

# CPQM Volunteer Jobs (click titles for details)

For CPQM Winter Gathering in Santa Rosa, January 17, 2015

***Call Jim Avera with questions or ideas.***

[Set up Furniture Etc. Friday Night \(2 people\) : Penny Jones, Paul Harris, Erin Harness](#)

*Preparation beforehand, and 2 hours Friday night.*

[Set up Coffee Equipment & Return Afterwards: Andre Lebel](#)

*Friday night, and Saturday late afternoon or evening.*

[Serve Early AM Snacks & Coffee/Tea Service: David Hoffman](#)

*Saturday 7:45 – 9:00 AM, during registration (1 hour, 15 minutes total)*

[Serve morning coffee break: Sally Davis & Steve Birdlebough](#)

[Serve afternoon coffee break: Sally Davis](#)

*20 minutes before the break until the end of the break.*

[Lunch Set-up: Penny Jones & Vivian Sedney](#)

*Saturday from 30 minutes before lunch until most lunches have been served (45-60 minutes).*

[Lunch Close-out: Penny Jones & Vivian Sedney](#)

*The last 15 minutes of the lunch period.*

[P.A. System: Rick Hargreaves](#)

*Set-up Friday night or early Saturday, and monitor system during plenaries.*

[Parking Lot Attendant: Karen Morgan](#)

*During morning registration (1 hour)*

[Make Signs: Sharon Beckman](#)

*Make signs in advance. Deliver early Friday evening (for posting by others).*

[Final Cleanup - General \(2 people\): \\*\\*NEED\\*\\*](#)

*About 1 hour. Begin after the closing session, and continue after dinner. Deliveries to RFFM Sunday.*

[Overnight Housing Coordinator: Susan Swanstrom](#)

*Communicate via phone & email ahead of time, and solicit home-stays from Meeting people*

[Transportation Coordinator: David Hoffman](#)

*Communicate via phone & email ahead of time*

[Shop For Supplies – Marcia Anderson, Jim Avera, Ruth Witchey](#)

*About 2 hours Friday (shopping), and briefly Saturday morning 7:45 AM (delivery)*

# DETAILED SUGGESTIONS FOR CPQM JOBS

## **Set up Furniture Etc. Friday Night (2 people) : Penny Jones, Paul Harris, Erin Harness**

*Preparation beforehand, and 2 hours Friday night.*

Note: The church has 45+ padded folding chairs, and we will rent 100 additional (non-padded) chairs. Use the padded ones for “all day” locations (e.g. clerk's table).

- In advance: Borrow a lost-and-found container, or get a cardboard box and label it.
- Get signs from the sign-maker (see below); he or she will deliver them early Friday evening
- Set up clerk's table in sanctuary + 4 chairs
- Set up registrar table in church foyer + 3 chairs
- Set up lost-and-found box (with sign).
- Set up exhibit/literature tables (at least 6) in the hall next to sanctuary, and in any available foyer space. Use masking tape to label reserved tables with their owners, and to put down a “property line” on tables which are shared by two exhibitors. Get reservation info. from Jim.
- Provide 15 folding chairs in School-Age Room (the room adjacent to dining room).
- Provide 3 adult-size chairs in the Preschool Room (last door on left at end of hallway).
- Set up dining room with ROUND tables and 100 chairs, and 2 rectangular tables for a serving line near the entrance from the lobby.
- (Wait until Saturday Morning) Check weather forecast. If rain is not threatened, set up overflow dining tables outside, near the door to the dining room. Use 3 rectangular tables and about 20 rented folding chairs. If it's rainy, put extra tables in the hallway against the wall during lunch.

## **Set up Coffee Equipment & Return Afterwards: Andre Lebel**

*Friday night, and Saturday late afternoon or evening.*

Summary: Set up *equipment* for coffee & tea service in the church dining room. Includes table, two coffee pots (for regular and decaf.), plus a hot-water pot for tea. **Does not include supplies or making coffee!**

- Set up Friday night (or early Saturday if coordinated with the AM coffee/tea person).
- Use a table along a dining-room wall, or else the pass-thru window to the kitchen.
- Borrow two extension cords and an outlet strip or 2-socket adaptor (Jim will bring these).  
IMPORTANT: 3 pots may blow a fuse if all are plugged into the same electrical circuit. So use two separate outlets not on the same circuit. Suggestion: Run one extension cord to an outlet in the dining room, and another to an outlet in the kitchen via the pass-thru window. Duct-tape cords so nobody can trip on them.
- Borrow the big silver urn from RFFM, stored over cabinet in bathroom. As far as we know this coffee-maker has only been used for hot water, so won't contaminate the taste for tea-drinkers. Please do not substitute a pot previously used for coffee.
- The church has a coffee percolator we can use (in a cabinet in the church kitchen).
- Somehow obtain another medium-large coffee maker (at least 24-cup): Either borrow one or buy one. If you buy, 30-cup size is sufficient [save receipt for reimbursement]. In December 2014 they cost \$40-50 at Walmart, and a good one was available at the Petaluma Outlets for \$40.
- Mark each pot to keep track of who owns it.
- **Plug everything in and test all pots.** Make sure a fuse doesn't blow when all pots are BREWING.
- Afterwards: Remove everything after last coffee break, or after dinner. We must be cleared out Saturday night. Return stuff borrowed from RFFM before meeting Sunday if needed (ask Penny).

