

Role Description - Hospitality

UPDATED APRIL 2026

Our Hospitality ministry is all about providing a great environment for people to connect and have great conversations. Jesus often shared meals and food with others as He spoke with them and the early Church followed this example as they also met often to share and eat together.

Our goals for hospitality ministry:

- To provide opportunities for people to build relationships and have life-giving conversations.
- To provide opportunities for people to serve others in love, expressing their gifts and passions.
- To offer generous hospitality that's not a financial burden on those with hearts to serve.

Some practical steps.

- Arrive early to allow plenty of time for set up and preparation.
- Determine prior to the service if it will be a special event service where you may need to prepare additional cups, hot water etc for possible extra people attending (for example, baptism, dedication etc). Please do not feel obligated to supply extra food for a special service.
- If you open the last coffee tin or sugar packet or the tea bags are getting low, please advise the Administrator.
- Please bring along 4L of milk (preferably full cream) - if there are 2 people/families rostered on we suggest bringing 2L each.
- Please provide a **light morning tea**. This does not need to be home made. A few of packets of biscuits is great. If you enjoy baking and you would like to bake for morning tea, please also feel free to do so, just maintain good food hygiene preparation standards. If you would like to use the biscuits from the church supplies, please let the church office know in the week leading up to your roster. Some ideas for a light morning tea include:
 - Veggie sticks & dip
 - Crackers & cheese
 - Biscuits or slice
 - Small slices of cake
 - Chopped fruit
- The Church will maintain a supply of allergy friendly snacks which are individually packaged (stored in the same cupboard as the extra teabags, coffee tins, sugar etc. The Church will also provide a sign stating that allergy friendly snacks are available. Please place the sign near the food on the servery so that people know to ask for an allergy friendly snack. If we are running low on supply, please let the Administrator know.
- Assume you are the first person to use the kitchen, wash, clean and sanitise benches and food prep service areas prior to commencing preparations.
- Wash and sanitise hands prior to any food or drink preparation, use food preparation gloves where appropriate.
- Wash, clean and sanitise at the completion of the food service time

Items you will need & where they are kept:

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| • Round Tables | Storage room in hall |
| • Rectangle Tables | Rear Storage Cupboard in Auditorium |
| • Chairs | In hall |
| • Chair Trolley | Storage room in hall |
| • Tablecloths | Cupboards below courtyard window |
| • Cups | Cupboards at serving window |
| • Coffee, tea bags, sugar | Plastic containers on shelf near courtyard window |
| • Jugs | Far left cupboards near main sink |
| • Tea bag tongs | Drawers at serving window |
| • Spoons | Drawers at serving window |
| • Bowls | Cupboards below tea/coffee shelf |
| • Serving plates | Cupboards to the right of coffee cups |
| • Allergy friendly snacks | Far right cupboard under kitchen window |
| • Tea towels | Far right cupboards near main sink |
| • Floor sweeper | Storage room in hall |
| • Dust-pan and broom | Behind kitchen door into the hall |
| • Washing detergent & cloths | Under main sink |

- Extra coffee, sugar, teabags
 - Urns
 - Signage
- Far right cupboard under kitchen window
Bottom of stainless-steel benches in kitchen
Blue basket under the tea, coffee, sugar shelf

How to Set Up and Prepare

Please arrive at least 30 minutes before the service for set up and preparation.

Tables & Chairs

- Kids Church will set up tables by 9am. **Please note that if it is school holidays, you will need to put out 4 round tables with tablecloths & 5 chairs per table.**
- Place the two high café tables against the wall, in-between the double doors and the stainless-steel bench.
- Put folded tablecloths on one of the tables, Kids Church will place tablecloths on the tables once they are finished.

Coffee Stations

- Set up the coffee station on the corner stainless steel bench. White Urn, Coffee Urn, teabags & instant coffee.

Urns

- Fill one white urn with water. Bring to boil and then reduce dial to 1 or 2.
- Prepare one coffee urn as per instructions above washing sink.
- At the end of morning tea, please switch the urns off at the wall & bring back into kitchen using the stainless-steel trolleys. The urns need to be emptied into the sink & left to dry. Note the instructions for cleaning the coffee urn which are on the wall above the sink.

Cups, coffee & tea

- Retrieve cups and put at coffee station.
- At the end of morning tea, please wash and dry all used cups and return to cupboard.

Food

- Place food at the servery, a safe distance from the edge.
- Children who are big enough to reach are welcome to take morning tea for themselves but may need friendly and clear guidance to stick to a reasonable quantity!

Doors

- Make sure **both doors** are opened to the courtyard and fastened with hooks.

