

St. Brigid's Year Level Mass

Parent Rep Duties for Sunday Mass morning tea

Friday before

- Collect milk, sugar, tea and coffee supplies from School

Sunday

Before Mass

- Fill up urns, and turn on (set on high). Top up urn after Mass if needed.
- Set up table/s.
 - Table cloths are located in kitchen draws
 - Put serviettes, milk, sugar, coffee, teabags, spoons, jug of cold water and plastic cups, food (all parents usually provide a plate of food to share), and mugs (located in dishwasher) on table/s.
- Set up 6 chairs along brick wall (chairs in room next to confessional)
- Set up jugs of milk and put in fridge ready to serve after Mass.
- Fill up 4 thermoses with hot water from tap and tighten lids

Before the end of Mass

- Tip hot water out of thermoses. Fill with boiling water from the urn. Make sure the top is in the unlocked position. Put on table.
- Take glad wrap off any biscuits and plates of food on table.
- Place jugs of milk on table/s

During Morning Tea

- Top up thermoses as needed.
- Check supply of milk, sugar, coffee, teabags
- Tidy table as necessary

After Mass

- Turn off and empty urn
- Empty thermoses
- Put cups in dishwasher, add powder and turn on
- Clean kitchen
- Put away tables/s and chairs
- Vacuum carpet
- Sweep/mop kitchen floor
- Take remaining teabags, coffee, sugar and milk to return to school on Monday
- Take garbage bag with you
- Turn off lights and close door
- Leave nothing in fridge
- Report any needs to Fr Andrew