## **Serve Early AM Snacks & Coffee/Tea Service: David Hoffman**

*Saturday 7:45 – 9:00 AM, during registration (1 hour, 15 minutes total)*

Note: Coffee, tea, food, etc. will be delivered to you at the Church kitchen by 7:45 AM.

- Set up coffee & tea service and provide cold drinking water. The coffee pots will be provided by someone else. Brew the first batch just before registration begins, and more as needed. Set out cups, teaspoons, etc. Put half-and-half in a shallow bowl with ice cubes.
- Set out breakfast/snack food, ensuring that it is cut up as needed. Serve juice if provided.
- You are done when the opening session begins; leave everything as it is.

## **Serve morning coffee break: Sally Davis & Steve Birdleough**

### **Serve afternoon coffee break: Sally Davis**

*20 minutes before the break until the end of the break.*

- Excuse yourself 20 minutes before the scheduled break time.
- Throw out old coffee if stale and brew fresh, in time to be ready for the break.
- Provide hot and cold water. Tidy up snack food. Monitor coffee and brew more as needed.

## **Lunch Set-up: Penny Jones & Vivian Sedney**

*Saturday from 30 minutes before lunch until most lunches have been served (45-60 minutes).*

Note: Supplies (disposable plates, cups, napkins, utensils etc.) will be on the island in the kitchen.

- Set up one or two “assembly line” tables for people to pick up their lunch.
- Set out the lunch items, which will be delivered around (time TBD – ask Jim)
- Provide signs indicating what is what.
- Take napkins from the coffee-service supplies.
- Make fresh coffee (regular & decaf) and refill hot water if needed; tidy up beverage table.
- DURING LUNCH: Monitor and trouble-shoot any issues which come up.
- At the end of the “first wave” of people, you are done. Have your own lunch.

## **Lunch Close-out: Penny Jones & Vivian Sedney**

*The last 15 minutes of the lunch period.*

- Pack up unused lunch items and put in refrigerator in kitchen and/or ice chests provided.
- Clean up lunch-assembly lines.

## **P.A. System: Rick Hargreaves**

*Set-up Friday night or early Saturday, and monitor system during plenaries.*

Note: We will use the church's P.A. system. They have one wireless and at least two wired mics. The console is at the rear of the church, but a pre-amp must also be turned on near the floor against the front wall (ask Jim to point it out). Please do not change the church's existing set-up more than necessary.

- Start early enough to easily debug problems before 8:45 AM.
- Bring a fresh 9-volt battery to use in the wireless mic.
- Set up 1 mic on a stand for walk-up speakers from the floor.
- Provide 1 or 2 mics at the clerk's table.
- Test all microphones & adjust individual levels so they all sound the same with a given master volume setting. If sound is distorted, turn all individual inputs down and the master up.
- After balancing individual levels, adjust master volume to be “just loud enough” (ask someone to help judge this from the audience area).
- After the last plenary, put the church's equipment back where it was and turn everything off.

## **Parking Lot Attendant: Karen Morgan**

*During morning registration (1 hour)*

- Direct people to the Family Bible Church front entrance.
- Direct cars into the Church lot, and to Friends House's lot at the driveway entrance
- And/or: Post large, visible signs to alert drivers who may think CPQM is at Friends House.

## **Make Signs: Sharon Beckman**

*Make signs in advance. Deliver early Friday evening (for posting by others).*

Make signs for all spaces (adjacent to room entrances, and "arrow" signs in church foyer):

- 1) "School-Age Program" (the room adjacent to dining room)
- 2) "Child-care" (across the hall, the room with toys in it)
- 3) "JYM Teen Program" (upstairs in Gym bldg across parking lot; sign in church lobby & at bottom of stairs in the Gym building)
- 4) "Faith Cafe" (the one with bar and high tables, down the hall from School-Age room)
- 5) Other rooms (besides dining room & sanctuary): If not locked, post with signs saying "This room is NOT available to CPQM".
- 6) Men's and Women's restrooms in the church (which may not be marked well).
- 7) Post at FH entrance signs to the Library, Commons A, and other locations to be used (get list from Jim). Also put a sign next to the doorway of each room we are using.
- 8) Prominently post the FH Library: "NO FOOD OR DRINK IN HERE"
- 9) "CPQM Parking" signs for the satellite FH parking lot (at entrance to FH driveway)
- 10) A volunteer sign-up sheet in church lobby, for people willing to help clean up at 5 PM.

