



## Ministry Role/Position Description

Adopted by Southern Illawarra Church of Christ on 12.08.2025.

Role Title	Morning Tea Team Member
Reporting to	The Church Board

Role Purpose / Primary Function
<p>To supply morning tea as required on the roster.            The cost of morning is covered by the volunteer.            The church supplies UHT milk, napkins, tea and coffee.</p>

Main Duties and Responsibilities
1. Serve Faithfully
2. Arrive Early to Set up
3. Provide Morning Tea
4. Pack Up
5. Wash Dirty Linen

Detailed Job Description
<p><b>1. Serve Faithfully - communicate</b></p> <ul style="list-style-type: none"> <li>• If you are going to be very late or can't make it, text someone to let them know.</li> <li>• Do not worry if you are unable to make it on the day. We all get sick or have days we can't make it. The church has milk, tea, and coffee and people will still be able to chat after the service.</li> <li>• If you have an event coming up and know in advance you can't make it please organise a swap with one of your teammates and let Karen Grant know you have done so.</li> </ul> <p><b>2. Arrive Early – 9am</b></p>

- Wipe down the kitchen bench.
- Place soap and a hand towel near the sink.
- Prepare tea & coffee supplies on the kitchen bench: ceramic mugs, tea, coffee, sugar, teaspoons, small bowl for rubbish.
- Check a bin is lined and nearby.
- The padlock code is 208
- Put on tablecloths
  
- Place any table decorations
- Place welcoming “Table Tents” (found in Welcome Desk Box)
- Place two water jugs on the table with plastic cups.
- Place hand sanitiser on the table.
- Place napkins on the table.

### **3. Provide Morning Tea – 1L of Milk and 3 Dishes**

- The church will have almond milk and UHT milk on standby if needed.
- Morning tea should match your skill set and be within your means. Its main purpose is to allow people a small snack whilst they enjoy conversation.
- If one of your dishes can cater for those with dietary requirements that would be ideal. Dishes such as cut vegetables and hummus, and gluten-free crackers cover a variety of diets.
- Place tongs and serving utensils out where needed.

### **4. Pack Up**

- Wash anything that needs to be washed.
- Fill any supplies that were used (eg tea bags)
- Return all tea and coffee supplies to the cupboard.
- Return or take home table decorations.
- For floor spills please use disposable cloths in the cupboard.
- Take home dirty tablecloths, and teatowels to wash them. Return them to the cupboard next week.
- The bins will be emptied by the pack-up crew.
- The tables will be packed away by the pack-up crew.
- Use the masking tape and pen to date anything that you store in the fridge/freezer. Write the date the item was opened.
- Take home milk.
- Wipe kitchen bench.
- Lock cupboard.
- When a supply is low please tell the team leader Karen (don't wait for it to be completely used up!)

### **6. Wash Dirty Linen**

- The church has multiple tea towels and tablecloths so you can take home the dirty linen to wash even if you will not be back for a few weeks.
- When the linen is clean please return it to the box in the cupboard.
- If a tea towel becomes too ratty, please throw it out.

- if for some reason you are unable to wash the linen (eg you are about to go on an extended holiday), please ask somebody else to wash it. Please do not leave the dirty linen.

**Thank you**

You generously provide morning tea, covering the costs yourself and preparing a variety of thoughtful and tasty food options. We are grateful for your faithfulness in serving,

**Acknowledgement**

**I acknowledge that I have read and understood the areas described in this Position Description and agree to carry out my duties to meet these outcomes to the best of my ability. I have received a copy of this Position Description.**

Name: .....

**Signed:** .....      **Date:** ...../...../.....

**Board Representative:**

**Name:** .....

**Signed:** .....      **Date:** ...../...../.....