| **SUNDAYS** | **LEADERS** | **HELPERS (2)** |
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| **JANUARY 2nd** | Marion de Souza | Fiona Stas & Anne Rodrigues |
| **FEBRUARY 6th** | Catherine Hendon | Mary Campbell & Tina Lee |
| **MARCH 6th** | Gill Tomei | Mary Pond & Eileen Bowden |
| **APRIL 3rd** | Fiona Stas | Jenny Rayner & Debbie Martin |
| **MAY 1st** | Allison Guckian | Malliga Baladasan & Deirdre Turner |
| **JUNE 5th** | Clare Morgado |  Su Gomez & Marion de Souza |
| **JULY 3rd** | Anne Rodrigues | Dani Gonek & Patsy McFarlane |
| **SEPTEMBER 4th** | Claire Tucker | Sam McCormack & Mary Pond |
| **OCTOBER 2nd** | Tina Lee | Debbie Martin & Marion de Souza |
| **NOVEMBER 6th** | Zoe O’Donnell | Gill Tomei & Eileen Bowden |
| **DECEMBER 4th** | Patsy McFarlane | Bibiana Onyeachom & Janet Adams |

***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 Cafetieres/3 scoops of coffee in each.

Tariff is on the wall for prices of tea and coffee with biscuits included. (kept in drawer under hatch)

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 – Deirdre Turner