

2010 Angel Food Ministry Volunteer OPPORTUNITES

DISTRIBUTION DAY TASKS: Travel Team (4--6 VOLUNTEERS NEEDED)

7:00 am **Travel Team** Leader:

7:00-8am TRAVEL TEAM: Pick up bulk product at Living Word Lutheran Church (loaders) Count Inventory -(counters) Pull sheet
Deliver Bulk Product to FCC fellowship hall (drivers)
Assist Assembly Team with unloading and placing product along assembly line
First truck out gets manilla envelope with Servant Magazine to bring to FCC.
First truck out gets loaded with speciality boxes, Last truck gets eggs and deserts

7:00-7:30am: ASSEMBLY LINE-set up (7 VOLUNTEERS NEEDED)

Building Temperature set to 73 degrees.
SIGNS and BANNERS: Placing signs, banners along road
Set up Assembly Line white tables
Taping Boxes-twice 3M tape and rollers
Make coffee

7:30-9:00am: ASSEMBLY LINE (30 VOLUNTEERS NEEDED)

DOLLY: Count Specialty boxes. Assure we have correct quantity before we assemble basic boxes
Call Travel Team Leader if shortages
Set product along assembly line when delivered by Travel team
TOTE with supplies: Open all boxes and bags along assembly line
Label The Servant Magazine and insert New Menu ordering form and newsletter into magazine
Place items in boxes
Stack boxes for pick up
Clean up area. Vaccum if needed
Take cardboard trash to recycle container. Take other trash to trash dumpster

9:00-11:00am DISTRIBUTION / MINISTRY (12 -14 volunteers needed)

Set up Tables and 2 chairs at each table, table cloths, table signs
Set up chairs in waiting area by Hospitality Table

Hospitality Table: Make coffee and set out bakery goods.

Registration Table: Verify and Confirm order, highlight guest on tally sheet, hand guest their ticket for pick up and briefly explain other "free" things available to them. i.e. refreshments, bibles, swap, place order for next month,

New Orders- assure form is complete and check or cash is correct. Checks made out to FCC Katy, Memo: Angel Food, Guest name, phone and email address on form.

Community Information Table: Set out brochures and information from FCC and community organizations. Offer intems to guest when they pick up their order.

Specialty Items and Pick up Table: review order with customer at table. Assure order is correct prior to delivering to guest vehicle. Give receipt to volunteer loading vehicle to double-check order.

Swap Table: Show guest items available to swap and explain swap criteria.

Prayer Action Team: Speak with and pray with guest on as needed basis. Be able to share openly and honestly with them and encourage them. Offer free Bible, while supplies last. Fill out information in notebook for review of needs and needing to be on Adopt-A-Family program. Meet with Adopt-A-Family member monthly to update status to determine future needs.

Delivery to guest vehicles: At least 2 people to cart boxes to load guest vehicle.

Music: Bring Christian CD's for background music, boom box

11am Clean Up Team: Breakdown ministry stations, all 6 tables. (EVERYONE help)

Put away all tables, chairs, signs, banners, etc.
Turn off coffee maker, clean coffee pot
Vaccum carpet, if needed
Set up area for Sunday.
Return heating and a/c back to regular settings-only use reset button not hold button

Volunteer Recognition: T-shirts, Angel Pins, Certificates (1-2 volunteers needed)