

Set Up for Service & Flowers

Please note that part of your responsibilities for Sunday morning are to set up, wash up and generally tidy the areas used during the morning. Additionally, please make sure the building is secured when you leave.

If you would like keys to the College to make access easier for you please contact the College office (please call us first as we may not have enough spare keys). We can arrange for you to be given keys and the alarm code. If you would prefer to have someone else open & closed the building please call the College and we may be able to arrange a staff member to help.

Set Up & Wash up

Fill urn & turn on (90°), set out cups, coffee, tea, biscuits, etc.....
The urn & bucket are on top of the fridge in the kitchen.
Cups are in the first cupboard on the left as you enter the kitchen.
Tablecloth/tea towels are in the drawers next to the cupboard.
Coffee, tea, sugar, biscuits, etc are in a crate in the pantry.

Please leave the urn in the kitchen on the bench if it is just a morning tea; only bring the urn out into the library if there is a luncheon.

Flowers:

The vases are in crates in the pantry.
You can "do" the flowers here at the College on Sunday morning or call in on a Friday afternoon, before 3pm, and arrange the flowers then.
Remember, the flowers are placed differently, in the Resource Room, as they can restrict visibility.

Any questions?

ELC	6244 6885
ELC	0437 960989

Barb	0409 956547
Ralph	0428 300588
Wendy	0447 755607

