

Final NVC Roster, Term 1 2012

	Setup Packup	Welcoming	Tea Coffee Setup	Tea Coffee Help	Muffins + Snacks	Sound	Crèche	MiniKids	Vegemites	Kingdom Kids	High Schoolers	Worship Leading	Music Team	Projector
<i>Contact</i>	Neale Watson	Wendy Watson	Wendy Watson	Wendy Watson	Wendy Watson	Neale Watson	Kate Martin	Kate Martin	Mindy Tognini	Mindy Tognini	Mindy Tognini	Wendy Wells	Wendy Wells	Rachel Barr
12-Feb-12	Chris Miller Chris Turnell	Rhonda Miller	Chris Couche Wendy Watson	Cecilia Lopez Kate Jumeaux	Alina Price Julie Brown Rhonda Miller	Ryan Jumeaux	Vacant	Rachel Barr	Dean Cameron Kate Martin	Jono Shaw Mindy Tognini	Kelly Tasker	Travis Fitch	Jessie Roberts Stuart Wesley Wendy Wells	Amelia Wesley
19-Feb-12	Joshua Wells Steve Wells	Barbara Hayles David Hayles	Tania Bailey Wendy Watson	Amelia Wesley Jono Shaw	Cecilia Lopez Rachel Barr Tania Bailey	Neale Watson	Vacant	Michael Barr Scott Jessen	Graeme Gleeson Sarah Jessen	Carolyn Wesley Lisa Gleeson	Kelly Tasker Ryan Jumeaux	Wendy Wells	Christine Watwami Julie Brown Sheldon Brown	Rachael Wells
26-Feb-12	George Fanning Robbie Fanning	Chris Turnell Claire Turnell	Nikki Fanning Wendy Watson	Celia Sansom Peter Sansom	Claire Turnell Lisa Gleeson Margot Hutton	David Oliver	Cecilia Lopez	Claire Turnell Kate Jumeaux	Elizabeth Cameron Kate Martin	Christine Watwami Gareth Tasker	Rhonda Miller Ryan Jumeaux	Laura van Houwelingen	Rachel Barr Travis Fitch	Grace Jumeaux
04-Mar-12	Daniel Martin Paul Krahemann	Shirley Hartley	Chris Couche Nicki Bowles	Margot Hutton Richard Kilbane	Barbara Hayles Chrissy Camp Mark Powell	Ryan Jumeaux	Vacant	Vacant	Kirily Kilbane Mark Powell	Mindy Tognini	In Church Sheldon Brown	Stuart Wesley	Jessie Roberts Laura van Houwelingen Sheldon Brown	Amelia Wesley
11-Mar-12	Chris Miller Daniel Watwami	Rhonda Miller	Nikki Fanning Tania Bailey	Christine Watwami Sally Hincks	Celia Sansom Christine Watwami Kirily Kilbane	Scott Jessen	Cecilia Lopez	Rachel Barr	Chrissy Camp Gareth Tasker	Sarah Jessen Wendy Watson	Sheldon Brown	Travis Fitch	Laura van Houwelingen Stuart Wesley	Annabelle Gleeson
18-Mar-12	Sheldon Brown Steve Wells	Chris Turnell Claire Turnell	Nicki Bowles Nikki Fanning	Alina Price Nadja Krahemann	Celia Sansom Nadja Krahemann Shirley Hartley	Neale Watson	Kate Jumeaux	Kelly Tasker	Chrissy Camp Graeme Gleeson	Jono Shaw Wendy Watson	Rhonda Miller	Wendy Wells	Christine Watwami Julie Brown Travis Fitch	Annabelle Gleeson
25-Mar-12	Kael van Houwelingen Michael Bailey	Barbara Hayles David Hayles	Nikki Fanning Tania Bailey	Paul Krahemann Robbie Fanning	Claire Turnell Kate Martin Sally Hincks	David Oliver	Ryan Stenhouse	Vacant	Elizabeth Cameron Mark Powell	Lisa Gleeson Mindy Tognini	Carolyn Wesley	Laura van Houwelingen	Jessie Roberts Sheldon Brown	William Bailey
01-Apr-12	Chris Turnell Joshua Wells	Tim Bowles	Nicki Bowles Wendy Watson	Matt Lennon Richard Kilbane	Barbara Hayles Kerry Shaw Sarah Jessen	Scott Jessen	Cecilia Lopez Grace Jumeaux	Amelia Wesley Michael Barr	Dean Cameron William Bailey	Mindy Tognini Rachael Wells	Michael Bailey Tania Bailey	Wendy Wells	Rachel Barr Stuart Wesley	Marcus Bailey
08-Apr-12	Daniel Watwami Paul Krahemann	Barbara Hayles David Hayles	Chris Couche Nikki Fanning	Linda Prins Michael Prins	Christine Watwami Julie Brown Linda Prins	Ryan Jumeaux	Vacant	Vacant	Kirily Kilbane	In Church	In Church	Stuart Wesley	Christine Watwami Sheldon Brown Wendy Wells	Amelia Wesley
15-Apr-12	Michael Prins Paul Krahemann	Shirley Hartley	Chris Couche Wendy Watson	Barbara Hayles Shirley Hartley	Cecilia Lopez Linda Prins Nadja Krahemann	Neale Watson	Ryan Stenhouse	Vacant	Kate Martin	Christine Watwami	In Church	Travis Fitch	Jessie Roberts Laura van Houwelingen	Grace Jumeaux
22-Apr-12	Kael van Houwelingen Sheldon Brown	Chris Turnell Claire Turnell	Chris Couche Nicki Bowles	Celia Sansom Peter Sansom	Lisa Gleeson Rachel Barr Sarah Jessen	David Oliver	Cecilia Lopez	Rachel Barr Scott Jessen	Sarah Jessen Vacant	Michael Bailey Tania Bailey	Julie Brown	Laura van Houwelingen	Julie Brown Travis Fitch	Annabelle Gleeson

