

## **GOOD FRIDAY – MARCH 30, 2018**

### **Chair Set-up at the Cross**

**Time:** Friday 12:30-2:00pm

**Objective:** Assist in setting up chairs and bleachers at the cross for the Good Friday service

**Details:** Meet with the Facilities Manager in the east H1 parking lot for directions and set chairs and bleachers up accordingly.

### **Communion Prep/Clean up**

**Time:** Friday 4:00pm-6:30pm

**Objective:** Prepare communion and clean up after communion is complete

**Details:** The communion will be served in a traditional style with a loaf of bread and a dipping cup on the grass in front of the Easter sets. Prep: Pour grape juice into individual communion cups. Loaves of bread will need to be torn into 1 inch pieces and placed in gallon zip lock bags. The bags of bread should be readily available to refill the basket at sets. Communion cups will need to be ready and replaced for each set. Estimated amount of people expected is 600-800. Monitor the communion area and refill the bread and juice as needed. Stage all refill supplies at set in an area that is hidden from view. Clean up all of the communion elements once communion has been completed.

### **Greeters**

**Time:** Friday 4:30-6:15

**Objective:** Greet Guests as they arrive

**Details:** Meet with team leader for direction on where you will be stationed. Greet and direct people with a smile and answer questions as needed.

### **Parking Team**

**Time:** Friday 4:30-6:15

**Objective:** Direct incoming and outgoing traffic

**Details:** Meet with team leader for directions and supplies and direct traffic entering the campus parking lot. Assist in directing outgoing traffic as needed.

### Heating the Cambros /Coffee brew-clean up

**Time:** Friday 4:00-6:30 pm

**Objective:** Brew coffee for Good Friday service

**Details:** Brew coffee for the Good Friday service in church coffee pots. Two coffee kiosks will be in the H1 east parking lot. We will need four regular pots of coffee and two pots of decaf on the kiosks divided evenly to each kiosk.

Heating Cambros: While you are in making coffee, fill each half-way full with hot water and place lids on them and leave in location you found them.

## SATURDAY, MARCH 31, 2018

### Food Prep for Sunday

**Time:** Saturday 10:00am-1:15pm Second Shift 1:00pm – 4:00 pm

**Objective:** Prep food that will be taken over to Watson Lake

**Details:** This will consist of slicing tomatoes and putting them in zip lock bags along with one piece of lettuce. Put one scoop of chopped onions and relish into 2 ounce portion containers and placing them in totes that go in the refrigerator. Place muffin assortments into clean plastic totes. Bag cookies .Take trash to dumpster once prep is completed.

### Coffee Brewer (for Sunday)

**Time:** Saturday 3:00pm- 6:00pm

**Objective:** Brewing Coffee

**Details:** Brew regular and decaf coffee and pour into pre heated Cambros; stocking kiosks with condiments.

### Equipment Movers

**Time:** Saturday 11:00am-3:00pm

**Details:** Tasks associated with this position require repeated lifting and bending to load, unload and setup chairs, tables, grills, tanks and other equipment to be used at Watson Lake.

**EASTER SUNDAY, APRIL 1, 2018- SUNRISE****Parking Team****Time:** 5:00 am 7:30 am**Objective:** Direct all traffic coming in at 5 am and leaving at 6:45**Details:** Meet with team leader to get supplies- Direct guests where to park, watch for people needing a ride on golf cart to cross.**Coffee Brewing****Time:** 5:00 am 7:30 am**Objective:** Brew Coffee**Details:** Brew six pots of regular coffee and two pot of decaf coffee. Wheel the coffee out to the kiosk in the east parking lot. Set out condiments and muffins. Monitor the coffee and brew additional coffee as needed.

Once service is done wash all coffee pots out and put shelf, put on condiments away.

**Coffee and Muffin Serving****Time:** 5:00 am 7:30 am**Objective:** Serve Coffee and Muffins as guests arrive**Details:** Get muffin bins out of the H2 Kitchen and place on tables along the coffee kiosk. When service is over, put lids on muffins containers that have muffins left in them and give to Jill. Take all empty containers to kitchen and clean them. Leave on metal tables.**Greeters****Time:** 5:00 am 7:30 am**Objective:** Greet Guests as they arrive for service**Details:** Meet the team leader. Go to assigned places and welcome all the guests coming to the sunrise service and direct them to the cross.

