

# CPQM Volunteer Jobs (click titles for details)

*Please read carefully the suggestions for your job. Call Jim Avera with questions or ideas.*

Shop For Supplies (1 person) [NEEDED]

*About 2 hours Friday (shopping), and 1 hour Saturday morning 7:45 AM (delivery)*

Serve Early AM Snacks & Coffee/Tea Service (1 person) [NEEDED]

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

Coffee Hardware Jockey (1 person) [NEEDED]

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

Set up Furniture (2 people) [NEEDED]

*Preparation beforehand, and 1-2 hours Friday night.*

P.A. System and Projector Setup in Sanctuary (1 person) [NEEDED]

*During registration (or the night before, if the PA system is available then)*

Signs [Paul Harris]

*Make signs in advance, and put them up Friday evening.*

Morning coffee break (1 person) [NEEDED]

Afternoon coffee break (1 person) [NEEDED]

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

Lunch Set-up [NEEDED]

*Saturday from 11:00 AM until most lunches have been served (45-60 minutes).*

Put Away Lunch Left-overs (1 person) [NEEDED]

*The last 20 minutes of the lunch period.*

Final Cleanup - General (2 people) [NEEDED]

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

Traffic Engineer (1 person) [NEEDED]

*During morning registration (1 hour)*

Logistics Lead [Jim Avera]

*During registration and breaks, and "on-call" for the day.*

Overnight Housing Coordinator [NEEDED]

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

# CPQM VOLUNTEER JOBS IN DETAIL

## **Shop For Supplies (1 person) [NEEDED]**

*About 2 hours Friday (shopping), and 1 hour Saturday morning 7:45 AM (delivery)*

All costs will be reimbursed, or Jim A can give you cash in advance. Save receipts.

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.

- First borrow supplies from the RFFM residence (teas, 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; if so, report the approximate net value (CPQM will reimburse RFFM later).

- Coffee: 3 lbs *each* of regular and decaf. This is more than enough; the left-over will be used by RFFM. Please buy fresh coffee custom-ground for “percolator” (not drip) coffee makers
- Tea assortment (regular, decaf black tea, and herbal tea) – 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)
- 200 disposable hot-cups. Prefer paper without plastic lining (so they are compostable).
- 400 paper napkins.
- 125+ disposable knives and forks (or sporks). We can not actually compost “compostable” plastics.
- 25 lunch sacks
- 2 quarts half-and-half. 1 quart soy milk or *unflavored* soy-based creamer.
- Muffins, bagels, fruit + whatever else you choose for breakfast/snacks. Costco is fine. Enough for 125+ servings. (Note from last time: If buying bagels, get only 1/2 per person, e.g. about 60)
- Bag of ice cubes (purchased or from home freezer) – for keeing milk & half-and-half cool.
- If able, cut food into single-serving pieces (slice bagels, cut muffins in 1/4s, fruit sized as finger-food). If you cut apples, rinse the pieces in lemon juice to prevent browning.

## **Serve Early AM Snacks & Coffee/Tea Service (1 person) [NEEDED]**

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

Note: Coffee, tea, food, etc. will be delivered by someone else to 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 (“Coffee Hardware Jockey”). 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.

## **Coffee Hardware Jockey (1 person) [NEEDED]**

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

Summary: Provide one large hot-water and two coffee urns (for regular and decaf). Does not include making any coffee!

**NOTE: This section needs to be updated to reflect the new big coffee maker RFFM owns...**

- Borrow the large coffee maker and silver hot-water urn from RFFM (stored over cabinet in bathroom).

For hot water, please do not substitute any pot which was previously used to brew coffee

- Obtain a second large (at least 24-cup) coffee maker. Get filters if needed.  
**\*\*TODO(Jim) \*\* See if FB Church has a coffee maker we can use**  
If you have to buy, the 30-cup size is sufficient and should cost \$30-45 (at Sears, Walmart, or amazon.com in advance)
- Borrow two large “press pots” for serving coffee while brewing the next batch. RFFM has 1 or 2, and Jim Avera has one.
- Borrow two long heavy extension cords. You may need to plug into separate outlets to avoid blowing a fuse when all 3 pots are heating. Bring an adapter to allow two pots to share one of the extension cords.
- Set up Friday night (or early Saturday, if coordinated with the AM coffee/tea server).
- Find a place in the dining room near the kitchen. The pass-thru window counter may be suitable.
- Plug everything in and test to make sure a fuse does not blow when all pots are BREWING.
- Afterwards: Remove everything after last coffee break, or after dinner. We must be cleared out Saturday night.
- Return borrowed stuff to owners (items from RFFM should get back by 9 AM Sunday)

## **Set up Furniture (2 people) [NEEDED]**

*Preparation beforehand, and 1-2 hours Friday night.*

- In advance: Borrow a lost-and-found container.
- Set up clerk's table in sanctuary + 4 chairs
- Set up registrar table in church foyer
- Set up lost-and-found (with sign).
- Set up exhibit/literature tables (at least 6) in the hall next to sanctuary, and in any available foyer space. Label reserved tables with their assignments (get reservation info. from **Jim**).
- Provide 15 chairs in School-Age Room (the room adjacent to dining room) – Take chairs from dining room if needed.
- Set up tables and chairs in Dining Room, with seating for 100. The church has 75 folding chairs and we plan to rent 50 more. Some chairs will be needed at other locations.