TEA AND COFFEE GUIDELINES

SET UP

The **first named person** on the Tea and Coffee Set Up roster each week is 'supervisor' and needs to bring 6 litres of milk (4L fullcream 2L hilo) and, depending on the weather in summer, some ice for the water container (just make some in an ice cream container).

The big coffee percolator needs to be filled, loaded with coffee and turned on by 9.15am (see instructions on following pages)

If you are there in time it's really nice to make some coffee for the music and sound team using one of the small drip filter percolators from our store room. Place 5 well heaped spoons of coffee in the percolator then fill with water & turn it on. It takes about 12-15 minutes to run through.

The **second named person** should be there by 9.45 at the latest to help and learn what to do. Importantly, would you please check whether we need more coffee, tea, sugar, chux etc and let Cathy or Wendy know.

The Setup team must also ensure that the final cleanup is done properly.

HELPERS

Please help putting out food at serving time and it is essential that you stay after the meetings for washing up, packing up and putting away into store room.

BEFORE THE SERVICE:

Urn: Fill urn with cold water (it heats quickly) and put it on the wooden base and turn on.

Water: Fill the container up to about 3/4. More in summer and place it and the plastic cups on the kids table.

Coffee: Refer detailed instructions at the end of this document, also a copy of instructions can be found with the coffee machine.

Setting out: Put the mugs for tea with sugar and spoons and the assortment of tea bags on counter, but leave room for the hatch to be lowered (because of noise from fridges, and to let people know it's not coffee time yet.).

Place mugs for coffee on the table with teaspoons and sugar. Make sure to leave some room in the centre along the length of the table for thermos flasks and milk.

At the break when the hatch has been raised you can place the urn on the other side of the counter but not too near the edge (so as to be out of reach of small children). Make sure it's on its wooden base and put a dry Chux down for the drips. Generally only those having tea use the urn. Place a jug of milk by the tea things and the rest of the milk on the table with the coffee mugs.

Food: Don't put food on the table until it is time for the break and then only put the children's snacks out. Particularly with visitors in mind we now keep most of the snacks on the coffee counter for the adults and youth. (Most parents bring food for their children anyway and many want to have some control over what they eat during the break.)

Make sure cakes or large buns have been cut up. You could ask those who bring food which needs cutting or spreading to do that themselves (because you have a lot to do.) You can use knives from the drawer. Make sure they are put back afterwards and don't disappear into our boxes.

Timing the coffee: Morning tea is usually about 10.45am except on the last Sundays when coffee is served at the beginning of the service, 10.00am for our Celebration Sunday service.

