

Port Townsend Sangha

Weekend Retreats Volunteer Tasks

Tea Coordinator

Main points for the job of setting up and maintaining Tea Service during a retreat include:

Prepare before retreat:

- Look over tea supply and get enough and a variety of each kind of tea (herb fruity, herb savoury, spicy, black tea, green tea – all have multiple kinds).
- Make sure the tea pot is in good working order and clean.
- Check out the number of mugs available. Do we need to bring extra mugs to have enough for everyone? Check supply and ask members to bring some if needed (or get some from a thrift store).
- Bring masking tape and a black marking pen or other pens. Put a note out on the table asking people to put their name on a mug (using the tape). They will use this mug for the whole retreat, which saves washing up.
- Bring a table cloth to make the table colourful and delightful – add flowers if you can.
- Wash any dishes, mugs or silverware that need attention.

During the retreat:

- Start to heat water. Set up tea pot ¾ to 1 hour before the retreat starts so the pot won't be making lots of noise while people are sitting.
- Set out napkins, mugs, silverware, tea, plus a bowl or small plate to put used tea bags on.
- Set out milk and sugar/honey.
- Keep hot water on the stove to refill pot. If possible, prepare extra water on the stove in time needed. This is especially important when the retreat has a lot of people and the water goes fast.
- Keep the water pot full.
- Check tea supply occasionally. Get more if needed.
- Keep the table clean and neat.
- Clean up and get supplies and mugs back to where they belong.