Volunteer Guide

Englewood Methodist Church

2026 • Public – Work In Progress

Last Updated: October 3, 2026

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Volunteer Orientation

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Christmas Day Dinner • Englewood Methodist Church

"We welcome all, love all, and serve all an excellent meal, so that no one has to be alone for Christmas."

Welcome & Thank You

Thank you for giving your time to make this dinner possible. Every volunteer role — large or small — is essential to serving our guests well. We are glad you are here.

Event Schedule

9:00 – 10:30 AM	Volunteer arrival & setup
10:30 AM	Delivery drivers depart
11:00 AM	Doors open — guests seated in Fellowship Hall
11:00 AM – 2:00 PM	Dinner service
2:00 PM	Service ends — cleanup and reset begin
[To be confirmed]	Volunteer dismissal

Parking

Please leave all valuables in your car.

- Park in the grass areas away from the buildings.
- Do not park near the main entrance — keep those spaces available for guests.
- Shuttle service is available for guests who need assistance from the parking area to the door.

Dress Code

- All volunteers: staff shirt and name tag (pick up your name tag at the Volunteer Check-in Table).
- Waiters: apron (provided).
- Shuttle Drivers: Santa hat (provided).
- Some roles may have additional attire — see your individual job description.

Volunteer Check-In

- Check in at the Volunteer Check-in Table when you arrive. You will receive your pre-made name tag.
- If your name is not on the list, sign in at the table and you will be placed on Stand By.
- Stand By volunteers wait near center stage to be assigned a role as needed.
- Wear your name tag for the entire event.

Hospitality Table

The Hospitality Table is set up for YOU — our volunteers.

- Coffee, tea, water, and snacks are available throughout the day.
- Feel free to enjoy a meal in Fellowship Hall. Please go in shifts with your team so your area remains covered.

Questions & Getting Help

If you have a question, are unsure of your assignment, or need assistance during the event:

- Find your team leader or supervisor (listed on your job description).
- Go to the Stand By table near center stage — someone there can help direct you.
- Co-Chairs: Susan Kokomoor and Dale Mallory

Accessing Documents Online

All committee documents are available through Planning Center:

- Smart phone: open the Church Center App → search Englewood Methodist → Christmas Dinner Planning → Resources.
- Computer: englewoodumc.churchcenter.com → Christmas Dinner Planning → Resources.

Documents available include agendas, minutes, job descriptions, floor plans, and financial records.

Important Reminders

- Do NOT remove cash from donation boxes during the dinner.
- Maximum 8 guests per table.
- Carry only two meals at a time (Waiters).
- All volunteers are asked to treat every guest with kindness and respect, consistent with our mission.

Thank you for being a volunteer!

Advertising/Publicity

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# of Volunteers	Supervisor / Contact	Attire
[e.g. 4]	*[Name & cell #]*	*[e.g. Staff shirt + name tag]*

Phase	Arrival Time / Schedule
Pre-Event	*On-line activities begin October 1st*
Day-Of	*Capture pictures of current year event*
Post-Event	*[Arrival time — please fill in, or "N/A" if this phase does not apply]*

Pre-Event (Days Prior to Christmas Day)

1. Review previous year advertising publications
2. Update and Design advertising publications with current year's information
3. Publish in-house
   - Monthly newsletter articles (July through January)
   - Bulletin and Pulpit announcements
   - Informational Flyers and Invitations
4. Publish external
   - Social Media (Facebook, Instagram, TikTok)
   - Newspaper Articles

Day-Of (Christmas Day)

1. Take photos of event

Post-Event (Day After or End of Day)

1. *[Step 1 — describe cleanup or follow-up tasks, or delete this section if not applicable]*

Notes

- [Use this section for cross-role coordination notes or special instructions. Delete if not needed.]

Bag Fillers (Homebound Deliveries)

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# of Volunteers	Supervisor / Contact	Attire
[To be confirmed]	*[Name & cell #]*	*[Staff shirt + name tag]*

Phase	Arrival Time / Schedule
Pre-Event	*[Arrival time — please fill in, or "N/A" if not applicable]*
Day-Of	*[Arrival time — please fill in, or "N/A" if not applicable]*
Post-Event	*[Arrival time — please fill in, or "N/A" if not applicable]*

Pre-Event (Days Prior to Christmas Day)

Day-Of (Christmas Day)

1. Prepare 250 WHITE BAGS: place one cranberry container, one pie container, and one roll and butter inside.
2. Prepare the PLASTIC BAG: place one hot meal in a container on the bottom, then place the White Bag on top.
3. FILL AND RELOCATE TO THE DELIVERY STATION BY 9:15 AM Christmas Day.

Post-Event (Day After or End of Day)

1. *[To be confirmed — please fill in]*

Beverage Table Set-up

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# of Volunteers	Supervisor / Contact	Attire
[To be confirmed]	*[Name & cell #]*	*[Staff shirt + name tag]*

Phase	Arrival Time / Schedule
Pre-Event	*[Arrival time — please fill in, or "N/A" if not applicable]*
Day-Of	*[Arrival time — please fill in, or "N/A" if not applicable]*
Post-Event	*[Arrival time — please fill in, or "N/A" if not applicable]*

Pre-Event (Days Prior to Christmas Day)

1. *[To be confirmed — please fill in]*

Day-Of (Christmas Day)

1. Locate blue pitchers and lids. Mark half to distinguish between tea and water.
2. Locate water supply from kitchen.
3. Move iced tea in igloos from refrigerator to beverage table.
4. At 10:00 AM: fill pitchers 1/3 full of ice and add tea.
5. At 10:00 AM: fill pitchers 1/2 full of ice and add water.
6. Move coffee containers from kitchen and put in carafes.
7. Put a pitcher of tea, water, and one carafe of coffee on each table. Waiters can help.
8. Do not leave ice scoops in ice chests.
9. Waiters will bring empty pitchers and exchange for full ones as needed.
10. At 1:30 PM, or when the crowd is thinning, assess whether more beverages need to be made. Combine pitchers to cut down on waste.

