

1. Wednesday 4 hours (5pm-9pm), Sunday 4 hours (8am-12pm)
2. Prepare womens meeting room:
 - a. Clean, vacuum, etc
 - b. Snacks, drinks?
 - c. Video prep, download and preview on screen in room
 - d. Call or text ladies, reminders
 - e. Be available for childcare
 - f. Print handouts as needed
3. Sunday morning:
 - a. Prep auditorium, organize, clean
 - b. Help host team
 - c. Set up CLG room
 - d. Prepare, bake
 - e. Be available for childcare at 9am or 10:30
 - f. Print handouts as needed
4. Order supplies:
 - a. Organize, inventory janitorial supplies, kitchen supplies
 - b. Use paypal, amazon, mid America, wal mart
5. Learn media:
 - a. Website updates
 - b. CLG, Berean, THP
 - c. Youtube downloads and zipdrives
6. Turn in spread sheet each week with expenses, hours worked and payments sent.