

# Adult Ed Table Support

## **Double Church Service during the School Year:**

Working the table after the first service:

- Take out the Adult Ed materials and set up the table, ideally before the first service. If not, then at the beginning of the social hour.
- Answer questions and provide support at the table during the social hour.
- The Adult Ed materials are in the closet, right behind the card signing table. The shelves are on the right. The Adult Ed shelf is labeled and is just below waist level. The materials are in a box labeled "Adult Ed".

Working the table after the second service:

- Put all the materials back in the box and return the box to the Adult Ed shelf in the closet behind the card signing table.
- Answer questions and provide support at the table following the second service.
- Collect any filled out class signup sheets and put them in the pink folder on the door to the business office in the hallway outside of the offices in the Gilmartin Building.

## **Single Church Service during the Summer:**

Complete all the steps above, putting out the Adult Ed materials before the service and putting them away in the closet and filing any signup sheets in the folder outside of the business office after the service.