

JOB DESCRIPTION - FLOWER DELIVERY

JOB/TASK: *Flower Delivery*

NUMBER OF PERSONS NEEDED: *1 or 2 per Sunday*

TIME COMMITMENT/FREQUENCY: *1-2 hrs every 8 wks*

SUPERVISOR /CONTACT: *Verna White*

MINISTRY GROUP RESPONSIBLE: *Parish Life & Care*

REFERENCES: (people who have done this job and would be willing to answer questions about it) - *Jean Robb, Joan Zanfagna, Ruth Baxley*

1. Take the large arrangement from front of Sanctuary to the Flower/Communion prep room (opposite Bethany Room) after last service (unless flowers are needed in Sanctuary for a later event).
2. The large flower arrangement usually provides enough flowers for two or more home or hospital-sized arrangements. You will need to trim the stems to suitable lengths. Discard any unusable flowers or greenery in waste container.
3. The Pastor's secretary leaves the names of those who are to receive flowers on the counter in the flower room, with address and phone number. Please record in the notebook on the counter the names of those to whom you take flowers.
4. If no one is designated by pastors to receive flowers, or there is an over abundance of flowers, you can make an arrangement for LRR and/or someone you choose from the current Prayer List.
5. Vases and flower containers for delivery are in the double-doored lower cabinet to left of the sink. **THE BRASS CONTAINERS OR THEIR LINERS ARE NOT TO BE REMOVED FROM THE CHURCH.**
6. Oasis is available in the large box on the floor under window on left side of room. (Sometimes the Oasis is reusable from brass container.) Tools are available for cutting the Oasis and flower stems.
7. Include the Sunday bulletin and the pastors' cards or special flower cards if available.
8. Be sure to call ahead to arrange a suitable time to deliver flowers and get directions.