

ADVENT LESSONS AND CAROLS TEA

Ingredients

Tea, glass cups

Cookies - brought by parishioners; small flowered plates

Savories (cheese & crackers etc.) - brought by parishioners

Sherry - 4 bottles; small plastic glasses (available at Diddums)

Lace (or white) Tablecloths (white tablecloths in upper right hand locked cabinet in "coffee bar" area outside kitchen)

Candles & holders (holders furnished by coordinators)

Spoons (locked dish cabinet in kitchen)

Silver tea service (on bottom shelf of locked cabinet in sacristy)

3 weeks before the event

o A clipboard is put out for sign-ups to bring cheese/crackers, cookies, tea (office)

o A clipboard is put out for sign-ups for child care during the service (office)

the week of the event

o Make sure silver tea service is polished - located in Altar Guild sacristy in locked cupboard (coordinators)

o Decide on decorations for table (coordinators)

o Make sure supplies are adequate (tea, sugar, cups for sherry) (coordinators)

o Have glass cups and small flowered plates washed (sexton)

o Arrange for childcare, if requested (office)

the day of the event (after 10:30 service)

o Set up 2 tables in center of Parish Hall and a few chairs around the room (coordinators)

o Set tables (coordinators)

before/during the service

o Receive food from parishioners and set it out (coordinators)

The tea service with 2 pots was at one end of the table, and the sherry at the other end.

The savories and sweets were arranged in the center area.

o Make tea (coordinators)

In 2003 Catherine Landry had hot water in the small urn in the kitchen, as well as hot water in the tea kettle on the stove. She worked out a routine of making tea in the one silver pot while tea was being served from the second pot. She used 4 tea bags per pot.

at reception

o Serve tea (or ask others to help) (coordinators)

o Replenish supplies as needed (coordinators)

o Clean up (dish washing can be done by sexton) (coordinators)

Coordinators

Leigh Metzler and Jim McVeigh = 2000
Cynthia Dorgan and Sybil Munson - 2001
Cynthia Dorgan and Nan & Jack Halliday - 2002
Dottie Swinehart and Catherine Landry - 2003

Updated 1/04