If you are rostered on a Celebration Sunday you will have to arrive earlier to have it all ready. Keeping in mind the coffee machine takes approximately 80 minutes to percolate it should be switched on no later than 9.15am.

As the music team arrive early (8.30am), access to the kitchen is not a problem.

AFTER THE SERVICE.

Even with 4 of you the washing up and packing away can take ages so feel free to ask others to help!

In an effort not to waste water with washing up please use what's left in the urn and drinking water container first if you can.

One person can deal with the coffee machine and flasks as this can be done at a different sink while the washing up is being done at the other. Flasks have to be stored without their lids, and the lids can be popped in with the coffee cups.

Someone needs to scout around for mugs, cups etc which have been left on the floor or outside.

The plastic cups go inside the water container when it and they have been dried well, but put a clean cloth or something over the rim of the container to stop the lid from closing as it gets very musty.

Make sure any cutting boards, knives, plates etc which belong to the school are replaced. If in doubt it's better to make the mistake of leaving our property in the kitchen rather than packing away anything belonging to the school.

Pack everything else away in the boxes and give them to the pack up team.

Take tea towels and dirty table cloths home yourself if you are sure you can bring them back next week, otherwise find someone else who can. 😊

Leave the kitchen looking tidy with all the benches wiped down. No need to sweep or mop floors. Make sure the hatch has been closed.

Operating & Cleaning Instructions

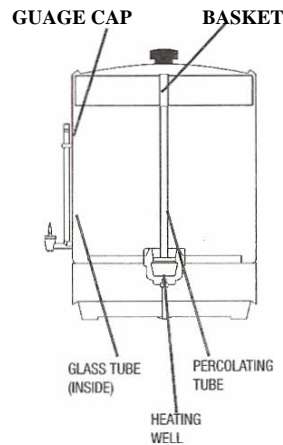
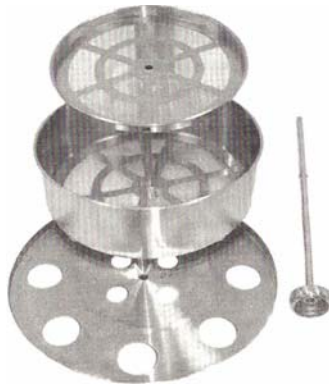
Birko Commercial Coffee Percolator

18 August 2010

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Operating & Cleaning Instructions Birko Commercial Coffee Percolator



Set up the percolator on the bench near the sink over on the far west side of kitchen. Face the tap of the percolator over the sink so that filling thermoses, emptying & cleaning can be done safely.

1. MEASURING WATER

Run the cold water tap for a little while to clear dead water from the pipes.

Remove the basket and lid from the coffee maker.

Fill the coffee maker with fresh COLD water to the “100 cups level”.

NEVER FILL BEYOND THE TOP FILL LINE.

NEVER USE HOT WATER TO MAKE COFFEE.

NEVER LET EXCESS WATER RUN DOWN OUTSIDE EDGE OF MACHINE AS WATER MAY INTERFERE WITH THE ELECTRICAL SWITCH.

2. MEASURING COFFEE

500g of ground coffee makes 100 cups.

Place 2 x 250g packets of coffee grounds into the percolator basket.

Place the basket and tube assembly into the coffee maker heating “well” (see pic front page). Do not force the tube into place.

Place mesh cover on the basket and then the lid on coffee maker. The mesh and lid is designed to distribute water over the coffee grounds.

WARNING: Never lift lid while brewing because you will be squirted with hot coffee!

3. BREWING COFFEE

To brew coffee, plug in and turn switch to the ON position.

The large red switch indicator light shows whilst brewing is in progress.

A second indicator light (small & round) shows when coffee is ready to serve. Coffee is held at serving temperature until power is turned off.

It takes approximately 50-60 minutes to brew, but it varies depending on the weather and the tap water temperature. Suggested time to start brewing for the usual 10am service is 0930, however, on really cold winter mornings if you can, start brewing by 0915 or 0920.

4. SERVING COFFEE

Fill Thermos flasks. Pull forward (all the way) on the tap to lock it open. Flip up to shutoff.

After the coffee break turn off the percolator so that it cools before clean up time.