## **Final Cleanup - General (2 people): \*\*NEED\*\***

*About 1 hour. Begin after the closing session, and continue after dinner. Deliveries to RFFM Sunday.*

- Remove clerk's tables & chairs from sanctuary.
- Stack all **rented** chairs and tables in the lobby. Rented items must be ready for pick-up by 5:45 PM.
- Take down display tables starting at 5:15 pm. Leave display items neatly on the floor.
- Bring all church-owned chairs (the padded ones) to the dining room for use at dinner.
- Leave up 10 round dining tables, but put others away in the adjacent closet.
- Remove signs & posters (both at church and FH)

(dinner break)

- Collect cups and other trash from all rooms and dispose of in dining room.
- Throw away all perishable food which might have been left out more than 2 hours.
- Pack up unused snacks & combine with left-over lunch items (should be in refrigerator).  
The Teen program may take leftovers to RFFM for the teen overnight. If they don't, someone else should take the food home, refrigerate, and deliver to RFFM before worship on Sunday.
- Clean tables and other surfaces in dining room and kitchen
- Put away the church's tables & chairs in storage room off the dining hall.
- Collect left-behind personal items and put into lost-and-found. Check all rooms including upstairs over the Gym.
- Survey for anything which needs to be reported (e.g. damage). Include rooms over the Gym.

We must be completely cleared out of the church Saturday evening.

## **Overnight Housing Coordinator: Susan Swanstrom**

*Communicate via phone & email ahead of time, and solicit home-stays from Meeting people*

- Receive emails & phone calls from Friends who want overnight hospitality.
- Assign the guest rooms at Friends House, and if available, spaces at Susan's hostel. Also solicit one-stays, particularly for lower-income people who would appreciate a no-cost option.

## **Transportation Coordinator: David Hoffman**

*Communicate via phone & email ahead of time*

- Receive emails & phone calls from Friends using public transit.
- Create a guide showing relevant bus & train schedules & stop locations.
- If needed, arrange for a group to be picked up from bus stops.

## **Shop For Supplies – Marcia Anderson, Jim Avera, Ruth Withey**

*About 2 hours Friday (shopping), and briefly Saturday morning 7:45 AM (delivery)*

All costs will be reimbursed. Save receipts. Jim Avera can give you cash in advance if needed.

Optional: Buy “more than enough” and return un-opened packages afterwards for a refund.

Deliver everything to Family Bible Church by 7:45 AM Saturday. Leave on island in kitchen.

NOTE: THE FOLLOWING LIST IS NOT FINALIZED, AND WILL BE REVISED

- First borrow supplies from the RFFM residence (coffee, tea, sweetener, juice, ...).

Note that RFFM will inherit all the left-over supplies afterwards. On Sunday after worship, check with the Resident Friend to determine whether RFFM has incurred a significant “net loss” due to borrowing supplies and if so estimate the approximate net cost and tell Jim (who will reimburse RFFM later).

- Coffee: **3 lbs each** of regular and decaf. Suggest Peets fair-trade, but it's your choice.
- Tea assortment (regular/black, and decaf/herbal) – about 100 servings. Variety is nice.
- Hot-chocolate packets. A dozen or two should be enough?
- Sugar & no-calorie sweetener (+ other options if you fancy them)
- 400 paper napkins
- 200 paper hot-cups, 150 paper plates, and 150 paper bowls.
- 125+ each of disposable knives, forks, and spoons (or sporks if suitable for soup).
- 2 quarts half-and-half. 1 quart 1% milk.
- Muffins, bagels, fruit + whatever else you choose for breakfast/snacks. Costco is fine. Enough for 50+ servings.
- Bag of ice cubes (purchased or from home freezer) – for keeping milk & half-and-half cool.
- Prepare food in advance, cutting into single-serving pieces (slice bagels, cut muffins in 1/4s, fruit sized as finger-food).

Note: Disposable *paper* items can be composted in Santa Rosa's green waste pickup, bleached or unbleached. However utensils and hard plates or bowls, even if made from corn and/or labeled as “compostable” are not accepted by Santa Rosa and so will be land-filled. Therefore, use paper if possible, otherwise items made from renewable resources (e.g. vegetable oil rather than petroleum).