



Morning Tea Team Member

Position Description

Purpose

Our goal at WEC is to **make and mature disciples of Jesus**. The morning tea team makes a significant contribution to this by serving their fellow members with morning tea, encouraging them to spend time in fellowship with each other, developing and strengthening relationships. How morning tea is served helps to make people feel relaxed and welcomed which is particularly important for those new to WEC. Having morning tea available can help people to take the time to talk to others, reflect on the service and meet new friends. The Morning tea team is not simply doing a task, but bringing great honour to God as they serve and love our church family and newcomers.

Brief Description

The Morning Tea team member will be responsible for providing tea/coffee facilities +/- food at our Sunday services either at 9am or 11am.

Detailed Description

For team members in the 9am morning tea team they are to arrive at 8am and follow instructions given in the '**Serving Guide – Morning tea 9am**'.

For team members in the 11am morning tea team they are to arrive at 10.30am and follow instructions given in the '**Serving Guide – Morning tea 11am**'.

Expectations

- Team members will be part of the team for the year (but not limited to that time) and are encouraged to review their participation in this ministry at the end of the calendar year
- Team members will complete the morning tea team roles on the dates they are assigned on the WEC Roster. Where unavailable the team member will try to swap with another morning tea team member. This is most effectively completed via the Whatsapp WEC Morning tea group chat. When a swap is made please:
 - text your Morning tea Team Leader
 - forward the reminder SMS received on the Friday before a Sunday service to the team member who agreed to swap
- Team members will be attending a Sunday service regularly

- Team members will adhere to WEC Safe Church policy and agree with the WEC Volunteer Code of Conduct
- Team members will attend meetings and training sessions for the Morning tea Team
- Team members will know how to complete the task of providing morning tea and be familiar with all equipment through training and on-the-job training by the leader & other team members
- Team members will advise the Morning tea Team Leader when equipment for their role is in need of repair or missing
- Team members will understand and adhere to the WEC WHS procedure for incidents & hazards. If an incident occurs during set up an 'Incident form' needs to be completed and provided to the Morning tea Team Leader. If the team member identifies a hazard/near miss during set up a 'Hazard/Near Miss form' needs to be completed and provided to the Morning tea Team Leader
- Team members will take an interest in praying for other members of their team and church family
- In the event of any issues that arise in the course of serving in this ministry, the team member is to bring them to their team leader. If this is not possible, the team member can bring their concern to the Director of Membership.

Accountability

Morning tea Team Members are to work under, support and accept the authority of the Morning tea Team Leader.