5. CLEANING

Wash basket tube and interior with hot soapy water after each use, then rinse interior and parts with hot soapy water before drying.

Clean percolating tube by flushing with hot water. Take care not to damage any part of the tube.

Run hot water through the tap to clean the tap interior.

Wipe exterior with a damp cloth and then dry with a soft towel.

HELPFUL HINTS

- For best results, make at least twelve cups of coffee at one time.
- To preserve flavour, remove basket & grounds when brewing is complete.
- Before brewing a second batch, cool the coffee maker by rinsing with cold water.
- Use the lid as a drip catcher when removing basket and grounds.
- To reheat cold coffee, remove basket and tube before plugging in.
- If the tap drips, check that the tap bonnet is firmly tightened.
- If drip persists, unscrew the tap bonnet, then remove and replace silicone seat cup.

Vegemite Programme

Time	Programme
11.00am (approx)	<p>Open in Prayer: Have the children sit in a circle and open the morning with a short prayer.</p>
11.05am	<p>Worship: music/dance. Here the leader can Play two songs. The two CD's provided can be found in the tub.</p> <p>First song: children can sing and play an instrument, given to them by the leader.</p> <p>Second song: children can dance. Ribbons are provided for the children to dance with.</p>
11.20am	<p>Fun activity: Two activity's from the book "Playtime devotions".</p> <p>Favourite two are; One: Peek-a-boo (page 5) Two: Head shoulder knees ... (page 11). They love doing this one slow and then going really fast.</p>
11.35am	<p>Reading and colouring: The roster will let you know what your subject is. A folder can be found in the tub with your name on it and the subject you will be teaching. This folder will contain the colouring in pictures that you will distribute to the children.</p> <p>The children's Bible is also in the tub which you will read the story relating to the colouring in picture from.</p> <p>The children will be encouraged to sit at the table and listen to a story whilst colouring in their picture.</p>
11.45pm	<p>Close in prayer after the story and activity are finished.</p> <p>Pack up</p> <p>Sand play outside</p>

Network Vineyard Church Swanbourne

Crèche and Mini Kids Guidelines

I would just like to start by saying “Thank you” for being a part of the crèche and mini kids teams. Without all your help and commitment we would not be able to run these groups. Kelly Tasker.

Crèche age is 0-2years, a parent needs to stay with their child if they are 8 months and younger.

Here is a brief guide to how a morning in Crèche runs.

Time	Activity
09.30am-10.00am	Crèche helpers to arrive and set up room.
10.00am-10.50am	In main service to worship together.
10.50am-11.00am	Break (Crèche helpers to go to room before children arrive.)
11.00am-11.05am	Sign children in. Any new children to have a registration form filled in by their parent/guardian.
11.05am-11.25am	Free play- Building relationships with the children
11.25am-11.30am	Children to sit together for a story and a healthy snack.
11.30am-11.35am	Singing with actions.
11.35am-11.45am	Colouring activity, for the older crèche children.
11.45am-12.00pm	Free play then parents to pick up their children promptly and sign them out.

Here is a more detailed guide for Crèche.

09.30am The classroom should be unlocked and the alarm turned off by the set up team. If it is not, then please check with the person on the sound desk. Once in the classroom, please section off as large an area as possible. This may mean turning the shelving units around so that the classroom toys are not played with, and putting a couple of tables on their side so the children cannot leave the classroom. Experience has found the smaller the area, the less settled children and helpers are because it is too crowded. Please remember, anything that is moved must be put back as it was found!

There are 3 crèche boxes. (They are clear with blue lids and labelled) 2 toys and books, and 1 music. Please set up toys and books ready on the purple rug. (Not the musical instruments, these are to be used for singing time.) The signing in and out sheet and pens need to be placed so that parents can easily find it. Along with registration forms for those who are new to Crèche. If it is your turn to bring fruit please have it washed and prepared ready for story time.

10.00am Be in the Main church.

10.50am Grab your tea/coffee and make your way to the Crèche.

11.00am Welcome the children in. Make sure that you say hello to them and help them feel at ease. Please check with the parent/ guardian if there is anything we need to know that week and that they have signed their child(ren) in.

11.05am Have fun with the children!!! Chat with them; ask them what they have been up to. This is a crucial part of building relationships with them!