Post-Event (Day After or End of Day)

1. *[To be confirmed — please fill in]*

Bussing

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# of Volunteers	Supervisor / Contact	Attire
[To be confirmed]	*[Name & cell #]*	*[Staff shirt + name tag]*

Phase	Arrival Time / Schedule
Pre-Event	*[Arrival time — please fill in, or "N/A" if not applicable]*
Day-Of	*[Arrival time — please fill in, or "N/A" if not applicable]*
Post-Event	*[Arrival time — please fill in, or "N/A" if not applicable]*

Pre-Event (Days Prior to Christmas Day)

1. *[To be confirmed — please fill in]*

Day-Of (Christmas Day)

1. Clear dirty dishes, glasses, silverware, and trash from tables throughout service.
2. Place dirty items in bins.
3. Separate silverware and put in bins with soapy water.
4. Scrape plates. Liquids go in pails.
5. There will be 3 bussing tables throughout the Hall in addition to the main station at the scullery. Each table will have a bin for dishes and silverware.
6. Transport filled bins to the dishwashing area (scullery).
7. Replace full bins as necessary with empty bins.

Post-Event (Day After or End of Day)

1. *[To be confirmed — please fill in]*

Cleanup and Breakdown

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# of Volunteers	Supervisor / Contact	Attire
[e.g. 4]	*[Name & cell #]*	*[e.g. Staff shirt + name tag]*

Phase	Arrival Time / Schedule
Pre-Event	*[Arrival time — please fill in, or "N/A" if this phase does not apply]*
Day-Of	*[Arrival time — please fill in, or "N/A" if this phase does not apply]*
Post-Event	*[Arrival time — please fill in, or "N/A" if this phase does not apply]*

Pre-Event (Days Prior to Christmas Day)

1. *[Step 1 — describe what happens before Christmas Day, or delete this section if not applicable]*

Day-Of (Christmas Day)

1. Return all dishes and silverware to kitchen
2. Remove table decorations and pack away
3. Wipe tables
4. Store tables and chairs

Post-Event (Day After or End of Day)

1. Arrange for aprons and kitchen towels etc. to be laundered.

Notes

- Items specific to the Christmas Dinner (pitchers and lids, utensils, decorations, leftover napkins, placemats, etc.) need to be boxed up and returned to the storeroom.

Cranberry Scoopers

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# of Volunteers	Supervisor / Contact	Attire
[e.g. 4]	*[Name & cell #]*	*[e.g. Staff shirt + name tag]*

Phase	Arrival Time / Schedule
Pre-Event	December 24th
Day-Of	*[Arrival time — please fill in, or "N/A" if this phase does not apply]*
Post-Event	*[Arrival time — please fill in, or "N/A" if this phase does not apply]*

Pre-Event (Days Prior to Christmas Day)

1. Open gallon containers of cranberries and scoop into plastic serving containers (make sure lids are on securely)
2. Place containers on trays and refrigerate.

Day-Of (Christmas Day)

1. *[Step 1 — describe the task clearly and in the order it should happen]*
2. *[Step 2 — describe the task clearly and in the order it should happen]*

Post-Event (Day After or End of Day)

1. *[Step 1 — describe cleanup or follow-up tasks, or delete this section if not applicable]*

Notes

- [Use this section for cross-role coordination notes or special instructions. Delete if not needed.]

Custodian Duties

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# of Volunteers	Supervisor / Contact	Attire
[To be confirmed]	*[Name & cell #]*	Staff shirt and name tag

Phase	Arrival Time / Schedule
Pre-Event	*[Arrival time — please fill in, or "N/A" if not applicable]*
Day-Of	*[Arrival time — please fill in, or "N/A" if not applicable]*
Post-Event	*[Arrival time — please fill in, or "N/A" if not applicable]*

Pre-Event (Days Prior to Christmas Day)

1. Open doors on December 23rd and Christmas Eve.
2. Prepare facilities for setup crews.

Day-Of (Christmas Day)

1. Open doors on Christmas Day. Keep certain doors locked according to committee guidance.
2. Check restrooms hourly for cleanliness and supplies.
3. Circulate around Fellowship Hall and kitchen to empty waste containers.
4. Be available to mop and/or vacuum as needed.
5. Coordinate with the Poinsettias team regarding moving leftover plants from the Sanctuary to Fellowship Hall.

Post-Event (Day After or End of Day)

1. After dinner, return mats and dispose of cardboard.
2. Empty all trash and recycling bins into the large dumpsters outside.
3. Assist in dishwashing and returning equipment to proper storage.

Notes

- Coordinate with the Poinsettias team regarding moving leftover plants from the Sanctuary to Fellowship Hall.

