| **SUNDAYS** | **LEADERS** | **HELPERS (2)** |
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| **JANUARY 5th** | Marion de Souza | Eileen Kelsall & Debbie Martin |
|  **FEBRUARY 2rd** |  Mary Pond | Catherine Huzzey & Fiona Stas |
| **MARCH 1st** | Janet Sharp | Gill Tomei & Eileen Bowden |
| **APRIL 5th** |  Jenny Rayner | Anne Rodrigues & Mary Campbell |
| **MAY 3th** | CHARITY FAYRE | UCM members in the kitchen |
| **JUNE 7h** |  Deirdre Turner | Cathy Burns & Malliga |
| **JULY 5th** |  Patsy McFarlane | Davorka Scott & Dani Gonek |
|  **SEPTEMBER 6th** | Marion de Souza | Claire Tucker & Sam McCormack |
|  **OCTOBER 4th** |  Mary Pond | Barbara Anstee & Tina Lee |
|  **NOVEMBER 1st** |  Deidre Turner |  Eileen Kelsall & Debbie Martin |
|  **DECEMBER 6th** |  Janet Sharp | Bibiana & Fe Perfect |

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| **UCM COFFEE ROTA 2020** |

To do list:

The supplies of tea, coffee, etc. are in the store cupboard, marked UCM.

Your President will have checked that all supplies are there but can the leader please bring the milk.

All arrive by 9.20am (latest) to set up:

: switch heating on (rocker switch down) in Autumn and Winter + water switch on the wall.

: set up the small square tables and chairs around the hall.

: fill the urn (to at least half) and put on “Full”.

: arrange the cups and saucers on the hatch counter + beakers.

: jug of orange juice for the children.

: jug for milk.

: dishes of sugar (keep back until after Mass).

: plates of biscuits (2) (keep back until after Mass).

: dish for the money collected.

: tariff in drawer under hatch to be placed on wall with blue tac.

The urn will have boiled before Mass ends. Either turn the thermostat down before going into Church or come out at the end of the sermon to switch off. Use the kettle as a fail safe.

Get into the hall quickly as Mass ends, make a large pot of tea.

Be ready to make coffee as required (have some cups ready with coffee therein or use the Cafertierres / 3 scoops of coffee in each.

Tariff is on the wall for prices of tea and coffee with biscuits included.

Clear tables, put away chairs, wash up, tidy kitchen, switch off everything and turn heating off, empty urn, throw coffee grounds into the dustbin **not** down the sink, place UCM box back in the store cupboard, turn off all the lights, check toilet taps are turned off, lock up the hall.

Take tea towels home to wash.

Give takings to the Treasurer – Deidre Turner or Marion de Souza