

# Courtyard Gathering Checklist 2010 for Deacons

## YOUR TURN

- Sign up your parish to host a Courtyard Gathering (CG). You are in charge.
- Ask for a second deacon to volunteer to back you up and help you remember things.

## ADVANCE PLANNING 7-10 DAYS AHEAD

- Contact parish to see who can help by setting up, bringing food, or cleaning up. Copy your backup deacon and deacon moderator.
  - Setup. 2-3 people.
  - Cleanup. 2-3 people.
  - Sandwiches. Need 3-4 people, each bringing 1 loaf made into 12 sandwiches, quartered.
  - Cookies. Need 2-3 people, each bringing 2 dozen cookies, brownies, or bar cookies. Label w/ingredients (wheat, nuts).
  - Cheese & crackers. Need 2 people, each bringing 2 boxes crackers, 20 oz. sliced or cubed cheese on tray.
  - Fruit tray. Need 3 people.
  - Vegetable tray. Need 1 person.
  - Lemonade or punch. Need 1 person to make it and serve it.
- Check supplies in Education Bldg., Community Room or loft. If insufficient, ask Anastasia to order.
  - Plates, cups, and napkins. 100 each.

## MONDAY BEFORE GATHERING

- Contact Anastasia to verify CG will be in Ed Bldg. (or Community Rm). Ask when you can set up tables.
- Contact your backup deacon to verify s/he is still available.
- Send reminder to parish. Let them know to which kitchen they should take food.

## SUNDAY OF GATHERING

- 9:15 AM Arrive early to set up tables, if gathering is in Community Room (CR). Takes two people.
- Fill pretty pitchers w/ice from ice machine in CR Kitchen betw. 9:45-10:30. Avoid choir practicing.
- Make 3 gallons lemonade, large igloos. Mix in both kitchens (overhead west cabinet in Ed Bldg.)
- 9:45 AM After coffee service, close partition between kitchen and classrooms.
- Receive food. Use plastic gloves to handle food.
- Get tablecloths from first closet in Education Bldg.
- Get deacon donation ziploc from moderator's mail cubbyhole. Find a basket. Put signs next to basket.
- 10:45 AM After Sunday School, rearrange tables in room #4 for food. Put chairs around room.
- Set out recycling bins by trash cans.
- 12:10 PM or at start of last hymn, duck out of church.
- Fill pitchers with water. Set out food on platters.

## AFTER GATHERING

- Wash all platters, etc., and put back where you found them. Rinse recyclables.
- 1:00PM or so. Place recyclables in big bins outside South door of Admin Bldg.
- Remember SoL classes on Mondays. No custodial help between Sunday after church and Monday PM.
- Label an envelope "Deacon donations", put cash in it, and put in Anastasia's box.
- Unopened food can be saved for church staff or SoL Center classes. Leave a note in church office if food.
- Food that has been served can be divided up.
- Take tablecloths home. Wash them. Return them to the closet by next Sunday.
- Thank your parish. And give yourself a pat on the back!