Delivery Coordinator

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# of Volunteers	Supervisor / Contact	Attire
[To be confirmed]	*[Name & cell #]*	*[Staff shirt + name tag]*

Phase	Arrival Time / Schedule
Pre-Event	*[Arrival time — please fill in, or "N/A" if not applicable]*
Day-Of	*[Arrival time — please fill in, or "N/A" if not applicable]*
Post-Event	*[Arrival time — please fill in, or "N/A" if not applicable]*

Pre-Event (Days Prior to Christmas Day)

1. Request the church office set-up their voice mail system so that voice mail dinner requests are forwarded to your personal email.
2. Define delivery area (El Jobean Bridge to ???)
3. Call back persons requesting home delivery to obtain name(s) delivery address, gate access code, etc. (Max 4 meals per delivery location). Suggestion: fill out a form for each request.
4. Organize the list of delivery addresses and phone numbers prior to Christmas Day.
5. Call and coordinate delivery driver volunteers.
6. Prepare routes for vehicles and staple delivery slips to route maps.
7. Attach donation envelope.
8. Assign drivers and make copies of deliveries and driver assignments.
9. Set up a table in the designated area for driver check-in.
10. Arrange the pick-up area for collecting dinners and poinsettias (one poinsettia per delivery).

Day-Of (Christmas Day)

1. Manage driver check-in. Drivers should arrive by 10:30 AM.
2. Coordinate with Delivery Drivers for handoff of meals and poinsettias.

Post-Event (Day After or End of Day)

1. Any Donations should be returned to Donation Boxes in Fellowship Hall.

Notes

- Drivers should arrive by 10:30 AM on Christmas Day. Coordinate with Delivery Drivers for handoff.

Delivery Drivers

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# of Volunteers	Supervisor / Contact	Attire
[To be confirmed]	*[Name & cell #]*	*[Staff shirt + name tag]*

Phase	Arrival Time / Schedule
Pre-Event	*[Arrival time — please fill in, or "N/A" if not applicable]*
Day-Of	*10:30 AM*
Post-Event	*[Arrival time — please fill in, or "N/A" if not applicable]*

Pre-Event (Days Prior to Christmas Day)

1. *[To be confirmed — please fill in]*

Day-Of (Christmas Day)

1. Arrive by 10:30 AM. Check in at the driver check-in table.
2. Pick up assigned meals and one poinsettia per delivery from the pickup area.
3. Follow assigned route. Deliver meals to homebound guests.
4. Collect any donation envelopes and return them to the coordinator.

Post-Event (Day After or End of Day)

1. *[To be confirmed — please fill in]*

Notes

- Delivery addresses and phone numbers are provided by the Delivery Coordinator. See the Coordinator if you have questions about your route.
- Drivers might be asked to return to Fellowship Hall for further deliveries or volunteering in other areas.

Delivery Prep Team

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# of Volunteers	Supervisor / Contact	Attire
[e.g. 4]	Paul and Caroline	*[e.g. Staff shirt + name tag]*

Phase	Arrival Time / Schedule
Pre-Event	December 24th - 4:00 PM (4 People)
Day-Of	December 25th - 8:00 AM (10 People) PREPARATION December 25th - 8:15 AM (15 People) Balance of Workers
Post-Event	N/A

Pre-Event (Days Prior to Christmas Day)

1. Setup serving table in kitchen
2. Place serving utensils on serving table
   A (1) Scoop for mashed potatoes (1 Scoop)
   B. (1) Scoop for stuffing (1 Scoop)
   C. (1) Tongs for turkey (2 Pieces)
   D. (1) Ladle for gravy (1 Ladle)
   E. (1) Slotted spoon for green beans (1 Spoon full slightly rounded)
3. Place food containers on table in kitchen for servers
4. Make (3) carts available for moving food containers to outside bagging
5. Place (6) 8-foot tables in the hallway for outside bagging area
6. Place black bags on table – Move to outside bagging area tomorrow

Day-Of (Christmas Day)

8: 00 AM PREPARATION (10 People)

1. Setup (6) 8-foot bagging tables outside
2. Move cranberry sauce from refrigerator to outside bagging tables
3. Move white bags to outside bagging tables
4. Move black bags to outside bagging tables

8:15 AM Kitchen Area (10 People)

1. Start serving at 8:30 AM – Finish no later than 9:15 AM
2. (1) Person to move containers to serving shelf
3. (5) People to fill food containers
4. (4) People to move containers to outside table

Outside Bagging Area: (8-10) People

1. (8) People outside to fill white bags
    A. Cranberry sauce in white bags with roll & pie
2. (8) People outside to fill black bags
    A. Dinner
    B. Pastor's letter
    C. Insert (if any)
    D. White bag

Notes

1. White Bags (pie, roll) are packaged (12/24/2026) by others. Cranberry sauce is refrigerated.

2. Prep Team will remove cranberry sauce from cooler Christmas morning & place in the white bags.

Donation Sorters

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# of Volunteers	Supervisor / Contact	Attire
[To be confirmed]	*[Name & cell #]*	*[Staff shirt + name tag]*

Phase	Arrival Time / Schedule
Pre-Event	*[Arrival time — please fill in, or "N/A" if not applicable]*
Day-Of	*[Arrival time — please fill in, or "N/A" if not applicable]*
Post-Event	*[Arrival time — please fill in, or "N/A" if not applicable]*

Pre-Event (Days Prior to Christmas Day)

1. *[To be confirmed — please fill in]*

Day-Of (Christmas Day)

1. *[To be confirmed — please fill in]*

Post-Event (Day After or End of Day)

1. Do NOT remove cash from donation boxes during the dinner.
2. After dinner ends, take all donations to designated secure location to sort and process.
3. Separate donations by check and cash by denominations and place in separate bank bags (provided).
4. Make sure bank bags are clearly marked "Christmas Dinner" and put in safe.