**EASTER SUNDAY, APRIL 1, 2018 – WATSON LAKE****Parking Team**

**Time:** Sunday 8:00am-12:00pm

**Objective:** Ensure a smooth entry, parking and direction the flow.

**Details:** Meet with team leader for directions pick up supplies (vests-wands) and direct traffic entering the park to designated parking areas. Assist in directing outgoing traffic as needed.

**Refreshment Servers**

**Time:** Sunday 9:00 am- 10:30 am

**Objective:** Serve coffee and muffins and water to those coming to service

**Details:** Meet with team leader for instructions. Make sure all condiments and napkins are stocked up and placed out on tables. Close and put all empty containers under tables and out of site. Greet people with a smile and serve muffins, coffee and water.

During serving as one tote is almost empty open up the new tote and put remaining muffins from previous tote on top.

**Greeters**

**Time:** 8:30am -12:00 pm

**Objective:** Greet guests and direct them toward entrance where Ushers will seat them

**Details:** Meet with team leader for placement directions. Greet guest with a smile and direct them towards the entrance where ushers will then assist and direct them to the proper seating zone.

**Ushers**

**Time:** Sunday 9:00 am-11:00am

**Main Objective:** Direct and seat individuals and families to proper seating zones. Take the offering during the service. Help pass out waters and flavor packets to guests as needed. Assist with individual who want to go forward for prayer as needed.

After offering you can sit with your family. Near the end of the service please go back to your station to assist anyone that may want to go forward for prayer or anyone needing help to leave.

A map will be provided that lists the location of the event stations such as the first aid station, bathrooms, etc. so that ushers are prepared

### Sign Installers

**Time:** 7:30a – 8:30a

**Objective:** Place various signs in proper locations.

**Details:** Meet with Team Leader at Watson Lake. Heavy sandwich board signs will need to be lifted and carried to proper locations throughout the park. Individuals need to be able to lift and carry 60# and walk up and down inclines to install the signs.

### Tent Tenders

**Time:** 8:00 – 11:15a and 11:00a – 2:00p

**Objective:** Act as hosts to all serve team members and replenish food and beverages as needed in the serve team tent.

**Details:** Make sure all food is out and ready for serve team members to eat at end of their shift. Place all empty containers in a large tote to be taken back to campus. Take food and beverages to Parking Team in the parking areas throughout the event.

### Balloons

**Time:** 10:00 – 1:00 pm

**Objective:** inflate balloons with helium and tie ribbons to balloons

### Prayer Team

**Time:** Sunday 10:00 am -12:00 pm

**Objective:** Offer prayer after service

**Details:** Meet with team leader in the designated prayer area and offer prayer to anyone who would like prayer after the Easter service is finished.

### Griller Masters

**Hours:** 8:00 am – 11:00 am and 10:45 am – 2:00 pm

**Main objective:** Grill all Hamburgers, Hotdogs and Bratwurst

**Details:** Three grills will be set up and there will need to be one griller at each station. Grillers must have grilling experience.

Once **all** the meat is cooked, turn off burners and assist in serving the meat. The meat will be placed onto buns, wrapped in paper by the Food Wrappers, and put into bags that are in the containers which will be under the table at the Serving Stations.

**Food Wrappers at Watson Lake****Hours: 10:00 – 12:00pm and 12:00pm – 2:00pm****Main Objective:** Place grilled meat in buns and wrap them in foil paper. Place them in warming trays, to be delivered to servers.**Lunch Bag Servers at Watson Lake****Time: 10:00am – 12:00 and 12:00 – 2:00pm****Objective:** Meet with Team Leader. Take orders from each guest as to hamburger, hot dog, bratwurst and place one of each item in bag that has the condiments in them.**Lunch Bag Assemblers at Watson Lake****Hours: 9:30a-12p and 11:15a-2p****Main objective:** Prepare food bags for Easter Lunch**Details:** Preparation will be done assembly line style with two lines. Items such as mayonnaise, ketchup, mustard, onions, relish, lettuce, tomatoes, cookies napkin, plastic knife, and chips will be put into paper lunch bags, placed into large totes and transferred to the grill line to be served.**Bounce House Assistants****Hours: 11:00am – 2:00pm****Objective:** There will be 3 shifts each 1 hour long. Assistant will keep lines organized and help children with taking off shoes and putting them back on.**Bounce House Attendant****Hours: 11:00am -2:00pm**

Monitor the bounce houses as to how many children are in each inflatable at a time and to ensure the safety and crowd control of the bounce houses