

Guidance on Sunday duties in the Meeting House

Meeting Room

Make sure the Meeting Room is set out with chairs in two large circles, books (kept in the cupboard near the laptop) on the centre table, cushions on benches, and Welcome sheets available on the bench by the door nearest the stairs.

Work the laptop

Arrive at 10.30 so there is time to make sure everything is working properly.

Ideally we have one or more Friend per Sharing Circle trained to do this. If none available, ask for help from Elders or Clerks.

Provide flowers or greenery on the table

It's not necessary to buy flowers. You can bring some from your garden, or pick some from the Meeting House garden. There are vases in the kitchen. Or bring a pot plant and take it back home afterwards.

Welcome on the door

Ideally two Friends do this - so one can look after any newcomers.

- Arrive by 10.45 at the latest
- Greet people as they arrive.
- Find out what (if anything) is available for children (creche? children's meeting?) to direct anyone who arrives with children. Check in Notices for CYP info.
- Direct anyone who needs a space away from the main Meeting (eg for a crying child) to the creche room.
- If it's not opened by the librarians, open the library shelf doors and leave the borrowing book on the small desk. Keep it closed so people's emails etc aren't visible.
- One Friend needs to stay in the foyer until 11.15 to welcome any latecomers, then close the front door and join the Meeting upstairs.

Set up tea and coffee before Meeting

Note: there spare supplies of tea, coffee, biscuits etc in the Store Room (on the left though the double doors downstairs). There are spare tea towels and cleaning materials in the cleaning cupboard (on the half landing). If any cupboards or rooms are locked, find keys in the (unlocked) key safe near the cupboard under the stairs.

- Arrive early - about 10.40
- Turn on the LINCAT water heater - switch it on at the wall. This heater provides water for making tea & coffee - kettles can also be used.
- Tea, coffee, sugar etc and biscuits are in the Quaker kitchen cupboards. Milk in the fridge. (All this is provided by our Premises Assistant. There is no need to bring extra biscuits.)
- Put 6 teabags in each of one or two (depending on size of Meeting) big pots, and 4 dessertspoons of coffee in each of two or more cafetieres. (If you're not familiar with using a cafetiere, Google 'How to brew the perfect cafetière - YouTube' and there is an excellent video.)

- Set up the trolley with mugs for tea & coffee, sugar, jugs of milk, biscuits.
- Have cold water & squash, fruit teas, and decaff instant coffee available in the kitchen for anyone who wants these.
- Put glasses of water on the shelves by the doors in the Meeting Room for anyone who needs a drink during MfW.

Serve and wash up

- When the Notices are under way, make the tea and coffee.
- In the kitchen, pour out tea & coffee into mugs, serve when all notices etc finished by wheeling the trolley around the Meeting Room. Make more as required.
- For safety reasons (there may be small children rushing around) don't carry teapots, coffee pots, kettles or trays with hot drinks around in the Meeting Room - keep them in the kitchen.

Clear up, wash up & tidy (*unless MfW is followed by MfB or Sharing Lunch*)

- Collect empty cups etc, wash up, tidy the kitchen.
- Remember to turn off the LINCAT water heater.
- At the end of MfW, make sure that chairs are stacked, windows closed, curtains drawn back using the cords.

Finally, downstairs

- Close the library doors and put the borrowing book in the drawer.
- Ensure that doors (front and back) are locked when everyone has left (or ensuring someone else will do this). The last person out should lock the back door from the inside and go out the front. Instructions on locking the back door are on the door. The front door locks automatically when closed.

Sharing Circle Elders are responsible for:

- Allocating the Sunday jobs (listed below) to individuals in your Sharing Circle the week before the Meeting.
- Emailing all Elders before the Sunday so that we all know who's doing what, and to ask for help to fill any gaps.
- Holding the MfW 'in good order'
- Closing MfW at 12 noon (see Checklist for Elders)