

# CPQM Volunteer Jobs (click titles for details)

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

Shop For Coffee & Snack Supplies (1 person) [Molly Bishop]

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

Serve Early AM Snacks & Coffee/Tea Service [Sara Emmanuel & Hubert Morel-Seytoux]

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

Coffee Hardware Jockey (1 person) [Jim Avera]

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

Set up Furniture (2 people) [Hubert Morel-Seytoux]

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

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

*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.*

(no mid-morning coffee break this year)

(no mid-afternoon coffee break this year)

Lunch Set-up & Serve [Mico, Chula, Jackie, Ruth, Karla H]

*Saturday from 10:30 AM until most lunches have been served (about 2 hours total).*

Put Away Lunch Left-overs (1 person) [Embarrassingly triple-booked: Barbara Christwitz, Vivian Sedney & David Hoffman]

*The last 20 minutes of the lunch period.*

Final Cleanup - General (2 people) [David & Sharon Beckman]

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

Traffic Engineer (1 person) [Karen Morgan]

*During morning registration (1 hour)*

Logistics Lead [Jim Avera]

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

Overnight Housing Coordinator [Betz Miller]

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

# CPQM VOLUNTEER JOBS IN DETAIL

## **Shop For Coffee & Snack Supplies (1 person) [Molly Bishop]**

*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.

Deliver everything to Family Bible Church by 7:45 AM Saturday. Leave on island in kitchen; then you are done. Someone else will serve.

A note on composting: Plain-paper plates and napkins are accepted by the Santa Rosa composting service, but pretty much nothing else other than food. Those plastic-like “compostable” forks and plates can not actually be composted, nor can any kind of paper cup.

- Go to the RFFM Meetinghouse Thursday or Friday and borrow sugar, no-calorie sweetener, regular tea, and decaf. & herbal teas (in upper cabinet to the right of the refrigerator)
- Coffee: Buy 2½ lbs (or 3 lbs) *each* of regular and decaf.. Please get it custom-ground for “percolator” (not drip) coffee makers.
- Hot-chocolate packets. Two dozen should be enough?
- 250 disposable paper hot cups, 12oz size.
- 400 small paper napkins - white or brown, without printing or decoration (will be composted)
- About 100 disposable spoons (or “sporks” if you see them).
- 25 paper lunch sacks
- 2 quarts half-and-half.  
1 quart soy milk or *unflavored* soy-based creamer.
- 125+ servings of: Muffins, bagels & shmeat, fruit & whatever else you fancy for breakfast/snacks. Costco is fine. For bagels, Jim recommends Donut Bagel Cafe, 750 Stony Point Rd just south of CA12 (pick up Sat after 6am). Note from last time: If buying bagels, get only 1/2 per person, e.g. 48-60.
- Big bag of ice cubes (purchased or from home freezer) – for keeping 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 get apples, rinse the cut pieces in lemon juice to prevent browning.

## **Serve Early AM Snacks & Coffee/Tea Service [Sara Emmanuel & Hubert Morel-Seytoux]**

*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 brought by someone else. Make both regular & decaffeinated coffee, and label the pots (and press-pots, if using them). Start brewing before registration begins and make more when needed. Set out cups, teaspoons, etc. Put half-and-half in a shallow bowl with ice cubes.  
For hot water, please use only the silver urn marked “hot water only”
- Set out breakfast/snack food, ensuring that it is cut up as needed. Serve juice if provided.
- You are done when the opening plenary begins; just leave everything as it is.

## **Coffee Hardware Jockey (1 person) [Jim Avera]**

*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 a large coffee maker and silver hot-water urn from RFFM (stored over cabinet in bathroom)
- Borrow press-pot servers from RFFM (stored in the kitchen). There may be one or two; Jim A will also bring one from home.
- Also use the large coffee maker under the island in the Family Bible Church kitchen.
- Label all equipment with “RFFM”, “FBC” (Family Bible Church), etc. as appropriate
- 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).
- Put coffee pots & water boiler in the “pass thru” window between dining room and kitchen.
- Plug everything in and test to make sure a fuse does not blow when all pots are BREWING.
  
- Saturday afternoon/evening: 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) [Hubert Morel-Seytoux]**

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

- In advance: Borrow a lost-and-found container.
- Set up two long tables for clerks at the front of the 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) [Eric Sabelman]**

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

Church PA system: Controls are in a raised booth at the back of the sanctuary. Mic outlets near stage.

Church Projectors: The video cable (VGA) connects to a computer in the control booth, but we may remove the cable and connect it to a presenter’s laptop. There are two projectors which show the same image, one on the big screen up front and the other on the back wall where the presenter can see it.

CPQM PA System: A backup if needed *and* we ask someone to bring it from Grass Valley.

***Please do not move, unplug, or adjust anything except when 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 Friday or early enough Sat. to debug problems before 8:00 AM.  
(Family Worship time starts at 8:30 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” (in right-hand “portable” behind rear parking lot; contains pews)
- 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 Gym, downstairs only, across the side parking lot)
- 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 5:30 PM.
- 10) There must be something else, isn't there?

***(no mid-morning coffee break this year)***

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***(no mid-afternoon coffee break this year)***

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## **Lunch Set-up & Serve [Mico, Chula, Jackie, Ruth, Karla H]**

Saturday from 10:30 AM until most lunches have been served (about 2 hours total).

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

(no forks or knives needed this time, per the food team)

- Set up serving tables if needed
- Provide signs indicating what is what, or other guidance for restricted diets
- Use 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) [Embarrassingly triple-booked: Barbara Christwitz, Vivian Sedney & David Hoffman]**

The last 20 minutes of the lunch period.

- Pack up unused lunch items and put in ice chests (or refrigerator) in kitchen. Mark containers if needed.
- Clean up lunch-assembly lines.

## **Final Cleanup - General (2 people) [David & Sharon 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.
  - 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) [Karen Morgan]**

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 [Betz Miller]**

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