

Pre-Week Organization

Anytime, August 6th through 18th

- Unpack, sort and evaluate linens and supplies

Set Up

Sunday, August 19th – noon until about 3:00 p.m.

- Arrange furniture in sleeping areas. Set up reception area. Set up smoking area. Set up sleeping areas once mattresses arrive and make the beds.

Tear Down

Sunday, August 26th 8:00 – 10:30 a.m.

- Collect all SOS materials (mattresses, first aid kit, etc.) for pick by next church after service. Arrange furniture in sleeping areas to original set up. Clean up smoking area

First Day Welcome Reception

Sunday, August 19th from 5:00 p.m. to 7:00 p.m.

- Greet guests and gather intake information for next day's transportation and any special activities. Sunday crew will also provide guest information packets and guide guests to their sleeping quarters, help guests with orienting themselves to North Congregational Church's facilities and arranging for any special needs.

Welcome Reception

Monday through Saturday from 5:00 p.m. to 7:00 p.m.

- Greet guests and gather intake information for next day's transportation and any special activities.

Morning Drivers – please sign up for the number of passengers you can carry

Weekdays 6:30 to 8:00 a.m., some may be earlier

- Drive guests from North Congregational to South Oakland Shelter location in Lathrup Village or their job site. You will be called the evening prior with your departure time and destination.

Evening Drivers – please sign up for the number of passengers you can carry

Weekdays 4:00 – 7:00

- Drive guests from South Oakland Shelter in Lathrup Village to North Congregational Church. You will be called with the time of your pick up at SOS.

Shower Drivers

Monday through Friday evenings 8:00 p.m. to 9:00 p.m.

- Drive guests from North Congregational to the Farmington YMCA and back so they can shower.

Additional Baggage Drivers

Sunday, August 19th 4:00 to 7:00 p.m. and Sunday August 26th 6:30 – 8:00 a.m.

- Extra drivers to transport guests for the two trips when they will have all of their belongings with them.

Breakfast Preparation

Monday through Sunday 6:00 a.m. to 8:30 a.m.

- Set up, prepare and clean up breakfast for 25-35 people, including the cooking crew. Put out lunch supplies for guests to make their lunches. Continental breakfast available at 6:00, hot breakfasts served at 7:00.

Dinner Preparation

Saturday, August 25th 5:00 to 8:30 p.m.

- Assist with the set up, preparation and clean up of dinner. Dinner will be planned and paid for by North Congregational Church.

North Congregational Kitchen Facilitator

Sunday through Saturday 5:30 p.m. to 8:00 p.m., dinner served at 7:10 p.m.

- **A North Congregational member**, or someone familiar with their kitchen, to help the outside groups who are preparing dinners find their way around the kitchen and supplies.

Daily Shopper

Daily between 8:00 a.m. and 5:00 p.m.

- Pick up a few grocery items if needed by the kitchen crew. Items will be paid for by North Congregational Church.

Daily Laundry

Daily between 8:00 a.m. and 5:00 p.m.

- Launder and return wash cloths and hand towels or other materials that need to be washed (usually one load, if any).

Overnight Supervision

Sunday through Saturday 10:00 p.m. to 6:00 a.m.

- A man and a women are needed to over the facility overnight. Only one of the hosts is required to be awake so hosts may sleep in shifts. This crew will also make sandwiches for the following day's lunches.

