

# SUNDAY HOSPITALITY GUIDELINES

## AUDITORIUM

### • SET UP

- Place colouring pages and coloured pencils on tables
- Straighten chairs
- Place small green buckets x 6 on front of stage.

### • SET DOWN

- Remove all rubbish and used colouring pages from tables
- Stack boxes of crayons on table at door near sound desk
- Straighten chairs
- Turn off fans

## CAR PARKING(car park guides to wear **fluoro** vests kept in the kitchen)

### 20 minutes before service:

- Monitor spaces and direct people
- Use CAR PARK FULL sign when necessary

## WELCOMING

### From 15 minutes before service:

- 1 or 2 person/s at each door to welcome and hand out “What’s On”
- Direct parents to kids church table to sign their child/ren in for kids church

## OFFERTORY

### Approximately 9.40am

- 6 small green buckets to be ready at front of stage, to be collected from there and handed around from the front of church: to each side section, and to each section of chairs in the middle.
- Bring buckets to sound desk. Place all monies into one bucket. Counting done by another rostered team.

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## MORNING TEA SET UP - Adults & Youth

- Provide morning tea for approx. 250 people with food arranged on platters. Suggested food: muffins, lamingtons, Anzac biscuits, shortbread & cakes. Please put aside 1 mixed platter of food for the Youth to collect.
- Please see the table at the end of the document for **guidelines regarding suitable and unsuitable foods** to serve at morning tea.
- Cover platters (glad wrap available in kitchen drawers or use clean tea towels) and place at back of kitchen out of reach of children and hungry others!
- Please have 1 platter of **gluten-free** food available. Gluten-free biscuits and **sign** can be found in the biscuit cupboard.
- Please **have servers walk around** and serve food at morning tea time.
- Line all bins (including recycling bins) with liners.
- Set out full cream milk, light milk, sugar, stirrers at each urn. UHT stored in kitchen cupboards. If you wish to serve fresh milk, please bring on the day (3L of each should be more than sufficient)
- **NB SOME FRESH MILK IN FRIDGE IS FOR COFFEE CART USE ONLY.**

## CHILDRENS' MORNING TEA

- Set up 3 trays with plastic cups for water (no cordial). Fill water jugs.
- Please arrange food on platters and ensure *the same food (e.g. savoury & sweet) is served to both adults and children*. See table at end of document for *guidelines regarding suitable foods* to serve for morning tea.
- Please note Kids Church cups and bowls are kept in a plastic purple box in kitchen (near dishwasher).
- **Food platters** for children + 3 drinks trays are to be taken across to the allocated table in the **children's play area at 11.00am** and the table needs to be supervised by two members of your group, one person to pour and serve water, one person to serve food into bowls.
- Please take green plastic bucket (kept together with plastic purple box) across to serving table. Kids will put their used cups and bowls in this.
- Once morning tea is finished, please take jugs, platters, bucket with cups and bowls to kitchen. Kids cups and bowls are to be washed, dried and repacked in purple plastic box ready for the following week. Green plastic bucket to be cleaned and dried and left together with purple plastic box.

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- Please ensure table is wiped clean, bin emptied and liner replaced.

## COMMUNION SET UP (usually first Sunday of each month)

- Communion juice provided - in kitchen cupboards
- Service Leaders will provide bread/crackers
- Service Leaders will set up 5 x round tables in auditorium with cups
- Please place bread/wraps/crackers on plates. Ensure each table has crackers as a gluten-free option - this **MUST** be on a separate plate.
- Please ensure 2 people are serving per table. If you have any problems recruiting servers, please speak to service leaders **PRIOR** to service.

## Dishwasher

- Turn dishwasher on before/during church so that it is ready to use at morning tea time. Note it takes 30mins to heat up.

## Coffee

- Fill and put urn on, plugged into power board
- Place cups and lids near urn
- There are 6 large coffee plungers. Each plunger makes approx. 6 cups
- Add 6 x dessert spoons of coffee (generous measure) in each plunger
- Prepare 2 plungers at a time
- Fill with boiling water
- Stand 4 minutes then slowly press down plunger to diffuse the coffee
- When 2nd plunger is being used, fill the 3rd & 4th plunger with boiling water
- Rinse dregs out before making new pot of coffee
- Put any remaining fresh coffee grounds into glass coffee jar

## Tea

- Fill urn with water and turn **power on to 70 C.**
- Turn **power to FULL not later than 9.30am.**
- Once water is boiling (30 minutes), **turn down to 70 C.**
- Place cups and lids near urn and a selection of tea bags.

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Water Cooler
<ul style="list-style-type: none"><li>• Please ensure container is filled with fresh water</li><li>• Ensure plastic cup holder has been replenished with sufficient cups</li><li>• Check tray under tap is empty</li></ul>



**REMEMBER:** No kids in the kitchen for safety reasons.

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## MORNING TEA CLEAN UP

### Plungers & Urns

- Switch off and *unplug* urns, leave on counter
- Empty and rinse plungers.
- Put away.

### Water Cooler

- Please ensure tray under the tap is emptied

### Supplies & food

- Replace supplies into respective cupboards.
- Please don't leave any food or milk behind - this should be given away or disposed of if not suitable for eating.

### Clean up & Rubbish

- Wipe and clear all kitchen benches and sink.
- Clean and dry trays and platters. Pack away into cupboards.
- Empty all rubbish bins into dumpster or recycling bin (with yellow lid) outside.
- Please leave clean liners in the bins.



Mop floor if muddy from a rainy day.

PLEASE LEAVE THE KITCHEN AS  
NEAT & CLEAN AS POSSIBLE.

THANK YOU!!!

# SUNDAY HOSPITALITY GUIDELINES

## Acceptable Foods for Adults and children



- **Fruit** (*not Kiwi fruit*)
- **Baked goods**: homemade and bought which *do not contain whole or chopped nuts in either in the mixture or as decoration*.  
E.g. : cakes and biscuits (bought biscuits labelled “traces of nuts” are OK), lamingtons, choc chip cookies, Tiny Teddies, Milk Arrowroot, Shortbread, Anzac biscuits, banana bread, chocolate cake, carrot cake etc.
- **Non baked goods**: homemade or bought which *do not contain whole or chopped nuts either in mixture or as a decoration*.  
E.g.: Chocolate Crackles, Honey-joys, Fairy bread, Rocky Road (if nut free)
- **Savouries**: rice crackers & cheese, dips and vegetable sticks, nut free dips and savoury pastries/quiches (traces of nuts ok but no whole nuts)

## Unacceptable Food for Adults and children



- ANYTHING with whole, or chopped NUTS either as an ingredient or decoration.  
E.g. no peanut cookies, pecan pie, carrot cake with walnuts, almond cake etc.
- NO SHELLFISH  
e.g. whole or as part of another item such as sushi.
- No KIWI FRUIT