

NILES DISCOVERY CHURCH

FLEA MARKET

Standing Operating Procedures

Adopted by Cabinet on January 20, 2020

Cabinet Responsibilities

In a sense, the Cabinet states their intention about whether or not they anticipate holding a summer Flea Market during budget discussions in the preceding December. However, continuing the tradition of having a Flea Market is only possible if there is leadership to organize it and make it happen. Therefore, recruiting of key leadership can begin as soon as the budget is adopted. The Moderator is responsible for seeing that this recruitment happens and has until the June Cabinet meeting to appoint a Flea Market Chairperson and Flea Wrangler (see descriptions below). If the Moderator is unable to find people to fill these positions by the June Cabinet meeting, the Flea Market is cancelled.

Hoping that these two key positions will be filled earlier than the deadline, the Cabinet needs to decide when the Flea Market will start that year (when set-up can happen and the fellowship hall becomes dedicated to the Flea Market). This typically takes place during the May Cabinet meeting.

Once the schedule is set, the Clerk will inform the office administrator of the dates adopted (or if the Cabinet decides not to hold a flea market). Also, if the Flea Market gets cancelled at the June meeting, the Clerk will inform the office administrator. This immediate communication is necessary to the Office Administrator can clear the fellowship hall in the facilities use calendar and rescheduling of events can happen.

The Treasurer sets and communicates to the Flea Market Leadership the proper process for tracking money during the entire Flea Market season.

The Flea Market Leadership

The following are the key roles that need to be filled for a successful Flea Market. The Moderator is responsible for filling the Chair and Flea Wrangler. The Chair is responsible for filling all the others.

Primary Leadership

Chair	<p>Coordinator and point person for the event.</p> <p>The Chair (or their Floor Manager(s) – see below) are responsible for the running of the flea market on Flea Market Weekend.</p> <p>The Chair is responsible for filling the remaining leadership roles listed here (other than Flea Wrangler). The Chair provides training for these leadership roles.</p> <p>The Chair sets the hours for Flea Market Weekend.</p> <p>The Chair is responsible for coordinating the clean-up (including necessary pick-ups) on Sunday of Flea Market weekend.</p>
Flea Wrangler	<p>Recruits and manages volunteers – for set-up, for pricing and displaying (and selling) during the weeks preceding Flea Market Weekend, for selling during Flea Market Weekend, for cleaning up</p>

	on Sunday after the Flea Market closes. This includes figuring out how to register volunteers in such a way that other volunteers can see where needs are. This person works with the Public Relations Officer to publicize these volunteer opportunities and needs.
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Leadership with responsibilities that are primarily before the Flea Market Weekend

Public Relations Officer	Handles the media: placing ads, posting alerts on Yahoo groups, Facebook, etc., and writing articles for <i>The Bell</i> . All media venues should be used to attract people to our site. Signage is important.
Pricing and Display Manager	<p>Oversees the process of pricing and displaying (and selling) merchandise during the weeks preceding Flea Market Weekend.</p> <p>Early in the process, this person should determine the schedule for this work and communicates this schedule to the Flea Wrangler so sign-ups can happen. (Traditionally, this has been 10:00-2:00 weekdays, though this makes volunteering impossible for people who work during the week. Saturday and evening hours should be considered.)</p> <p>May divide up and assign various parts of the work to various specialists in different categories (e.g., jewelry, antiques, etc.).</p> <p>Confirms/reminds volunteers of when they have signed up.</p> <p>Places money into the safe when the amount accrues over \$50.</p> <p>Determines when there are enough items on the tables to open the Fellowship Hall to customers. Communicates to the Public Relations Officer that sales are beginning so this can be publicized.</p>
E-Commerce Seller	<p>Some items are too valuable to sell at flea market prices. These items should be sold online. This person coordinates that process.</p> <p>This person might also help research values of merchandise to help with the process of pricing.</p>

