

## Instructions for Writing Table Facilitators

At 9:30, or earlier, pick up the purple bin in the office and take it to the table in Andersen Hall.

In the bin there is a table cloth for the table. There will be note cards, a church directory and a current list from Susan Holderness of those people who should receive notes.

Please check the addresses on your completed notes for correctness, and put your initials beside the person's name on Susan's list to keep track of who has received a note.

While you are at the table, if you hear any cares, concerns or joys that should be reported to a pastor, take a form from the gray bin in the office, fill it in and put it in Susan Holderness' mailbox.

At 12:30, please remember to return table cloth, list, unused notes, writing materials and tablecloth to the purple bin, and then return the bin to the office. Put notes that are ready for mailing into Christine Winters' mailbox.

If you are unable to serve on your assigned day, please find someone to replace you.

If you have any questions, contact Parish Associate Susan Holderness [sholderness@fairmountchurch.org](mailto:sholderness@fairmountchurch.org) or Mary Giffin 330-497-5776 [marygiffin@att.net](mailto:marygiffin@att.net)