## **P.A. System and Projector Setup in Sanctuary (1 person) [NEEDED]**

*During registration (or the night before, if the PA system is available then)*

Note: The church's PA system has controls in the back of the sanctuary and mic outlets on the stage (front, I think). There is a fixed video projector we can use which points only to their existing screen. The video cable terminates somewhere near the PA console.

*Please do not move, unplug, or adjust anything unless strictly necessary, and even then only after taking notes to be able to put it back the way it was for the Church to use Sunday morning.*

- **Come in early enough to debug all problems before 8:45 AM.**
- Determine whether it is better to use the church's or CPQM's sound equipment, or a mixture.
- Provide 1 mic at standing height for presenters (next to a podium if there is one).
- Provide 1 or 2 mics at the clerk's table.
- Position the mics (and Clerk's table) *behind* the loudspeakers, to avoid feedback.
- 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).

Note: Whoever brings the CPQM PA system may be familiar with how to set it up – ask, and if so, offer to help them set it up (if we need to use CPQM's system). Show them this check-list.

- Test the **video projector** with your own laptop (or, if available, the first presenters' computer).

## **Signs [Paul Harris]**

*Make signs in advance, and put them up Friday evening.*

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

- 1) “School-Age Program” (\*\*location is now TBD\*\*)
- 2) “Child-care” (room at end of hallway, east-side; the room with toys in it)
- 3) “Faith Cafe” (room at end of hallway, west-side; the one with bar and high tables)
- 4) Other rooms (besides dining room & sanctuary): If not locked, post with signs saying “This room is NOT available to CPQM”.
- 5) “Teen Program” (in central “portable” building behind rear parking-lot fence; contains pews)
- 6) Friends House (at the Church, pointing towards the FH driveway), Friends House Library,

- Friends House Art Room, and Friends House Commons A (once you get to FH).
- 7) Prominently post FH Library: “NO FOOD OR DRINK IN HERE”
  - 8) “CPQM Parking” pointers to the satellite FH parking lot (at entrance to FH driveway)
  - 9) A large-print sign-up sheet in church lobby for volunteers to help clean up at 5 PM.
  - 10) There must be something else, isn’t there?

### ***Morning coffee break (1 person) [NEEDED]***

### ***Afternoon coffee break (1 person) [NEEDED]***

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

- Excuse yourself 25 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 [NEEDED]***

*Saturday from 11:00 AM until most lunches have been served (45-60 minutes).*

*Note: Supplies (disposable plates, cups, knives and forks, napkins) will be on the island in the kitchen.*

- **ALL THIS IS TBD, depending on what kind of food we get.**
- From 2012:
  - 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 11:00 AM. The lunch consist of: Burritos (regular), burritos (gluten-free), and guacomole, salsa, and sour cream as optional sides.
  - 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, make your own lunch and then you are done.

### ***Put Away Lunch Left-overs (1 person) [NEEDED]***

*The last 20 minutes of the lunch period.*

- Pack up unused lunch items and put in refrigerator in kitchen.
- Clean up lunch-assembly lines.

### ***Final Cleanup - General (2 people) [NEEDED]***

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

- Direct casual volunteers who signed up to help with clean-up.
- Collect cups and other trash from all rooms and dispose of in dining room.
  - We will try to have separate recycling, compost, and trash(landfill) bins

- Pack up unused snacks. Combine with left-over lunch items (should be in refrigerator).
- Throw away all perishable food which has been out more than 2 hours total. Throw out if not *certain*.
- Clean tables and other surfaces in dining room and kitchen (enlist casual volunteers)
- Remove signs.
- Remove tables & chairs from sanctuary, foyer, hallway, etc.
- Stack/put away tables & folding chairs in the dining room (segregate rented items)
- Collect left-behind personal items and put into lost-and-found. Check all rooms including the Gym and rooms upstairs over the Gym.
- Take lost&found and left-over food (keep refrigerated) home, and deliver to RFFM by 9:15 AM Sunday.
- 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.

### ***Traffic Engineer (1 person) [NEEDED]***

*During morning registration (1 hour)*

- Stand outside and direct cars into parking lots (Church & FH satellite lot).
- Direct people to the Family Bible Church front entrance.
- Alternatively, post several large, visible signs.

### ***Logistics Lead [Jim Avera]***

*During registration and breaks, and "on-call" for the day.*

- Solve problems. Check in with other volunteers to remind & answer questions.
- Leave mobile phone on. Post your number at registration table (“Call xxx-xxxx for logistics help”)
- Know where bathroom supplies are located.
- Carry Jim's mobile number (650/544-5904), and emergency contact for Paster Rogers (707/291-4399, or 539-1958)

### ***Overnight Housing Coordinator [NEEDED]***

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