INFORMATION FOR HOME GROUP 1

Your first MEETING PLACE is: In the Hall (stage)

You’re rostered for KITCHEN DUTY on Saturday morning (31st).

 See below.

Your Daily Duty is LOO CLEANING.

 Job Description below

 First clean, Thursday (29th) – 8:30 – 9 am

 Final clean, Monday (2nd) – 11 am

QUESTIONS: Talk to Emma (our domestic goddess)

**KITCHEN DUTY:**

Because Summer Gathering is ‘self catered’, we have a dedicated crew of volunteers cooking for us.

Because we are also trying to provide (primarily) inexpensive plant-based meals, a larger crew is needed in the kitchen, day to day.

**Home groups are rostered to provide 4-6 able bodied people in the kitchen for ‘half a day’.**

This will mean that they will miss some activities. We encourage Friends to swap around in order to both meet our responsibilities to each other (such as providing good food served on time) and to meet our interests in participating in other Summer Gathering activities.

Note that work in the kitchen requires close-toed shoes.

**Toilets**

Always use RED cleaning clothes, RED mops & RED NOZZLE spray bottles for cleaning bathrooms & Laundry. Cleaning equipment outside bathrooms.

1. Spray down bowl, seat and cover with disinfectant.
2. Use toilet brush to scrub toilet bowl.
3. Remove all white sanitary bin liners, tie them off in a knot,

place in large green wheelie bins outside, replace sanitary bin with new bin liners.

1. Wipe down Mirrors first then Basins.
2. Spray and wipe all surface areas, including light switches and door handles
3. Sweep floors thoroughly
4. Last thing you do is MOP the bathroom floors, empty RED mop buckets between the water tanks, hang RED mops to dry on water tank.

INFORMATION FOR HOME GROUP 2

Your first MEETING PLACE is: In the Hall

You’re rostered for KITCHEN DUTY on Saturday morning (30th)

 See below.

Your Daily Duty is BREAKFAST SET UP and CLEAN UP

 Job Description below

 First Breakfast Thursday (29th) – starts 7 am. Clean up finished by 9 am

 Final Breakfast Monday (2nd) – starts 7 am. Clean up finished by 8:30 am (hopefully!)

QUESTIONS re what to do and where to be and when: Talk to Marion (our cook)

QUESTIONS re needing more people: Talk to Emma (our domestic goddess)

**KITCHEN DUTY:**

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Because we are also trying to provide (primarily) inexpensive plant-based meals, a larger crew is needed in the kitchen, day to day.

**Home groups are rostered to provide 4-6 able bodied people in the kitchen for ‘half a day’.**

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Note that work in the kitchen requires close-toed shoes.

**BREAKFAST SET UP AND CLEAN UP**

*Breakfast set up:*

Help cooks set out breakfast food, crockery, cutlery

Make toast

*Breakfast clean up:*

Clear tables (if needed) and wipe down tables.

Sweep dining room

Wash and put away dishes

Wipe down kitchen surfaces, as needed

INFORMATION FOR HOME GROUP 3

Your first MEETING PLACE is: In the Meeting/Lounge (by Reception)

You’re rostered for KITCHEN DUTY on Saturday afternoon (31sth)

 See below.

Your Daily Duty is LUNCH SET UP and CLEAN UP

 Job Description below

 First Lunch Thursday (29th) – set up from 12:15 pm. Clean up finished by 1:30 pm

 Final Lunch – Sun (1st) - set up from 12:15 pm. Clean up finished by 1:30 pm

QUESTIONS re what to do and when to be where: Talk to Marion (our cook)

QUESTIONS re needing more people: Talk to Emma (our domestic goddess)

**KITCHEN DUTY:**

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Because we are also trying to provide (primarily) inexpensive plant-based meals, a larger crew is needed in the kitchen, day to day.

**Home groups are rostered to provide 4-6 able bodied people in the kitchen for ‘half a day’.**

This will mean that they will miss some activities. We encourage Friends to swap around in order to both meet our responsibilities to each other (such as providing good food served on time) and to meet our interests in participating in other Summer Gathering activities.

Note that work in the kitchen requires close-toed shoes.

