

Things to be done before 9.30am Mass in preparation for Sunday Coffee Morning

1. Set out folding tables and 2 small ones for selling of soft drinks, crisps and chocolate biscuits.
2. Check if cashbox has been left by the Priests – usually in the oven. If not, someone needs to call at the Presbytery or go into the Church to collect the cashbox and the hall keys. The key for the stock cupboard is in the cashbox.
3. Lay out cups and saucers. Also sugar, tea and coffee.
4. Set out on the 2 small tables crisps, soft drinks and chocolate biscuits. Altar servers should manage the sales from here but 1 adult may need to supervise/help them.

Arrange some change on a plate for the crisps/biscuits table but leave locked away with cashbox until after Mass.

5. Set out raffle prizes – usually 2 items (eg. 1 bottle wine and 1 box sweets) – and raffle tickets.
6. Switch on water heater (don't forget to switch off again when coffee morning finished).

When coffee morning is finished –

7. Collect cups, saucers and plates for washing up. These can be left in the dishwasher.
8. Sweep floor – except on 1st Communion mornings as the children will be waiting to get into the hall as soon as possible.
9. Count the takings and enter total in the small cashbook (kept in the cashbox). Notes to go in the envelope provided.
10. Cashbox and hall keys to be returned to the Presbytery when finished.

Price List (this may have changed)

Tea/Coffee – 40p

Crisps – 30p

Soft Drinks – 50p

Chocolate biscuits – 20p

Raffle - £1 per strip