Hostess / Greeter Duties

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# of Volunteers	Supervisor / Contact	Attire
[To be confirmed]	*[Name & cell #]*	*[Staff shirt + name tag]*

Phase	Arrival Time / Schedule
Pre-Event	*[Arrival time — please fill in, or "N/A" if not applicable]*
Day-Of	*[Arrival time — please fill in, or "N/A" if not applicable]*
Post-Event	*[Arrival time — please fill in, or "N/A" if not applicable]*

Pre-Event (Days Prior to Christmas Day)

1. *[To be confirmed — please fill in]*

Day-Of (Christmas Day)

1. Arrive by 10:00 AM.
2. Greeters welcome guests at the entrance as they arrive.
3. Greeters will remain at the entrance and ask people to wait to be seated.
4. Host/Hostess will lead guests to seats according to party size.
5. Waiters will hold up their hands as seats become available.
6. Assist guests with mobility needs or questions.

Post-Event (Day After or End of Day)

1. *[To be confirmed — please fill in]*

Notes

- Highchairs and wheelchairs are available. Direct guests who need them accordingly.

Kitchen — Overview

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# of Volunteers	Supervisor / Contact	Attire
[e.g. 4]	*[Name & cell #]*	*[e.g. Staff shirt + name tag]*

Phase	Arrival Time / Schedule
Pre-Event	*[Arrival time — please fill in, or "N/A" if this phase does not apply]*
Day-Of	*[Arrival time — please fill in, or "N/A" if this phase does not apply]*
Post-Event	*[Arrival time — please fill in, or "N/A" if this phase does not apply]*

Pre-Event (Days Prior to Christmas Day)

1. N/A

Day-Of (Christmas Day)

1. Englewood Methodist Church follows safe food handling practices as outlined by the Sarasota County Health Department
2. Follow the team leader's directions for safe food handling
3. All persons handling food must follow personal hygiene protocol
    - Wash hands frequently
    - Wear hair coverings (hat or hair net)
    - Wear gloves
    - Masks are optional (unless sick)
    - If sick (cold, flu, etc.) leave and/or call in sick
4. Follow food temperature guidelines
    - Cold food must be kept at 39 degrees or colder
    - Hot food must be kept at 141 degrees or warmer
    - Follow the 2-hour/ 4 hour rule for food between 40-140 degrees
        - Under 2 hours, can be consumed and/or placed back in fridge
        - 2-4 hours can be consumed, but not placed back in fridge
        - Over 4 hours, food must be disposed of immediately
    - Leftovers may be kept
        - Refrigerated for 3-4 days
        - Frozen for 3-4 months
5. When working in the kitchen
    - Must be able to stand for a minimum of 2 hours

- Must work quickly and efficiently
- Team leader(s) may tap you out for any reason at any time.

Post-Event (Day After or End of Day)

1. *[Step 1 — describe cleanup or follow-up tasks, or delete this section if not applicable]*

Notes

- [Use this section for cross-role coordination notes or special instructions. Delete if not needed.]

Kitchen Coordinator

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# of Volunteers	Supervisor / Contact	Attire
[e.g. 4]	**Dean Rice**	*[e.g. Staff shirt + name tag]*

Phase	Arrival Time / Schedule
Pre-Event	*[Arrival time — please fill in, or "N/A" if this phase does not apply]*
Day-Of	*[Arrival time — please fill in, or "N/A" if this phase does not apply]*
Post-Event	*[Arrival time — please fill in, or "N/A" if this phase does not apply]*

Pre-Event (Days Prior to Christmas Day)

1. An abundance of food was ordered. Not all will be used on Christmas Day.

Day-Of (Christmas Day)

1. Follow all food safety procedures.
2. Take direction from the team leader
3. Calculate amount of food necessary to host the Christmas Dinner event, leaving in storage (storeroom, pantry, freezer, refrigerator) surplus food that will likely not be needed.
4. Where possible, prepare food on December 24th (slice turkey, open cans, etc)
5. Clean area

Post-Event (Day After or End of Day)

1. *[Step 1 — describe cleanup or follow-up tasks, or delete this section if not applicable]*

Notes

- [Use this section for cross-role coordination notes or special instructions. Delete if not needed.]

Kitchen — The Serving/Assembly Line

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# of Volunteers	Supervisor / Contact	Attire
[e.g. 4]	*[Name & cell #]*	*[e.g. Staff shirt + name tag]*

Phase	Arrival Time / Schedule
Pre-Event	*[Arrival time — please fill in, or "N/A" if this phase does not apply]*
Day-Of	*[Arrival time — please fill in, or "N/A" if this phase does not apply]*
Post-Event	*[Arrival time — please fill in, or "N/A" if this phase does not apply]*

Pre-Event (Days Prior to Christmas Day)

1. *[Step 1 — describe what happens before Christmas Day, or delete this section if not applicable]*

Day-Of (Christmas Day)

1. There are two serving assembly lines on the kitchen side of the wall. Each line has a dedicated person to plate:
   - Turkey
   - Mashed potatoes
   - Dressing
   - Green beans
   - Gravy
   - Dinner roll
2. They hand the completed meal to a waiter on the FH side of the kitchen wall (cranberries and pies and not part of this line).
3. Assembly line personnel must:
   - Take direction from the team leader
   - Be able to stand for a minimum of 2 hours
   - Be able to work quickly and efficiently
   - Wash hands prior to joining the line
   - Wear hair coverings (hat or hair net)
   - Wear gloves
   - Masks are optional (unless sick)
   - If sick (cold, flu, etc) leave and/or call in sick
4. Note: Team leaders may tap you out for any reason at any time.