**LUNCH SET UP AND CLEAN UP JOB DESCRIPTION**

*Lunch set up:*

Help cooks set up and then serve lunch food

*Lunch clean up:*

Clear tables and wipe down tables.

Sweep dining room

Wash and put away dishes

Wipe down kitchen surfaces, as needed

INFORMATION FOR HOME GROUP 4

Your first MEETING PLACE is: on the Deck (by the dining room)

You’re rostered for KITCHEN DUTY on Thursday (29th) - morning shift

 See below.

Your Daily Duty is DINNER SET UP and CLEAN UP

 Job description below. Note that Home Group 5 also has responsibility for Dinner Set Up and Clean up – with slightly different job descriptions. Co-ordination with Group 5 is encouraged.

First Dinner Thursday (29th) – set up from 5:45 pm. Clean up finished by 7:15 pm (hopefully!)

 Final Dinner – Sun (1st) - set up from 5:45 pm. Clean up finished by 7:15 pm (hopefully!)

QUESTIONS re what to do and where/when to be there: Talk to Marion (our cook)

QUESTIONS re needing more people: Talk to Emma (our domestic goddess)

**KITCHEN DUTY:**

Because Summer Gathering is ‘self catered’, we have a dedicated crew of volunteers cooking for us.

Because we are also trying to provide (primarily) inexpensive plant-based meals, a larger crew is needed in the kitchen, day to day.

**Home groups are rostered to provide 4-6 able bodied people in the kitchen for ‘half a day’.**

This will mean that they will miss some activities. We encourage Friends to swap around in order to both meet our responsibilities to each other (such as providing good food served on time) and to meet our interests in participating in other Summer Gathering activities.

Note that work in the kitchen requires close-toed shoes.

**DINNER SET UP AND CLEAN UP (#1) – JOB DESCRIPTION:**

*Dinner set up*  – Help cooks set up and then serve dinner food

*Dinner clean up*  - Clear and wipe down tables, also clean door handles and light switches

Wash and put away Summer Gatherers’ dishes

Sweep and mop the dining room floor

INFORMATION FOR HOME GROUP 5

Your first MEETING PLACE is: on the Deck (by the dining room)

You’re rostered for KITCHEN DUTY on Sunday (1 Jan) – morning shift

 See below.

Your Daily Duty is DINNER SET UP and CLEAN UP

 Job description below. Note that Home Group 4 also has responsibility for Dinner Set Up and Clean up – with slightly different job descriptions. Co-ordination with Group 5 is encouraged.

First Dinner Thursday (29th) – set up from 5:45 pm. Clean up finished by 7:15 pm (hopefully!)

 Final Dinner – Sun (1st) - set up from 5:45 pm. Clean up finished by 7:15 pm (hopefully!)

QUESTIONS re what to do and when to be where: Talk to Marion (our cook)

QUESTIONS re needing more people: Talk to Emma (our domestic goddess)

**KITCHEN DUTY:**

Because Summer Gathering is ‘self catered’, we have a dedicated crew of volunteers cooking for us.

Because we are also trying to provide (primarily) inexpensive plant-based meals, a larger crew is needed in the kitchen, day to day.

**Home groups are rostered to provide 4-6 able bodied people in the kitchen for ‘half a day’.**

This will mean that they will miss some activities. We encourage Friends to swap around in order to both meet our responsibilities to each other (such as providing good food served on time) and to meet our interests in participating in other Summer Gathering activities.

Note that work in the kitchen requires close-toed shoes..

**DINNER SET UP AND CLEAN UP (#2) JOB DESCRIPTION:**

Set up – Help cooks set up and then serve dinner food

Clean up - Help clean dining room.

* Clean up the kitchen - cook’s dishes bain-marie, kitchen benches, sweep and mop kitchen

INFORMATION FOR HOME GROUP 6

Your first MEETING PLACE is: LOUNGE (adjacent to the Hall)

You’re rostered for KITCHEN DUTY on Thurs (29th) – afternoon shift

 Job description below.

