

Atlanta Friends Meeting

Guidelines
for
Sunday
Volunteers

Compiled by Care & Counsel Committee

December 2007

The Joy of Volunteering

Every Sunday certain jobs need to be done, and we couldn't get them done without our wonderful volunteers.

You provide so many joyous hands when help is needed, to greet attenders at the door with a welcoming smile as they come to worship; to provide care for the smallest of our attenders in the nursery; to set up refreshments (coffee, tea, juice) as we break after that hour of sitting in expectant silence; to clean up after the hubbub of hospitality; and contribute to the success of our monthly potluck lunch. Thank you a million times over!

This booklet is intended as a handy reference for Sunday Volunteers. It describes each of the positions and its responsibilities.

Volunteering is not restricted to a particular age or longevity in the Meeting. We welcome help from young people and newcomers. In fact, volunteering is an excellent way to meet members of the meeting and hear about their spiritual journeys.

When you fill out the volunteer sign-up sheet, you should realize that this is an open-ended assignment. However, that does not mean it has to last forever. Simply let us know when you want to change assignments or take a break for a period of time.

Nursery

Who Should Volunteer:

Any person who loves babies and toddlers (age 3 and younger) and is able-bodied enough to tend to them. Parents or brand-new attenders may wish to stay with smaller children.

Duties:

- Arrive at 9:50 am. on Sunday at the Nursery Room, wearing comfortable clothes.
- As each child arrives, greet him or her with warm smiles.
- Ask the parent or guardian for names and information (allergies, food and drink preferences, health concerns, potty-trained?). Write information in the ledger in the Nursery.
- During the next hour, care for the children.
 - Play on the slide if they are old enough
 - Read stories if they wish
 - Bring out the Play-Doh but supervise at all times
 - Roll balls
 - Stack blocks
 - Play with doll house, etc.
 - Hold and rock as needed.
- At the end of the hour, put away all toys and books and neaten the room. Then wait for the parents or guardians until they pick up their children. Never leave them unattended!



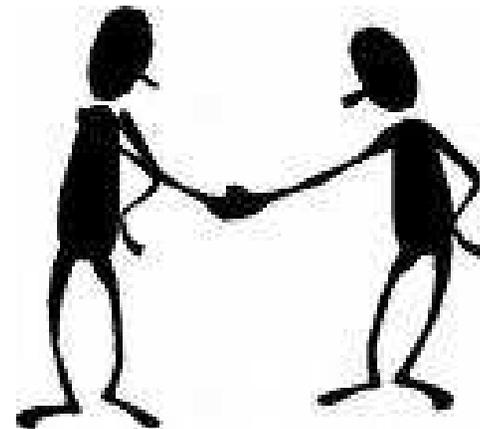
Thank you for volunteering!

Greeting

- Arrive by 9:45 a.m.
- Delegate who will be at front door, at greeting table, and at main doors to Meeting Room.
- Place name tag rolling bulletin board (located at the far end of the greeting room) just inside or outside the front door.
- Put on your name tag.
- Look around and see if anything needs to be tidied up.
- Be welcoming when people arrive—Smile, shake hands!
- Include children in your welcome.
- For newcomers:
 - Welcome them and let them know we are glad they are here.
 - Offer a name tag sticker.
 - Hand them a welcome packet; explain that it has lot of info about Quakers (Welcome packets are clipped above the table by the front door).
 - Give them a Welcome “half sheet” that explains what occurs during meeting for worship (it is on the table by the front door). Also point out other reading material.
 - If they have children, direct those with babies (ages 0-3) to the nursery (through the doors to the restrooms and to the left of the exit door) or tell them that First Day School begins at 10:15 for older children.
 - Direct them to the meeting room.
- Close doors to meeting room promptly at 10:00 am.
- Remain outside the Meeting Room for the next 15 minutes.
- Direct latecomers to the sound-lock passage (side door).
- Monitor the noise volume of people who wait.
- Collect announcement sheets (located on the table by the front door).

- Open doors at 10:15 to let children out to go to class, then latecomers in.
- Close doors again.
- Choose which greeter will remain outside for the remainder of meeting for worship to be welcoming and helpful to latecomers and to monitor noise. Other greeters may join meeting for worship (one needs to stay close to the doors).
- At rise of meeting, open the doors and remain at doors with the announcement sheets. Inform small meeting for worship (in the library) that meeting has risen.
- Person closing meeting will identify the greeters and mention that they have the announcement sheets.
- Stand at door and hand out announcement sheets.

Thank you for volunteering!



Refreshment Set-Up

- Plan to arrive at about 9:30 am.
- The Meeting has bags of regular and decaf coffee in the freezer; there are containers of juice and milk in the refrigerator and extra bottles of juice in the cupboard.
- Put coffee cups out on the table to the left of the window before Meeting (to avoid disturbance during Meeting for Worship.) About 60 cups should be enough.
- Set out paper cups for juice, sugar, sweetener, spoons and tea, including tea bag plate for discards and bowl for used spoons. Keep milk refrigerated until the rise of Meeting.
- By 10:00 am, start two urns of coffee and one urn of hot water for tea. (See instructions below.)
- At the rise of meeting, remove coffee grounds and place urns on window sill. Put juice, milk pitchers, and a pitcher of cold water on the table. You might pour a few cups of juice for the smaller children.

