

## ESCC – Serving Tea and Coffee on Sundays

The cell group should arrive at 8:30am.

Please do whatever you do with excellence. Please speak to a staff member if there are any issues that need attention.

| <b>Cell Members Should Bring:</b>                         |
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| Ceylon tea (about 8-10 bags)                              |
| Rooibos tea (about 8-10 bags)                             |
| Small jar of PURE coffee (eg. Nescafe, Douwe Egberts etc) |
| Sugar (0.5kg)   |
| FRESH Milk (2-3l)   |
| Small biscuits/treats (optional)                          |
| 2 drying cloths   |
| Less of everything required when serving in the holidays  |

| <b>To Do Before the Service:</b>  |
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| If the urn isn't COMPLETELY empty, please empty before refilling.   |
| Save the old water in the pots provided on the counter for washing up.  |
| Refill the urn up to half way with fresh water.   |
| Turn it on. Turn the thermostat button around to 110 degrees (max). You <b>DON'T</b> need to adjust it again – the urn will regulate the temperature. |
| Put out mugs, sugar bowls and spoons on the kitchen side of the hatch (keep the hatch closed until after the service).                                |
| Fill sugar bowls and milk jugs.   |
| Put out 4 metal pots (one for Ceylon, one for Rooibos and 2 for hot water for coffee).  |

| <b>Serving Tea and Coffee:</b>  |
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| Leave the service during the last worship song and check the urn. It should be hot.   |
| Warm the pots, make tea and fill 2 pots with boiling water to make coffee with. Allow the tea to brew for a few minutes before pouring. |
| Open the hatch and put sugar, milk, teaspoons and biscuits on the shelf.  |
| Please take the info desk volunteers some tea/coffee (order slip will be placed on the counter in the kitchen before the service).      |

| <b>Packing up:</b>  |
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| Collect any mugs left on the foyer tables and in the hall.          |
| Empty the urn into the pots provided on the kitchen counter.        |
| Wash up and pack away the mugs, jugs and teaspoons.                 |
| Use any water stored in the large pot/s on the counter for washing. |
| Unplug the urn.   |

Thank you so much for serving our ESCC family today. We appreciate you!