

CPQM Volunteer Jobs (click titles for details)

Wow! Thanks to all the people who volunteered!

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

[Shop For Supplies \(1 person\) \[Barbara Babin\]](#)

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

[Early AM Snacks & Coffee/Tea Service \(1 person\) \[Amy Southwick\]](#)

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

[Coffee Hardware Jockey \(1 person\) \[Elsbeth\]](#)

Friday night, and Saturday late afternoon or evening.

[Set up Furniture & Signs \(2 people\) \[Clark Dixon-Moses + Sharon Beckman\]](#)

Preparation beforehand, and 1-2 hours Friday night.

[P.A. System Setup in Sanctuary \(1 person\) \[Jennifer Lane\]](#)

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

[Signs \[Paul Harris\]](#)

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

[Morning coffee break \(1 person\) \[Ruth W.\]](#)

[Afternoon coffee break \(1 person\) \[Ruth W.\]](#)

15 minutes before the break until the end of the break.

[Lunch Set-up \[Karen Morgan & Rick Hargreaves\]](#)

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

[Put Away Lunch Left-overs \(1 person\) \[Amy Southwick\]](#)

The last 15 minutes of the lunch period.

[Final Cleanup - General \(2 people\) \[Ken DellaPenta + David Beckman\]](#)

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

[Traffic Engineer \(1 person\) \[Sally Davis\]](#)

During morning registration (1 hour)

[Logistics Lead \[Jim Avera\]](#)

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

[Overnight Housing Coordinator \[Harriet Lewis\]](#)

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

CPQM VOLUNTEER JOBS IN DETAIL

Shop For Supplies (1 person) [Barbara Babin]

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

All costs will be reimbursed. Save receipts. Paul Harris 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.

- 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 Susan to determine whether RFFM has incurred a significant “net loss” due to borrowing supplies; if so, report the approximate net value to Paul Harris (CPQM will reimburse RFFM later).

- Coffee (regular and decaf, the latter preferably French roast) – enough to brew about 100 cups each
- Tea assortment (regular, decaf black tea, and 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)
- 200 disposable hot-cups. Compostable if available, otherwise paper.
- 400 paper napkins.
- 100+ disposable knives and forks (or sporks). Compostable if available.
- 25 lunch sacks
- 2 quarts half-and-half. 1 quart 1% milk.
- Muffins, bagels, fruit + whatever else you choose for breakfast/snacks. Costco is fine. Enough for 125+ 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).

Early AM Snacks & Coffee/Tea Service (1 person) [Amy Southwick]

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 (“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) [Elspeth]

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!

- Borrow the silver hot-water urn from RFFM (stored over cabinet in bathroom). Please do not substitute any pot which was previously used to brew coffee.
- Obtain two other large (at least 24-cup) pots for regular and decaf coffee. Get filters if needed. The Church has one coffee urn we can use, so you'll need to borrow or buy one more. Ask at Friends House. 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 extension cords. You may need to plug into separate outlets to avoid blowing a fuse (often only 2 pots can be plugged into the same circuit). 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 person).
- 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.

Set up Furniture & Signs (2 people) [Clark Dixon-Moses + Sharon Beckman]

Preparation beforehand, and 1-2 hours Friday night.

- In advance: Borrow a lost-and-found container.
- Get signs from Paul; he will deliver them early Friday evening (or afternoon).
- 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 Setup in Sanctuary (1 person) [Jennifer Lane]

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

Note: The church has some kind of P.A. System in the sanctuary, but we do not know any details, such as whether it can accept multiple mic inputs or whether their mic(s) can be moved from the pulpit, etc.

CPQM owns its own P.A. System, which will be available too.

- Start early enough to debug problems before 8:45 AM.
- Determine whether it is better to use CPQM's system, the church's system, or a combination.
- Provide 1 mic on a stand for walk-up speakers from the floor.
- Provide 1 or 2 mics at the clerk's table.
- Locate speakers in front of all microphones, 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 PA system may be familiar with how to set it up – ask, and if so, offer to help them. Show them this check-list.

Signs [Paul Harris]

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) “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) Friends House Library, Commons A, other locations to be used (get list from Jim). Signs at entrance directing people to the rooms, at the rooms themselves.
- 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.

Morning coffee break (1 person) [Ruth W.]

Afternoon coffee break (1 person) [Ruth W.]

15 minutes before the break until the end of the break.

- Excuse yourself 15-20 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 [Karen Morgan & Rick Hargreaves]

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.

- 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) [Amy Southwick]

The last 15 minutes of the lunch period.

- Pack up unused lunch items (burritos & condiments) and put in refrigerator in kitchen.
- Clean up lunch-assembly lines.

Final Cleanup - General (2 people) [Ken DellaPenta + David Beckman]

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.
- Pack up unused snacks. Combine with left-over lunch items (should be in refrigerator).
- Throw away all perishable food which might have been left out more than 2 hours.
- Clean tables and other surfaces in dining room and kitchen (casual volunteers may help)
- 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) [Sally Davis]

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 [Harriet Lewis]

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