Coffee Instructions:

- Make a full pot of regular coffee. (Use opened coffee in freezer first.) Use $\frac{3}{4}$ pound (4.5 cups) of coffee for 60 cups.
- Make a smaller pot of decaf coffee. Two cups (1/2 vacuum-packed bag) of coffee is required for 30 cups.
- Make $\frac{3}{4}$ of a small pot of hot water for tea.
- Plug the coffee urns into the two single receptacles to avoid tripping the breaker.
- Listen for both pots to start percolating. After several minutes, if you don't hear anything, the fuse may be blown, or the stem may not be in the depression at the bottom of the pot.

Thank you for volunteering!

Refreshment Clean-Up

General Information

- Wash dishes, dry them, and put them away.
- After everyone is finished, dump extra coffee and hot water (can use as rinse water) out of the urns. Be careful not to burn yourself! Then rinse out the urns. Do not immerse the urns!
- Put the coffeepots together loosely so they can air-dry.
- Clear and wipe the table in the Greeting Room
- Sweep the Greeting area floor, and mop if necessary.
- Make sure the kitchen is in order, all counters clean, dishes put away, towels and washcloths in the container for washing.
- Take out the trash. (The dumpster is in the parking lot.) Put recyclables in the labeled box on the counter.

Clean out refrigerator:

- Please remove and discard all food in the refrigerator each First Day. This includes:
 - Unclaimed leftovers
 - Prepared foods
 - Meat, fruit, vegetables, etc.
 - Juice, milk, half & Half, etc.
 - Ice cream & other frozen food
 - (everything not listed under exceptions)
- Exceptions:
 - Coffee for First Day
 - Items clearly labeled as belonging to Young Friends

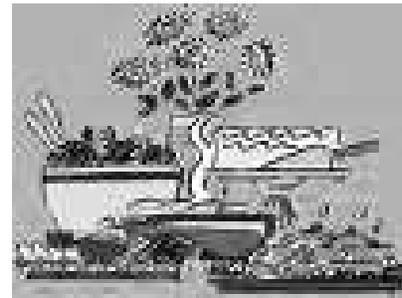
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Potluck Set-up

- Arrive at 9:30 am.
- Set up three conference-type tables in the Greeting Room, end-to-end to receive food dishes.
- There should already be a table to the left of the kitchen pass-through window (for juice and coffee cups) and a table to the left of the doors to the patio (for desserts). Be sure these are cleared off.
- Follow **Coffee Instructions** under **Refreshment Setup**
- Put out coffee cups (50-60), paper cups, sugar, sugar substitute, tea bags, spoons for stirring, receptacles for discarded spoons and tea bags, cream substitute. All these go on the table near the kitchen pass-through window.
- Put out flatware (in their containers) and napkins on the end of the three conference tables nearest the patio doors.
- Put out stacks of plates (at least 60) on the other end of the tables.
- Hot pads and serving utensils should be scattered on the tables near the plates.
- Try to do all this before 10:00 am. so that the noise does not bother worshippers. Also TRY to keep down the noise from people bringing in their dishes.
- Turn on the oven to about 275°F. (Listen for the gas to ignite. If it doesn't, be sure to turn off the gas and look to see that the pilot light is on. If it is, try again. If not, light the pilot.) 275° is enough to keep dishes warm. However, if someone brings in an item to bake, you will have to turn it up to whatever the person thinks is right.
- In general, the order of dishes is:
- On main conference tables left to right facing Meeting Room:
 - Hot casseroles
 - Salads, cold dishes
 - Bread, chips

- On table near patio
 - All desserts
 - Sometimes fruits are considered dessert, sometimes main dish. Use your discretion.
- On table near kitchen
 - Beverages
- As dishes come in, place them in their proper place, or if they need to be kept hot, put them in the oven (don't forget to take them out at 11:15 or so!). If they have to be kept cold, try to fit them in the refrigerator. If items need slicing, slice them.
- At 11:15, take off plastic wrap, covers, etc. Remove from oven or refrigerator, place on tables. Place serving utensils in or near each dish. If applicable, stick a label (vegetarian, vegan, etc) in dish.

• **Thank you for volunteering!**



Potluck Clean-up

General Instructions

- Show up for your scheduled time. (If you can't make it, it is your responsibility to find a substitute.)
- Eat your meal promptly and start your work right away. (Chat with your fellow volunteers rather than around the table!)
- Plan to stay a little later than usual. (Don't leave your fellow volunteers to finish without you.)
- Organize the kitchen to receive dirty dishes. Assign volunteers to wash, rinse, dry. Plastic wash bins and extra detergent may be under the sink.
 - A wash bin with hot soapy water to receive dirty (but scraped) dishes,
 - A sink of hot soapy water to wash dishes in
 - A sink to rinse dishes in
 - A rack to place clean dishes in
- Wash dishes, rinse them, dry them, and put them away.
- Work with set-up people to remove completed dishes from the serving tables.
- Keep the juice table in order.
- As potluck ends, wipe off the eating and serving tables and recruit attenders to fold them up and put them away in the meeting closet.
- Clean the Meeting's coffee pots, serving dishes, and utensils.
- Vacuum the Meeting Room, sweep the Greeting Area, and mop around the juice table if necessary.
- Be sure the chairs and benches in the Meeting Room are back to the arrangement in the diagram on the table closet door.
- Make sure the kitchen is in order, all the counters clean, dishes put away, towels and washcloths in the container for washing, etc.

- Take out the trash. (The dumpster is in the parking lot. Put recyclables in the box on the counter, but if it is overflowing, transfer items to the bins out back, beyond patio and fence.)

- **Thank you for volunteering!**