11.25am A team member to initiate for everyone to sit down ready for story time and snack. (The snack is a good way to have the children learn how to sit for a short period of time together and listen to the teacher) We have a new Bible which we'll be using each week; it comes with 2 cd's which have some great songs linked to each story. This is the time to use the instruments too! God loves to hear us worshipping Him, and the children love to hear it too! Everyone to help keep the

children settled, or to keep younger children occupied and quiet with toys during the story. Please also try and say a short prayer together too:)

11.30am The older children to go to one side with one team member and do some colouring if they would like to.

11.45am Free play for those who are not doing the activity. Parents start arriving to collect their children. Please make sure the children take home anything they've made and that they've been signed out.

12.00pm End of the morning:(Once the children have been collected then the clean up begins! Please make sure all the toys are collected up (our ones are labelled NVC Crèche), check under cupboards etc as we have started losing a few bits. All the crèche boxes are labelled as to what goes in each! This really helps the team on the following week if we all make sure we stick to this and so that everything fits too. Please sweep up any mess, wipe down table if needed. All the furniture to be put back as it was and the boxes to be taken back to the main hall and placed on the shelving in the cupboard.

Mini Kids age group is roughly 2 1/2 years to 4 years old. (Please talk to Kelly about individual needs)

Here is a brief guide to how a morning in Mini Kids runs.

Time	Activity
09.30am-10.00am	Mini Kid helper to arrive and set up room.
10.00am-10.50am	In main service to worship together.
10.50am-11.00am	Break (Helper to go to room before children arrive.)
11.00am-11.05am	Sign children in. Any new children to have a registration form filled in by their parent/guardian.
11.05am-11.20am	Free play- Building relationships with the children
11.20am-11.25am	Children to sit together for a story and a healthy snack.
11.25am-11.30am	Read a small section from the bible.(pre-planned)
11.30am-11.45am	Activity, Pre-planned linked with reading.
11.45am-12.00pm	Free play then parents to pick up their children promptly and sign them out.

More detailed

09.30am The classroom should be unlocked and the alarm turned off by the set up team. If it is not, then please check with the person on the sound desk. Once in the classroom, please set up 1 or 2 tables and some chairs. Please remember, anything that is moved must be put back as it was found! There are 2 mini kids boxes. (They are clear with blue lids and labelled) 1 toys and books, and 1 Art and Craft. Please set up an area with toys and books. The signing in and out sheet and pens need to be placed so that parents can easily find it. Along with registration forms for those who are new to Mini Kids. If it is your turn to bring fruit please have it washed and prepared ready for story time.

10.00am Be in the Main church.

10.50am Grab your tea/coffee and make your way to the Mini Kids.

11.00am Welcome the children in. Make sure that you say hello to them and help them feel at ease. Please check with the parent/ guardian if there is anything we need to know that week and that they have signed their child(ren) in.

11.05am Have fun with the children!!! Chat with them; ask them what they have been up to. This is a crucial part of building relationships with them!

11.20am Time for everyone to sit down ready for story time and snack. (The snack is a good way to have the children learn how to sit for a short period of time together and listen to the teacher) We

have a new Bible which we'll be using each week; it comes with 2 cd's which have some great songs linked to each story. Please also try and say a short prayer together too:)

11.25am Read pre-planned section from the Bible.

11.30am Discuss what was read and then bring out activity. Free play for those who are have finished doing the activity.

11.45am Parents start arriving to collect their children. Please make sure the children take home anything they've made and that they've been signed out.

12.00pm End of the morning:(Once the children have been collected then the clean up begins! Please make sure all the toys are collected up (our ones are labelled NVC Crèche), check under cupboards etc as we have started losing a few bits. Both boxes are labelled as to what goes in each! This really helps the person on the following week if we all make sure we stick to this and so that everything fits too. Please sweep up any mess, wipe down table if needed. All the furniture to be put back as it was and the boxes to be taken back to the main hall and placed on the shelving in the cupboard.

Please speak to Kelly if you need a Working with Children Form or a Crèche child registration form.

I hope this isn't too much for you, I'm sure if we all work together we shall have a really great time! PLEASE, please call me if there is anything that needs to be discussed, if you have any queries etc. Once again, Thank you for all your hard work!

Kelly Tasker
0424488900