Post-Event (Day After or End of Day)

1. *[Step 1 — describe cleanup or follow-up tasks, or delete this section if not applicable]*

Notes

- [Use this section for cross-role coordination notes or special instructions. Delete if not needed.]

Kitchen — Distribution of Leftovers

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# of Volunteers	Supervisor / Contact	Attire
[e.g. 4]	*[Name & cell #]*	*[e.g. Staff shirt + name tag]*

Phase	Arrival Time / Schedule
Pre-Event	*[Arrival time — please fill in, or "N/A" if this phase does not apply]*
Day-Of	*[Arrival time — please fill in, or "N/A" if this phase does not apply]*
Post-Event	*[Arrival time — please fill in, or "N/A" if this phase does not apply]*

Pre-Event (Days Prior to Christmas Day)

Day-Of (Christmas Day)

Our intent is to sell dinners to the congregation on the Sunday after Christmas (Dec 27th).

1. Take home containers will be prepared by the serving line immediately following the Christmas Dinner and refrigerated.
2. Take home meals will be offered to the congregation, on a first-come first-served basis Sunday, December 27th for $10.00 each.

Post-Event (Day After or End of Day)

1. *[Step 1 — describe cleanup or follow-up tasks, or delete this section if not applicable]*

Notes

- [Use this section for cross-role coordination notes or special instructions. Delete if not needed.]

Kitchen — Dish and Silverware Management

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# of Volunteers	Supervisor / Contact	Attire
[e.g. 4]	*[Name & cell #]*	*[e.g. Staff shirt + name tag]*

Phase	Arrival Time / Schedule
Pre-Event	*[Arrival time — please fill in, or "N/A" if this phase does not apply]*
Day-Of	*[Arrival time — please fill in, or "N/A" if this phase does not apply]*
Post-Event	*[Arrival time — please fill in, or "N/A" if this phase does not apply]*

Pre-Event (Days Prior to Christmas Day)

1. *[Step 1 — describe what happens before Christmas Day, or delete this section if not applicable]*

Day-Of (Christmas Day)

1. Englewood Methodist Church has a limited amount of dishes and silverware. In order to serve all guests, dish and silverware washing must be done during the Christmas dinner.
2. Make sure all plates are scraped into trash bins
3. Load silverware, cups, and glassware on separate trays
4. Once washing is completed, distribute to setup areas.

Post-Event (Day After or End of Day)

1. *[Step 1 — describe cleanup or follow-up tasks, or delete this section if not applicable]*

Notes

- [Use this section for cross-role coordination notes or special instructions. Delete if not needed.]

Kitchen — Inventory Control (limit access to Freezer and Refrigerator)

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# of Volunteers	Supervisor / Contact	Attire
[e.g. 4]	*[Name & cell #]*	*[e.g. Staff shirt + name tag]*

Phase	Arrival Time / Schedule
Pre-Event	*[Arrival time — please fill in, or "N/A" if this phase does not apply]*
Day-Of	*[Arrival time — please fill in, or "N/A" if this phase does not apply]*
Post-Event	*[Arrival time — please fill in, or "N/A" if this phase does not apply]*

Pre-Event (Days Prior to Christmas Day)

1. *[Step 1 — describe what happens before Christmas Day, or delete this section if not applicable]*

Day-Of (Christmas Day)

1. Englewood Methodist Church purchases all the food we need for the Christmas Dinner, PLUS we purchase and store additional food to be used ONLY if we run out.
2. The issue: We have well-meaning volunteers that are very used to working in the kitchen and are very motivated to help. They are looking for things to do, and the logical thing for them is to search for food items and prepare some (or all) of the stored food. This leads to waste as we cannot consume it all.
3. This person will “guard” the pantry, storage room, refrigerator, and freezer during the Christmas dinner so that volunteers don’t access the food and supplies unless it is deemed necessary.

Post-Event (Day After or End of Day)

1. *[Step 1 — describe cleanup or follow-up tasks, or delete this section if not applicable]*

Notes

- [Use this section for cross-role coordination notes or special instructions. Delete if not needed.]

Pie Duties

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# of Volunteers	Supervisor / Contact	Attire
[To be confirmed]	*[Name & cell #]*	*[Staff shirt + name tag]*

Phase	Arrival Time / Schedule
Pre-Event	*[Arrival time — please fill in, or "N/A" if not applicable]*
Day-Of	*[Arrival time — please fill in, or "N/A" if not applicable]*
Post-Event	*[Arrival time — please fill in, or "N/A" if not applicable]*

Pre-Event (Days Prior to Christmas Day)

1. *[To be confirmed — please fill in]*

Day-Of (Christmas Day)

1. Beginning at 9:30 AM, place pies on 6" Styrofoam plates.
2. Break down pie boxes as they are emptied. Dump crumbs from aluminum pie tins and stack them.
3. Cardboard boxes and aluminum pie tins can be recycled.
4. Waiters will deliver pie to the tables.

