

Dear All

Thank you for your continued support with this important part of our ministry of welcome.

Please can you liaise with your partners to ensure that one of you is able to arrive early in order put the mugs out and switch on the water urn? The coffee machine will need some mugs on a tray too, as well as being set up prior to the service starting, ideally, by the person on the coffee machine rota. I think you all know what's expected but please be in touch if you need any clarification.

Can the first-named person please bring the milk (4 pints)?

If you cannot take your turn on the tea rota, please can you arrange a swap and let Maria know **once this has been achieved and manually update the rota on display.**

SUNDAY TEA ROTA

Date	Kitchen	Coffee Machine
30/12/2018	Maria Ecclestone	Alex Adams
06/01/2019	Sandra Hollinshead	June Paterson
13/01/2019	Sheila Madeley	Kathryn Pope
20/01/2019	Rachael Edwards	Julie Stothard
27/01/2019	Helen Palmer	Sue Collett
03/02/2019	Maria Ecclestone	Alex Adams
10/02/2019	Sandra Hollinshead	June Paterson
17/02/2019	Sheila Madeley	Julie Stothard
24/02/2019	Rachael Edwards	June Paterson
03/03/2019	Helen Palmer	Sue Collett
10/03/2019	Maria Ecclestone	Alex Adams
17/03/2019	Sandra Hollinshead	Kathryn Pope
24/03/2019	Sheila Madeley	Julie Stothard
31/03/2019	Rachael Edwards	June Paterson
07/04/2019	Helen Palmer	Sue Collett
14/04/2019	Maria Ecclestone	Alex Adams
21/04/2019	Sandra Hollinshead	Kathryn Pope