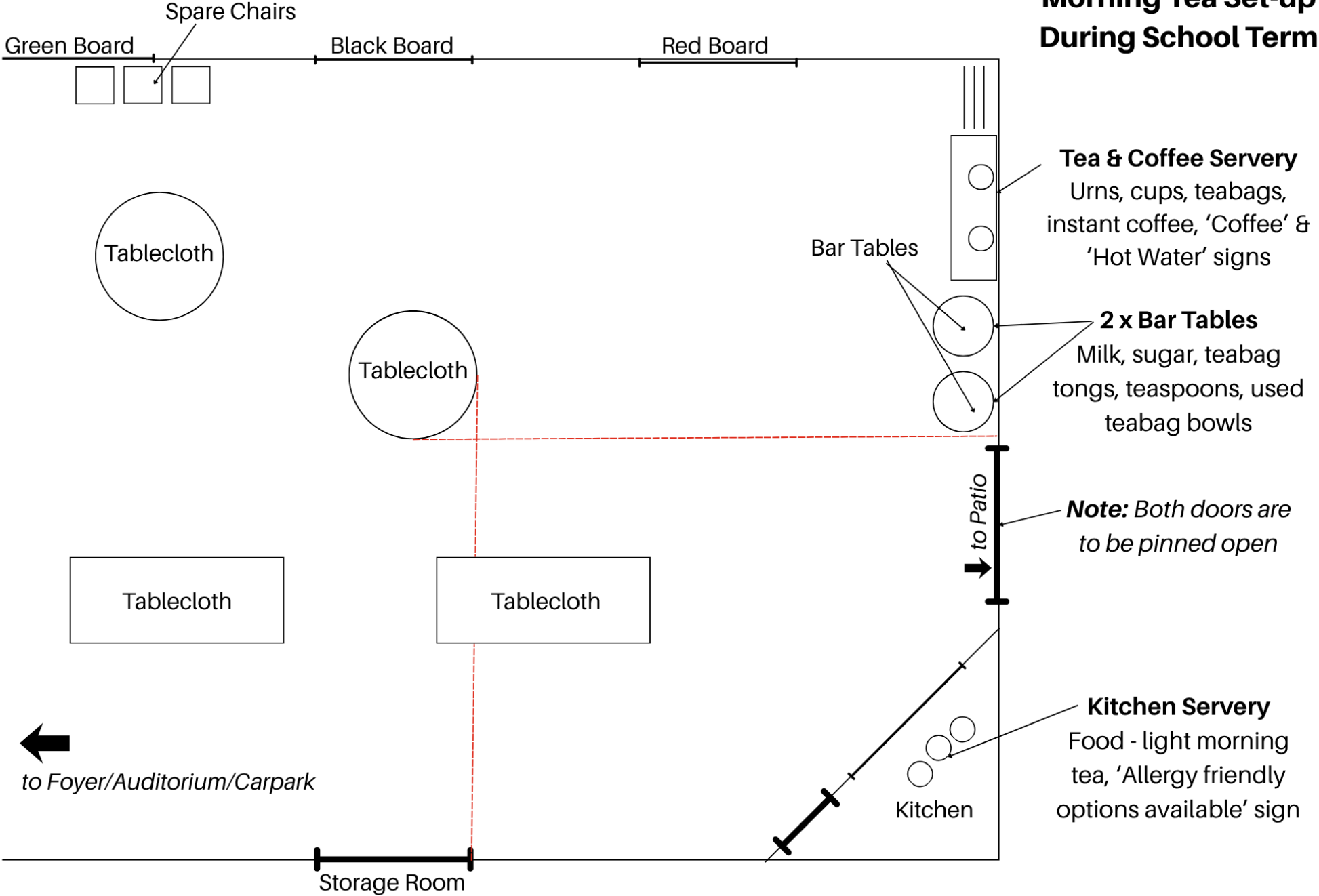
Things to be placed on the high café tables

- Jugs of milk. Smaller portions over more jugs to reduce excessive handling.
- 2 small bowls of sugar.
- 2 brown glass bowls with to collect used tea bags and spoons.
- 1 or 2 cups filled with teaspoons. Use a good supply of teaspoons so people do not have to reuse teaspoons.
- At the end of morning tea, please wash and dry all cups, bowls, spoons and jugs and return to cupboard/draw.
- At the end of morning tea, please sweep around serving tables and servery area.

Pack up

- Please take home any dirty tea towels & tablecloths and wash and return the following week.
- Please sweep the hall and kitchen floor and wipe down the benches.
- Please also empty the kitchen bin and replace the bin liner. If the bin is fairly empty, it can be left.
- Leave the tables and chairs out, RIM Church use them in the afternoon.

Morning Tea Set-up During School Term



Morning Tea Set-up During School Holidays

