

Hosting Duties at Canberra Meeting

Usually three people are assigned to hosting on each Sunday. This allows you to share the duties around.

We suggest that you decide which of you will do what (e.g. buying supplies) before Sunday morning.

What to bring

- Milk (1 litre skim milk and 1 litre full cream), biscuits, and flowers.
- Expenses incurred by hosting can be reimbursed from Meeting funds by the Regional Meeting Treasurer. Your claim to the Treasurer needs to be accompanied by receipts for any items you have bought for use by the Meeting. Claims may be made in person, or by post.

When to arrive

If all three of you reach the Meeting House by 9.45 you'll have enough time to do the Pre-Meeting jobs.

Meeting room:

If the chairs aren't in our usual formation, arrange them. The usual formation is: Each of the five sides which get chairs, get seven chairs at the back, five in the middle and three at the front. That makes a total of 75 chairs.

- On cold days, switch on the overhead heaters (switch is a square push-button on your right as you walk in)
- On hot days, switch on the overhead fan (switch is a metre to your left as you walk in. It has five settings: Setting 1 or 2 should be enough, usually.
- Switch on the hearing loop (at the power point on the wall to the left of the window facing you as you walk in)
- Arrange the flowers and set out the books on the Meeting room table.

Woolman Room: When you first arrive

1. Fill the urn and turn it on. When it boils, **TURN IT TO LOW**.
2. Fill 2 jugs ready to make decaf and regular plunger coffee.
3. In winter, turn heater(s) on. The controls are in holders immediately to the left of the small window. Set the temperature to at least 21 degrees or they may blow cold air.
4. Set out cups, urn, instant coffee and substitutes, teabags (both black and herbal), a bowl for used bags, and some spoons on bench; and milks, sugar (from fridge), a mug of teaspoons and a dish for used spoons on the small table; biscuits on a larger table.
5. If any teas, coffees or other supplies are running low, note the need on the little whiteboard inside the supplies cupboard.
6. We don't put out donation boxes for tea/coffee since the Meeting's decision in May. We do still collect for lunch on Business Meeting days, and for QSA, permaculture group etc. if things are being sold for such purposes.

Bridget Hodgkin Room

On cold mornings, turn heater on in Bridget Hodgkin room please.

Welcoming

1. Choose one of you, with a nametag, to stand inside the main door to greet Friends, attenders and visitors. For newcomers, answer any questions and give them suitable leaflets e.g. "Your first time in a Quaker Meeting?"
2. Remind people in the Woolman Room at 10.00, that meeting for Worship has begun
3. If meeting for worship has started, encourage latecomers to wait and enter in groups to minimise distractions. The door to the Meeting Room cannot bang, and does not need to be held while it closes.

There is also a small meeting in the Bridget Hodgkin Room as an option for latecomers or those who cannot sit for an hour etc.

After meeting

1. Make tea: 5 teabags or 5 heaped teaspoons of loose tea, for the big teapot.
2. Keep urn at Low; refill it as needed with water you've boiled in the jug.
3. Make plunger pot coffee: prepare two plunger pots of coffee – one decaf and the other regular. Put 5 heaped tablespoons of each type of coffee into its pot; fill each pot up to the metal band with freshly boiled water; stir the coffee grinds into the water; allow to sit for 1 – 2 minutes in order to seep; then slowly and carefully push the filter down to the bottom of the pot (if you do this too quickly hot water will splash out). Set pots out on the bench using the prepared labels (decaf and regular) to indicate which pot is which.

After morning tea (and lunch on First Sundays)

1. Wash, dry and put away cups, jugs etc. Please ensure that cups are properly washed, to remove lipstick, coffee stains, etc.!
2. Sweep up food scraps, crumbs and wipe all surfaces.
3. In Meeting room & Bridget Hodgkin room, move books from the table back to the shelf. For the books in the Meeting room, we suggest returning them to the "lobby" i.e. the room immediately outside. The books in the Bridget Hodgkin Room go on the desk.
4. Put rubbish (both recyclable and not) in plastic bags and take home. Vacuum the carpet in the Woolman Room if necessary (biscuit crumbs etc.)
5. Take home used tea towels to wash and return next week.
6. Check all external doors are closed and locked - with the snibs on all doors vertical.

On leaving

1. Close windows, close curtains in Woolman Room and Meeting room. Close the curtains in the Meeting Room which face the courtyard but others curtains can stay open.
2. Check that photocopier is turned off.
3. Turn off urn and ensure there is nothing left on the kitchen benches.
4. Turn off all heaters in the Bridget Hodgkin Room, and the upper heaters in the Meeting room (or the fan, on hot days).
5. Turn off all lights (don't forget the two at the library end of the Woolman Room, whose switches are near the lights).
6. Check that no money has been left behind. If there is some, take it with you and tell the Treasurer what it's for.
7. Make sure all external doors are closed and that the snibs on all doors are vertical.

In case you missed it, make sure snibs on all doors are vertical when closed.

Thank you for this service to the Meeting.