUR SUNDAY KEEP YOUR RECEIPTS, THEY CAN BE SUBMITTED TO THE OFFICE FOR REIMBURSEMENT**
- RINSE COFFE URN WELL...LEAVE LID AJAR SO IT DRIES THOROUGHLY
- WE MAY NEED TO ADJUST OUR AMOUNTS AS MORE PEOPLE BEGIN BRINGING THEIR OWN TRAVEL MUGS FOR COFFEE / TEA

COLD DRINKS:

- MIX UP ONE CONTAINER ORANGE DRINK, ONE ICED TEA, AND ONE OF COLD WATER

- AT THE END OF THE SERVICE THE JUICE JUGS NEED TO BE CLEANED THOROUGHLY...INCLUDING REMOVING THE SPOUT AND WASHING IN HOT SOAPY WATER...(WE FOUND THAT THEY HAD MOLD IN THEM FROM NOT BEING WASHED!)
- DRY CONTAINERS WELL...REPLACE SPOUT, THEN PUT PAPER TOWEL INSIDE AND LEAVE VENT ON TOP OPEN SO THEY DRY THOROUGHLY.

STORAGE BINS HAVE BEEN LABELED - IF ITEMS ARE MISSING, PLEASE LET ROB KNOW OR THE OFFICE info@newhopechurch.ca

I HAVE PURCHASED SOME CLEANUP SUPPLIES...WITH PAPER TOWELS AND DISINFECTANT SPRAY FOR CLEANING THE TABLE CLOTHS. THIS WILL BE KEPT ON THE BIG CART WITH THE OTHER BINS. (SO WE ARE NOT USING THE CENTRE'S SUPPLIES)

A SUPPLY LIST WILL BE TACKED ON THE BIG CART...IF YOU SEE AN ITEM IS RUNNING LOW, PLEASE LET ME KNOW.