Post-Event (Day After or End of Day)

1. *[To be confirmed — please fill in]*

Poinsettias

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# of Volunteers	Supervisor / Contact	Attire
[To be confirmed]	*[Name & cell #]*	*[Staff shirt + name tag]*

Phase	Arrival Time / Schedule
Pre-Event	*[Arrival time — please fill in, or "N/A" if not applicable]*
Day-Of	*[Arrival time — please fill in, or "N/A" if not applicable]*
Post-Event	*[Arrival time — please fill in, or "N/A" if not applicable]*

Pre-Event (Days Prior to Christmas Day)

1. Set up tables in Fellowship Hall in the designated area for delivery pickup.
2. Plants may need to be moved Christmas Eve.

Day-Of (Christmas Day)

1. Arrive at 10:00 AM. Move poinsettias to tables near where delivery drivers will pick up their meals.

Post-Event (Day After or End of Day)

1. After all deliveries are complete, return remaining plants to the Sanctuary.

Notes

- Coordinate with the Custodian regarding leftover plants from the Sanctuary — the Custodian may bring them, or this team may need to retrieve them.

Reset Duties

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# of Volunteers	Supervisor / Contact	Attire
[To be confirmed]	*[Name & cell #]*	*[Staff shirt + name tag]*

Phase	Arrival Time / Schedule
Pre-Event	*[Arrival time — please fill in, or "N/A" if not applicable]*
Day-Of	*[Arrival time — please fill in, or "N/A" if not applicable]*
Post-Event	*[Arrival time — please fill in, or "N/A" if not applicable]*

Pre-Event (Days Prior to Christmas Day)

1. *[To be confirmed — please fill in]*

Day-Of (Christmas Day)

1. Supplies are: 6" leftover containers, wrapped silverware, placemats, cups, butter, creamers, and sweeteners.
2. Silverware will be delivered from the Silverware wrapping table.
3. Cranberries, located in tray racks, will be delivered to you.
4. Keep creamer and margarine in salad bowls.

Post-Event (Day After or End of Day)

1. *[To be confirmed — please fill in]*

Security

# of Volunteers	Supervisor / Contact	Attire
[e.g. 4]	*[Name & cell #]*	*[e.g. Staff shirt + name tag]*

Phase	Arrival Time / Schedule
Pre-Event	*[Arrival time — please fill in, or "N/A" if this phase does not apply]*
Day-Of	*[Arrival time — please fill in, or "N/A" if this phase does not apply]*
Post-Event	*[Arrival time — please fill in, or "N/A" if this phase does not apply]*

Pre-Event (Days Prior to Christmas Day)

1. Contact Sheriff's Office for one uniformed Police Officer (four hours during Christmas Dinner)

Day-Of (Christmas Day)

1. Volunteers should wear vests indicating you are part of Security
2. Mingle, answer questions, offer assistance to our guests
3. Monitor doorways and hallways.
4. Assist donation sorters with donation baskets and boxes

Post-Event (Day After or End of Day)

1. *[Step 1 — describe cleanup or follow-up tasks, or delete this section if not applicable]*

Notes

- [Use this section for cross-role coordination notes or special instructions. Delete if not needed.]

Shuttle Drivers

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# of Volunteers	Supervisor / Contact	Attire
[To be confirmed]	*[Name & cell #]*	Santa hat

Phase	Arrival Time / Schedule
Pre-Event	*[Arrival time — please fill in, or "N/A" if not applicable]*
Day-Of	*[Arrival time — please fill in, or "N/A" if not applicable]*
Post-Event	*[Arrival time — please fill in, or "N/A" if not applicable]*

Pre-Event (Days Prior to Christmas Day)

1. *[To be confirmed — please fill in]*

Day-Of (Christmas Day)

1. Transport guests from parking areas to the entrance and back. Designated pick up areas are the Memorial Gardens and near Disciple Hall (Handicapped Parking). Pick up at Door #2 (where dropped off) and take back to cars. Remind riders that you will pick them up at the same location as they dropped off to be returned to their vehicles.
2. Wear your Santa hat (provided).
3. Coordinate with Greeters for guests needing assistance. Return wheelchair inside Fellowship Hall.

Post-Event (Day After or End of Day)

1. *[To be confirmed — please fill in]*

Silverware Duties

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# of Volunteers	Supervisor / Contact	Attire
[To be confirmed]	*[Name & cell #]*	*[Staff shirt + name tag]*

Phase	Arrival Time / Schedule
Pre-Event	*[Arrival time — please fill in, or "N/A" if not applicable]*
Day-Of	*[Arrival time — please fill in, or "N/A" if not applicable]*
Post-Event	*[Arrival time — please fill in, or "N/A" if not applicable]*

Pre-Event (Days Prior to Christmas Day)

1. Begin wrapping silverware sets prior to Christmas Day — approximately 700 sets total.
2. The first set is placed on tables as part of initial table setup.

Day-Of (Christmas Day)

1. Continue wrapping silverware to stay ahead of demand throughout service.
2. Silverware arrives from the dishwasher in a tray, dumped on towels — verify all pieces are clean and dry before wrapping.
3. A designated person will distribute wrapped silverware to Reset areas.

