

Communications ▾

Events

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Serving

Login to your myRealm account and click on the **Serving Tab** on the left. You can then see a page with Overview and Opportunities.

Serving

Overview Opportunities

Your Serving Profile

Days You Can Serve

Sun, Mon, Tues, Wed, Thu, Fri, Sat

Dates Unavailable

None



Skills and Interests

By selecting your skills and interests, serving opportunities will be sorted by relevance.

Select Skills and Interests

Your Assignments

MAR 13 Tea Servers for Hospitality Team

Sunday 9:00 AM - 10:00 AM

Time for Tea Schedule, Crossroads Kitchen

MAR 20 Tea Servers for Hospitality Team

Sunday 9:00 AM - 10:00 AM

Time for Tea Schedule, Crossroads Kitchen

See All Assignments

Your Teams

Team

Team Leader >

Hospitality Team

Team Leader >

Serving Profile – Here you can select the days that you are available to serve by clicking on the 3 dots to the left. You can also list the dates you are not available.

Skills and Interests– click on the blue tab to complete two menus that help identify what skills you would like to share and what areas you would like to serve in.

Role Preference - click on the three dots and you can edit the frequency with which you would like to serve in the roles you have been assigned to.

Your Assignments – listed here are the dates, times, serving team and location of upcoming serving assignments. Click on the blue date and it will take you to the details of the assignment

Role Preferences

Tea Servers in Hospitality Team

No more than twice a month

Safety Provider in Safety Team

No preferences

Overview Opportunities

Browse by Role Browse by Team

Search for a specific team...

Sorted by Relevance

Choose a team to learn more and express interest in serving.

Hospitality Team

Assist with a variety of serving, cooking, baking, making refreshments and other tasks that support providing meals, snacks, coffee and other refreshments at Crossroads (see more)

Opportunities – If you are not signed up to serve on a team or in a role, you can search through all available opportunities either by Team or by Role that is needed. Click on the blue text and it will take you to the page to express your interest.

Express Your Interest

Hospitality Team

Assist with a variety of serving, cooking, baking, making refreshments and other tasks that support providing meals, snacks, coffee and other refreshments at (see more)



You (team leader)



Marilyn Mullen (team leader)



Which roles are you interested in?

- ☒ **Cookie Baker**
People who help bake and decorate cookies for various events at Crossroads
[View Requirements](#)

Optional message... (e.g. why you're interested)

1 Selected

Cancel

Submit Your Interest

From: [Kitchen Hospitality Team at Crossroads Presbyterian Church](#)

Sent: Friday, January 7, 2022 12:56 PM

To: [Ted Crossroads](#)

Subject: You've been approved to serve!



Kitchen Hospitality Team

January 7, 2022 at 12:56 pm

Replies disabled

You've been added as a Tea Servers on the Kitchen Hospitality Team at Crossroads Presbyterian Church.

[View this team](#)

[Sign in to view this message in Realm](#)

Express Your Interest – Once you find something that is interesting, view any requirements, write a note in the blue line below if you like and then submit to the Team leaders for review.

Serving Team/Role Approval: You will receive a confirmation email and can login to your myRealm account to see more information.

From: [Kitchen Hospitality Team at Crossroads Presbyterian Church](#)

Sent: Friday, January 7, 2022 12:59 PM

To: [Ted Crossroads](#)

Subject: [New Assignment] Kitchen Hospitality Team



Kitchen Hospitality Team

January 7, 2022 at 12:59 pm

Replies disabled

NEW ASSIGNMENT

You've been scheduled for the following assignments:

- Jan 9, 2022: Tea Servers @ 11:00 am - 11:30 am
- Jan 23, 2022: Tea Servers @ 11:00 am - 11:30 am

"Hi Ted - thanks for volunteering to help serve Elevenses at Crossroads. We appreciate your service. Carol Bird"

[View all assignments](#)

[Sign in to view this message in Realm](#)

Scheduled: When you have been assigned new serving opportunities on a schedule, you will receive an email confirmation. Login to your myRealm and tap on the Serving tab.

Accepted – When you are scheduled for an event in your serving team and role, you will be able to select '**Accept**' or '**Decline**'. If you have accepted and need to change your assignment. Click on the dates and then '**Find a Replacement**'.

✓ Accept All

✗ Decline All

FEB 20 Tea Servers for Kitchen Hospitality Team
Sunday 9:00 AM - 10:00 AM
Time for Tea Schedule, Crossroads Kitchen

✓ Accept

✗ Decline

MAR 13 Tea Servers for Kitchen Hospitality Team
Sunday 9:00 AM - 10:00 AM
Time for Tea Schedule, Crossroads Kitchen

✓ Accept

✗ Decline

< **Assignment - March 13, 2022**

Info

People Scheduled To Serve

Time for Tea Schedule

✓ TEA SERVERS Hospitality Team

Sunday, March 13, 2022

9:00 AM - 10:00 AM

Crossroads Kitchen

✓ Accepted

✗ Decline

↔ Find a Replacement

Are you sure?



Please let us know why you're declining this assignment.

Family Emergency

Never Mind

Yes, Decline

Find a Replacement



1 Select potential replacements > 2 Write a message

Assignment details will be sent to your potential replacements, but you can send a personalized message as well.

I have a family situation that has come up would anyone be able to take this "shift" for me?
Thanks

151 characters remaining

Cancel

Send

Find a Replacement - Click on **Decline** and you will be asked to confirm, you can add a reason here if you wish. On the next screen you can write a message and then send. This message will go to all other people in the Serving Team.

Can you serve in Ted Crossroads's place?

Ted Crossroads is looking for a replacement for the following assignment:

Date: Sunday, March 13, 2022

Time: 09:00am-10:00am

Team: Kitchen Hospitality Team

Role: Tea Servers

Respond to Request

From Ted Crossroads:

I have a family situation that has come up would anyone be able to take this "shift" for me? Thanks

Info People Scheduled To Serve

Tea Servers



You (Carol Bird)



Ted Crossroads



Start a Chat

TO Ted Crossroads

Hi Ted - See you are not serving, have you found a replacement?



Send

Cancel

Replacements: If a team member is looking for someone to take an assignment, you may receive this notification. Click **'Respond to Request'** if you can help.

Under your **Serving Opportunity** you can also check who else is serving and you can message them by clicking the chat box.