

## **Instructions for Set Up / Serve Volunteers**

Please arrive at the Church at 4:30 pm on your scheduled date, unless otherwise requested by your cook.

If coffee is not on already, please set up the coffee urn for 70 cups (follow instructions at coffee station). Set up the hot water-only urn. Coffee station in the Gym should have approximately 100 cups, cream, sugar, tea selection and stir sticks. One of the large white jugs filled with water on a cart in the Gym near the coffee works well for tables to refill water pitchers.

Tables must be set for 8 with napkins, cups, salt & pepper, and a full water pitcher (to be put on tables at 5:30).

Set up the cart with bus pans for dirty dishes. An empty one on top for dishes and one with hot soapy water for cutlery on the second level.

Two serving tables should be placed end-to-end in a way that prevents access into the kitchen. On these tables you will need to place 120 large plates, 20 medium plates and a tray of cutlery. Find out from your Cook what is needed for hot pads and serving utensils. Do you need to put out Salad Dressings, Ketchup, Mustard and Butter etc?

Ask your Cook what help is needed in the kitchen. You may need to put together a salad.

Please attempt to find a replacement if aren't able to be present at your scheduled evening.

Thank-You for your help in this ministry! It's great to have you here!

## **Instructions for Clean-Up Crew**

Please be in the kitchen by no later than 6:30 pm on your scheduled night.

Please attempt to find a replacement if aren't able to be present at your scheduled evening.

Inside the kitchen, bring in the dirty dishes and cutlery etc. to a location either on the dishwasher rack or a spot suitable to the dishwasher operator. Assist the operator, so things don't get backed up and that the work area is supplied. With clean hands, put away the dishes and help tidy the kitchen.

In the gym, bring coffee urns, juice containers and water pitchers to the kitchen and clean and store properly. Return salt and pepper shakers. Be prepared to clean any spills on table tops as they cannot be stored with food on them. A small ice cream container filled with soapy water will work well for this. All wet cloths are to be left on the outer edge of laundry hamper to dry. This will help avoid mold and mildew.

As final check, please confirm that all furnishings are removed from the gym and the floor is cleared of any spills in preparation for the next event.

## Wednesday Night Schedule

Date	Cook	Set-up/Serve	Clean-Up	Dishwasher
Sept 15	Nancy	Ruth Friesen, Larine MacLean, Marlene Mertke	Maxine & Cornel Kurtz, Sandi Davis	
Sept 22	Shannon	Jim & Rhonda Morrison	Jodi Toop, Christine Niessen, Kristen Niessen	
Sept 29	Moores	Home Group	Home Group	Susan
Oct 6	Rebekah/Zach	Youth Cluster	Youth Cluster	Susan
Oct 13	Devon	Amy Doughty, Karon Scott, Marg Roffell	Brendan & Deanna Kurtz, Gillian Youngberg	Susan
Oct 20	Verna	Bev & George Leeder, Beulah Kotzer	Dell & Debbie Rempel, Phyllis Goretz	Susan
Oct 27	Nancy	Ruth Friesen, Larine MacLean, Marlene Mertke	Maxine & Cornel Kurtz, Sandi Davis	Susan
Nov 3	Shannon	Jim & Rhonda Morrison	Jodi Toop, Christine Niessen, Kristen Niessen	Susan
Nov 10	Moores	Home Group	Home Group	Susan
Nov 17	Rebekah/Zach	Youth Cluster	Youth Cluster	Susan
Nov 24	Devon	Amy Doughty, Karon Scott, Marg Roffell	Brendan & Deanna Kurtz, Gillian Youngberg	Susan
Jan 5	Verna	Bev & George Leeder, Beulah Kotzer	Dell & Debbie Rempel, Phyllis Goretz	Susan
Jan 12	Nancy	Ruth Friesen, Larine MacLean, Marlene Mertke	Maxine & Cornel Kurtz, Sandi Davis	Susan
Jan 19	Shannon	Jim & Rhonda Morrison	Jodi Toop, Christine Niessen, Kristen Niessen	Susan
Jan 26 <sup>Watoto</sup>	Moores	Home Group	Home Group	Susan
Feb 2	Rebekah/Zach	Youth Cluster	Youth Cluster	Susan
Feb 9	Devon	Amy Doughty, Karon Scott, Marg Roffell	Brendan & Deanna Kurtz, Gillian Youngberg	Susan
Feb 16	Verna	Bev & George Leeder, Beulah Kotzer	Dell & Debbie Rempel, Phyllis Goretz	Susan
Feb 23 <sup>Missions</sup>	Nancy	Ruth Friesen, Larine MacLean, Marlene Mertke	Maxine & Cornel Kurtz, Sandi Davis	Susan
Mar 2	Shannon	Jim & Rhonda Morrison	Jodi Toop, Christine Niessen, Kristen Niessen	Susan
Mar 9	Moores	Home Group	Home Group	Susan
Mar 16/23	NO DINNERS PLANNED FOR SPRING BREAK - CLASSES AS USUAL AT 7:00pm			
Mar 30	Rebekah/Zach	Youth Cluster	Youth Cluster	Susan

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Date	Cook	Set-up/Serve	Clean-Up	Dishwasher
Apr 6	Devon	Amy Doughty, Karon Scott, Marg Roffell	Brendan & Deanna Kurtz, Gillian Youngberg	Susan
Apr13	Verna	Bev & George Leeder, Beulah Kotzer	Dell & Debbie Rempel, Phyllis Goretz	Susan
Apr 20	Nancy	Ruth Friesen, Larine MacLean, Marlene Mertke	Maxine & Cornel Kurtz, Sandi Davis	Susan
Apr 27	Shannon	Jim & Rhonda Morrison	Jodi Toop, Christine Niessen, Kristen Niessen	Susan
May 4	Moores	Home Group	Home Group	Susan
May 11	Rebekah/Zach	Youth Cluster	Youth Cluster	Susan
May 18	Devon	Amy Doughty, Karon Scott, Marg Roffell	Brendan & Deanna Kurtz, Gillian Youngberg	Susan
May 25	Verna	Bev & George Leeder, Beulah Kotzer	Dell & Debbie Rempel, Phyllis Goretz	Susan