Your Daily Duty is SNACKS… (that is: SET UP/CLEAN UP Morning and Afternoon tea, plus Supper)

 First supper Wed (28th) – set up by 9 pm

 Final morning tea – Mon (2nd) - set up from 10:15 am.

Clean up (including dishes) finished by 11 am

QUESTIONS re what to do and where/when to be there: Talk to Marion (our cook)

QUESTIONS re needing more people: Talk to Emma (our domestic goddess)

**KITCHEN DUTY:**

Because Summer Gathering is ‘self catered’, we have a dedicated crew of volunteers cooking for us.

Because we are also trying to provide (primarily) inexpensive plant-based meals, a larger crew is needed in the kitchen, day to day.

**Home groups are rostered to provide 4-6 able bodied people in the kitchen for ‘half a day’.**

This will mean that they will miss some activities. We encourage Friends to swap around in order to both meet our responsibilities to each other (such as providing good food served on time) and to meet our interests in participating in other Summer Gathering activities.

Note that work in the kitchen requires close-toed shoes.

**Job Description - SNACKS**

This job requires 3-4 people taking responsibility for setting up and then clearing away morning tea, afternoon tea, and supper.

There will be snack food plus drinks (hot and cold) available at morning and afternoon tea.

‘Supper’ is just a hot or cold drink

* Dishes need to be cleared up and washed, if possible. Otherwise left stacked and ready for washing.
* On the final day of Summer Gathering, the SNACK duty team needs to wash the dishes.

START: 10:15 am for *morning tea*

START: 3:15 for *afternoon tea*

START: 8:45 pm for *supper*

INFORMATION FOR HOME GROUP 7

Your first MEETING PLACE is: the HALL

You’re rostered for KITCHEN DUTY on Sunday (1st) – afternoon shift

 Job description below.

Your Daily Duty is ‘Tidy the Meeting Spaces and Grounds’ (especially around the buildings)

First tidying: Thurs (29th) 8:30 am

Final tidying of all meeting rooms: Sun (1st) 8:30 am

Final set up for meeting for worship: Mon (2nd) 8:30 am

QUESTIONS re needing more people or locating cleaning equipment: Talk to Emma (our domestic goddess)

QUESTIONS re setting for Meeting for Worship, liaise with Pastoral Care Committee

QUESTIONS re Kitchen duty – talk to Marion (our cook)

**KITCHEN DUTY:**

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Because we are also trying to provide (primarily) inexpensive plant-based meals, a larger crew is needed in the kitchen, day to day.

**Home groups are rostered to provide 4-6 able bodied people in the kitchen for ‘half a day’.**

This will mean that they will miss some activities. We encourage Friends to swap around in order to both meet our responsibilities to each other (such as providing good food served on time) and to meet our interests in participating in other Summer Gathering activities.

Note that work in the kitchen requires close-toed shoes.

**Job Description - Meeting Rooms and grounds**

Responsibility for tidying meeting spaces and grounds.

Meeting spaces: Hall, Lounges (off the Hall, and adjacent to Reception), Bunkroom #11, deck, and craft area (in dining room)

 Tasks: Tidy and sweep meeting rooms; set up HALL ready for meeting for worship

 Pick up rubbish outside

 Wipe clean door handles and light switches in meeting spaces

NOTE: For meeting for worship, organise chairs in concentric circles with gaps for people to move into the room; also enough space between rows that people can move and not have their knees up against the next row; create a centerpiece, if possible.

INFORMATION FOR HOME GROUP 8

Your first MEETING PLACE is: Bunkroom # 11

You’re rostered for KITCHEN DUTY on Fri (30th)) – afternoon shift

 See below.

Your Daily Duty is STEERING COMMITTEE

 Job description below.

Steering Committee’s responsibility start from Thursday morning (29th) – suggested meeting for ‘steering’ time: 8:30 am

Until Mon 2nd , 2 pm when Summer Gathering finishes.

QUESTIONS re Running of Summer Gathering, talk to Sue Stover (SG Organising Committee)

QUESTIONS re Kitchen duty – talk to Marion (our cook)

**KITCHEN DUTY:**

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**Home groups are rostered to provide 4-6 able bodied people in the kitchen for ‘half a day’.**

This will mean that they will miss some activities. We encourage Friends to swap around in order to both meet our responsibilities to each other (such as providing good food served on time) and to meet our interests in participating in other Summer Gathering activities.

