



**Set up Team Rota
Jan – March 2010**

Thank you for serving the Church by arranging for your group to be responsible for set up once every few weeks. Derek is in charge of the practical side of Sunday morning and we as life groups are supporting his team. Please would you ensure the following happens:

- Purchase 6 pints of milk and enough biscuits/cakes for everyone. Should you wish to claim back this expense, please keep the receipts and ask Steve for an Expenses Claim Form to process your claim.
- Set up refreshments and at the end of the meeting serve tea, coffee and cold drinks.
- Clear away refreshments and all equipment.
- Check FROG Club and Creche rooms for left equipment; remove all posters.
- Ask one member of your group to assist in clearing the auditorium.

Please also check that there are enough cups, lids, stirrers, tablecloth and tea/coffee/sugar/squash for the next couple of weeks. If stocks are beginning to run low, please let me know either on the day or by email.

If you are unable to do your assigned week, please arrange to swap with another group and let me know!

Many thanks,

Jill

info@jubilee.org.uk

Sunday	Group
3 Jan	Adam & Rachel
10 Jan	Matt & Jill
17 Jan	Paul & Natalie
24 Jan	Dave & Hannah
31 Jan	Adam & Rachel
7 Feb	Matt & Jill
14 Feb	Paul & Natalie
21 Feb	Dave & Hannah
28 Feb	Adam & Rachel
7 March	Matt & Jill
14 March	Paul & Natalie
21 March	Dave & Hannah
28 March	Adam & Rachel