Post-Event (Day After or End of Day)

1. Return any unused wrapped silverware to the kitchen — do NOT unwrap it.

Table Setup & Decorations

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# of Volunteers	Supervisor / Contact	Attire
[To be confirmed]	*[Name & cell #]*	*[Staff shirt + name tag]*

Phase	Arrival Time / Schedule
Pre-Event	*[Arrival time — please fill in, or "N/A" if not applicable]*
Day-Of	*[Arrival time — please fill in, or "N/A" if not applicable]*
Post-Event	*[Arrival time — please fill in, or "N/A" if not applicable]*

Pre-Event (Days Prior to Christmas Day)

1. Set up tables and chairs in Fellowship Hall according to the floor plan.
2. Place 8 placemats per table.
3. Place 8 wrapped silverware sets to the right of each placemat.
4. Place 8 cups (upside down, top-left corner of placemat) per table.
5. Place 2 plastic bowls per table (one with salt and pepper, one with creamer and butter in the center of table).
6. Place 1 container of sweetener and 1 can of stir sticks in the center of each table.
7. Note: butter and creamer are added on Christmas morning — all other items can be set Christmas Eve.
8. Place basket of attendee information and prayer request cards on table.
9. Place donation boxes on each table.
10. Decorate all dining tables and other areas/tables - decorations will be provided.

Day-Of (Christmas Day)

1. At 10:45 AM: add to each table one pitcher of ice water, one pitcher of iced tea, one carafe of coffee (from beverage table), butters and creamers (from kitchen), and cranberry containers.

Post-Event (Day After or End of Day)

1. Re-box all decorations for storage.
2. Please replace any EMC Seasonal decorations that were removed.

Traffic Control and Parking

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# of Volunteers	Supervisor / Contact	Attire
[e.g. 4]	*[Name & cell #]*	*[e.g. Staff shirt + name tag]*

Phase	Arrival Time / Schedule
Pre-Event	[Arrival time — please fill in, or "N/A" if this phase does not apply]
Day-Of	*[Arrival time — please fill in, or "N/A" if this phase does not apply]*
Post-Event	*[Arrival time — please fill in, or "N/A" if this phase does not apply]*

Pre-Event (Days Prior to Christmas Day)

1. [Step 1 — describe what happens before Christmas Day, or delete this section if not applicable]

Day-Of (Christmas Day)

1. *[Step 1 — describe the task clearly and in the order it should happen]*
2. *[Step 2 — describe the task clearly and in the order it should happen]*

Post-Event (Day After or End of Day)

1. *[Step 1 — describe cleanup or follow-up tasks, or delete this section if not applicable]*

Notes

- [Use this section for cross-role coordination notes or special instructions. Delete if not needed.]

Volunteer Check-in Table

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# of Volunteers	Supervisor / Contact	Attire
[To be confirmed]	*[Name & cell #]*	*[Staff shirt + name tag]*

Phase	Arrival Time / Schedule
Pre-Event	*[Arrival time — please fill in, or "N/A" if not applicable]*
Day-Of	*[Arrival time — please fill in, or "N/A" if not applicable]*
Post-Event	*[Arrival time — please fill in, or "N/A" if not applicable]*

Pre-Event (Days Prior to Christmas Day)

1. This is a computerized system – experience withx computers will be helpful. Please become familiar with this system prior to the dinner.

Day-Of (Christmas Day)

1. Arrive at 9:30 AM and begin checking in volunteers. There will be THREE entry doors with volunteer check-in available.
2. Volunteers provide their phone number to receive computer generated name tags.
3. Volunteers not on the master list (provided to you) will be added manually and given a name tag.
4. A manual system will be available if the computer system is not operating correctly.

Post-Event (Day After or End of Day)

1. *[To be confirmed — please fill in]*

Waiter Duties

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# of Volunteers	Supervisor / Contact	Attire
[To be confirmed]	*[Name & cell #]*	Apron

Phase	Arrival Time / Schedule
Pre-Event	*[Arrival time — please fill in, or "N/A" if not applicable]*
Day-Of	*[Arrival time — please fill in, or "N/A" if not applicable]*
Post-Event	*[Arrival time — please fill in, or "N/A" if not applicable]*

Pre-Event (Days Prior to Christmas Day)

1. *[To be confirmed — please fill in]*

Day-Of (Christmas Day)

1. Arrive by 10:00 AM for check-in. Waiters will have a separate check-in area at the counter across from the kitchen. Once you check in and obtain your apron, you will receive your table assignment.
2. Check to make sure each table has silverware, beverages, salt and pepper, creamer, butter and cranberry container.
3. Seat a maximum of 8 people at a table. If a highchair or wheelchair is needed, move a chair to accommodate.
4. Explain beverages once guests are seated.
5. Carry only two meals at a time.
6. Serve meals, beverages, and pie to guests at tables.
7. Bring empty pitchers to the Beverage Table and exchange for full ones.

Post-Event (Day After or End of Day)

1. *[To be confirmed — please fill in]*

NOTE: Gloves will be available for your use. However, gloves are optional.

Appendix — Retired / Changed Job Descriptions

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These roles are no longer separate positions in the current volunteer plan — kept here for reference. “Table Setup” and “Table Decorations” were combined into “Table Setup & Decorations” (same team covers both) in the main section above; the rest were removed from the active roster. Restore any of these to the main list by moving its page there and updating the Job Descriptions skill’s event-flow order.

Busing Runners

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# of Volunteers	Supervisor / Contact	Attire
[To be confirmed]	*[Name & cell #]*	*[Staff shirt + name tag]*

Phase	Arrival Time / Schedule
Pre-Event	*[Arrival time — please fill in, or "N/A" if this phase does not apply]*
Day-Of	*[Arrival time — please fill in, or "N/A" if this phase does not apply]*
Post-Event	*[Arrival time — please fill in, or "N/A" if this phase does not apply]*

Pre-Event (Days Prior to Christmas Day)

1. *[To be confirmed — please fill in]*

Day-Of (Christmas Day)

1. There will be three busing tables with two bins on each: one for silverware and one for dishes.
2. Place dirty items in bins.
3. When bins are full, replace with an empty bin and take the full bin to the busing table by the scullery (dishwashing area).
4. Silverware bin may not fill as quickly — take to busing table anyway to ensure it gets cleaned and re-wrapped.
5. Feel free to enjoy a meal in Fellowship Hall.