Note that work in the kitchen requires close-toed shoes.

**STEERING COMMITTEE – Job Description**

At initial meeting – go through the job description and decide who is willing to take on specific roles for the whole of Summer Gathering: Liaising with Camp Management (1 person); ‘Covid Response Committee’ (2-3 people), and ‘fire warden’ (1 person.)

Note: Margo Irvine has offered to be on Covid Response Committee, so 2 other people would be needed for this committee. ‘Fire warden’ to liaise with Camp management about the role.

Day by day, ensure that tasks are spread around the committee (e.g. giving notices, writing up and posting daily schedule – starting with Friday 30th).

Feel free to draw in other people to help, if needed.

**PURPOSE** of Steering Committee:

* To oversee the smooth running of Summer Gathering day to day.
* To meet health and safety requirements (along with designated First Aider)
* To ensure timely and accurate communication
	+ - with Camp Management
		- with Summer Gatherers

TASKS:

* Plan 1-2 days ahead at least – Monitor weather forecasts.
* Ensure daily timetable is posted, preferably the evening prior
* Monitor ‘ground rules’ as regards Health and Safety – including away from SG venue.
* Give daily notices after meeting for worship. Welcome visitors; farewell those departing.
* Monitor that information re Interest Groups and Evening sessions are made evident.
* Check in with those who are taking leadership roles – e.g. Co-ordinating Active Sessions; or All Age Games; or Reflective sessions – to see if additional support or resources are needed.
* Listen to how home/duty groups are coping with their responsibilities – be prepared to advocate for any home/duty group to get additional help, if they’re short of people (for example).
* Ensure SGers’ transport needs are met – to excursions, departing from SG.
* Manage lost/found property.
* Manage any organisational crises.
* Appoint MC/MCs for Concert on the final night
* Organise New Years’ Eve event, if needed
* Organise final clean up on the last day
* Listen to Summer Gatherers: how could Steering Committee enable their experiences to be as positive as possible?

CONSIDER: How will you be known? Be prepared to make yourselves evident as individuals so that you can be approached easily if someone is looking for a member of Steering Committee.

INFORMATION FOR HOME GROUP 9

Your first MEETING PLACE is: Little room beside the stage

Your Daily Duty is PASTORAL CARE

 Job description below.

First Meeting for Worship – Thurs 29th (9: 45 am)

Final Meeting for Worship – Mon 2nd (9:45 am)

Note: Home Group 9 – Pastoral Care – is not rostered for a kitchen duty. But can be called on to help, if needed. Be Prepared to say YES…. 😊

**KITCHEN DUTY:**

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Because we are also trying to provide (primarily) inexpensive plant-based meals, food needs preparing and a larger crew is needed in the kitchen, day to day.

**Home groups are rostered to provide 4-6 able bodied people in the kitchen for ‘half a day’.**

This will mean that they will miss some activities. We encourage Friends to swap around in order to both meet our responsibilities to each other (such as providing good food served on time) and to meet our interests in participating in other Summer Gathering activities.

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**JOB DESCRIPTION:**

Pastoral Care Committee has responsibility for overseeing the spiritual and social life of Summer Gathering, with particular responsibility for Meeting for Worship, and for supporting those who take on role of Respect and Safety contact people.

TASKS: To daily ensure that meeting for worship is well structured and supported: Meeting space is set up in advance of meeting for worship; a centerpiece of flowers if available; copies of Faith and Practice; Bible, Song books available. Doorkeepers are appointed. If needed, ministry at Meeting for Worship. (Liaise with Home Group #7 about setting up for meeting for worship.)

To oversee ‘Epilogue’- ensure it happens and to participate in it as much as possible.

To notice the spiritual and emotional life of the gathering. To listen and consider if support is needed by individuals or groups of Summer Gatherer.

CONSIDER: How will you be known? Be prepared to make yourselves evident as individuals so that you can be approached easily if someone is looking for a member of Pastoral Care.