Post-Event (Day After or End of Day)

1. *[To be confirmed — please fill in]*

Hospitality Table

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# of Volunteers	Supervisor / Contact	Attire
[To be confirmed]	*[Name & cell #]*	*[Staff shirt + name tag]*

Phase	Arrival Time / Schedule
Pre-Event	*[Arrival time — please fill in, or "N/A" if this phase does not apply]*
Day-Of	*[Arrival time — please fill in, or "N/A" if this phase does not apply]*
Post-Event	*[Arrival time — please fill in, or "N/A" if this phase does not apply]*

Pre-Event (Days Prior to Christmas Day)

1. *[To be confirmed — please fill in]*

Day-Of (Christmas Day)

1. This area provides refreshments for volunteer workers throughout the day.
2. Ensure coffee, tea, water, and snacks are available. Obtain supplies from the beverage table or kitchen as needed.
3. Keep the table stocked with napkins, cups, creamers, stir sticks, and sweeteners.
4. Feel free to enjoy a meal in Fellowship Hall.

Post-Event (Day After or End of Day)

1. *[To be confirmed — please fill in]*

Stand By Hosts / Hostess

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# of Volunteers	Supervisor / Contact	Attire
[To be confirmed]	*[Name & cell #]*	*[Staff shirt + name tag]*

Phase	Arrival Time / Schedule
Pre-Event	*[Arrival time — please fill in, or "N/A" if this phase does not apply]*
Day-Of	*[Arrival time — please fill in, or "N/A" if this phase does not apply]*
Post-Event	*[Arrival time — please fill in, or "N/A" if this phase does not apply]*

Pre-Event (Days Prior to Christmas Day)

1. *[To be confirmed — please fill in]*

Day-Of (Christmas Day)

1. Wait near center stage to be assigned a role as needed.
2. Check in at the Volunteer Check-in Table upon arrival.
3. Be ready to fill in for any role as directed by a team leader or committee chair.

Post-Event (Day After or End of Day)

1. *[To be confirmed — please fill in]*

Table Decorations

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# of Volunteers	Supervisor / Contact	Attire
[To be confirmed]	*[Name & cell #]*	*[Staff shirt + name tag]*

Phase	Arrival Time / Schedule
Pre-Event	*[Arrival time — please fill in, or "N/A" if this phase does not apply]*
Day-Of	*[Arrival time — please fill in, or "N/A" if this phase does not apply]*
Post-Event	*[Arrival time — please fill in, or "N/A" if this phase does not apply]*

Pre-Event (Days Prior to Christmas Day)

1. Decorate all dining tables and any other areas/tables as time allows using provided decorations.
2. Any seasonal decorations provided by EMC (Christmas trees, etc.) must remain in place or be replaced.

Day-Of (Christmas Day)

1. *[To be confirmed — please fill in]*

Post-Event (Day After or End of Day)

1. Re-box and store all decorations after the dinner.

Table Setup

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# of Volunteers	Supervisor / Contact	Attire
[To be confirmed]	*[Name & cell #]*	*[Staff shirt + name tag]*

Phase	Arrival Time / Schedule
Pre-Event	*[Arrival time — please fill in, or "N/A" if this phase does not apply]*
Day-Of	*[Arrival time — please fill in, or "N/A" if this phase does not apply]*
Post-Event	*[Arrival time — please fill in, or "N/A" if this phase does not apply]*

Pre-Event (Days Prior to Christmas Day)

1. Set up tables and chairs in Fellowship Hall according to the floor plan.
2. Place 8 placemats per table.
3. Place 8 wrapped silverware sets to the right of each placemat.
4. Place 8 cups (upside down, top-left corner of placemat) per table.
5. Place 2 plastic bowls per table (one with salt and pepper, one with creamer and butter in the center).
6. Place 1 container of sweetener and 1 can of stir sticks at the center of each table.
7. Note: butter and creamer are added on Christmas morning — all other items can be set Christmas Eve.

Day-Of (Christmas Day)

1. At 10:45 AM: add to each table one pitcher of ice water, one pitcher of iced tea, one carafe of coffee (from beverage table), butters and creamers (from kitchen), and cranberry containers.

Post-Event (Day After or End of Day)

1. *[To be confirmed — please fill in]*

Waiter Helpers

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# of Volunteers	Supervisor / Contact	Attire
[To be confirmed]	*[Name & cell #]*	*[Staff shirt + name tag]*

Phase	Arrival Time / Schedule
Pre-Event	*[Arrival time — please fill in, or "N/A" if this phase does not apply]*
Day-Of	*[Arrival time — please fill in, or "N/A" if this phase does not apply]*
Post-Event	*[Arrival time — please fill in, or "N/A" if this phase does not apply]*

Pre-Event (Days Prior to Christmas Day)

1. *[To be confirmed — please fill in]*

Day-Of (Christmas Day)

1. Arrive at 9:30–10:00 AM.
2. Assist Waiters with delivering meals, beverages, and pie.
3. Carry only two meals at a time.
4. Feel free to enjoy a meal in Fellowship Hall — go in shifts so your area remains covered.

Post-Event (Day After or End of Day)

1. *[To be confirmed — please fill in]*