Leadership with responsibilities that are primarily during Flea Market Weekend

Floor Manager(s)	<p>While the Chair oversees the entire Flea Market, they are not expected to be present constantly through the Flea Market weekend. To that end, the Chair may appoint Floor Manager(s) such that there is always someone in charge on site at any given time during the Flea Market. This person's primary responsibility is to guide and assist the volunteers selling merchandise.</p> <p>This person (which at some times may be the Chair) wears an orange smock so they are easily identifiable.</p>
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	<p>This person holds the final decision in the event of a conflict over merchandise.</p> <p>This person is the only person responsible for deciding things like when half-price sales begin, etc.</p>
Parking Manager	<p>Manages the parking lot during Flea Market weekend of the event. This work includes:</p> <ul style="list-style-type: none"> • Deciding the days and times that paid parking will be scheduled. • Ensuring there is proper signage for the paid parking days/times. • Decides what parking fees will be. • Handles the money from the lot. <p>This person works with the Flea Wrangler to ensure there is proper volunteer coverage. This means that the decision about parking schedule needs to be made early so volunteers can be recruited.</p>
Food Manager	<p>Manages the food for volunteers and/or for sale. Secures proper permits if food is to be sold to the public.</p>
Money Handler and Assistant	<p>Provides change for Flea Market weekend</p> <p>Counts the money and prepares it for banking in accordance with the process for handling money set by the Treasurer.</p>

Merchandise Restrictions

In early June, a committee consisting of the Chair, the Pricing and Display Manager, and the E-Commerce Seller (and any other people they want to include) meet to establish the limitations on what merchandise is acceptable for receiving and selling. A large poster explaining these limitations needs to be made and posted both in the fellowship hall on set-up day. This will advise worker fleas and prevent discrepancies in the collection process.

Past restrictions have included:

- No large furniture without Flea Market Chair approval
- No old microwaves, TVs, or any obsolete electronics
- No HEAVY old sports equipment
- No clothing
- No broken objects
- No broken or obsolete tools
- No old travel books or obsolete manuals
- No books that aren't in pristine condition
- (see also suggestions from 2019 at the end of this SOP)

General operational procedures

If a leadership position cannot be filled, those responsibilities revert to the Flea Market Chair.

All leaders are responsible for communicating clearly with each other. Let the Public Relations Officer know in a timely manner about any publicity you want to have happen.

During the pre-event sales days, all items placed on hold will be clearly marked, dated and kept for no more than one week in a designated area (designated by the Pricing and Display Manager). If they are not collected, the items will be returned to the sales floor or disposed of as directed by the Pricing and Display Manager. No items may be put on hold during the week immediately preceding the Flea Market Weekend

Prior to the Flea Market Weekend, the Chair (and their Floor Manager(s)) decide when during Sunday of Flea Market Weekend pricing shifts (1/2 price sales; \$5/bag) will begin. See above job descriptions about who is responsible for announcing this on that Sunday.

As noted above, the Chair works with the clean-up crew to make sure all items are removed from the hall after the sale and that the work boxes are stored correctly in the storage area. The chair will confirm the pickup of remaining items by thrift stores, Tri-Valley Volunteers, Cancer Outlet Store, etc. If there are items to be disposed of, the chair may arrange for a service to be used or may work with the wrangler to coordinate volunteers for the task.

The sale will be confined to the Fellowship Hall; all other areas of the church facilities must remain usable leading up to Flea Market weekend.

Once set by the Pricing and Display volunteers, all prices are fixed. Only the Pricing and Display Manager can bargain on prices during the time preceding Flea Market Weekend. Only the Chair (or their Floor Manager(s)) can bargain on prices during Flea Market Weekend.

There must always be at least two people from the church present when sales are happening during the weeks leading up to Flea Market weekend.

Restrooms: The restrooms are available to anyone who wishes to use them on Flea Market weekend. This means that one of the volunteer jobs during Flea Market weekend that the Flea Wrangler needs to recruit is restroom monitor, to check the restrooms for cleanliness and general functionality.

Timeline/Summary

January	Moderator starts recruiting a Flea Market Chair and a Flea Wrangler.
As Soon As Appointed	The Flea Market Chair starts recruiting other leaders.
May	Cabinet Meeting: Official flea market opening/set-up date selected and confirmed.
June	If Flea Market Chair and Flea Wrangler are not appointed by the June Cabinet meeting, the Flea Market is canceled. The Public Relations Officer submits an article to <i>The Bell</i> and begins the advertisement process. Flea Wrangler announces sign-up process and starts recruiting volunteers.

July	Public Relations Officer continues publicity. Flea Wrangler continues recruiting volunteers.
Early August	Chair to reach out to the various thrift shops to coordinate pick-ups of unsold items at the end of the Flea Market.
Late August	Chair makes sure all the Ts are crossed and the Is are dotted.
September	Public Relations Officer writes a follow-up article for the October edition of <i>The Bell</i> to wrap up the Flea Market.

Traditional Sunday Schedule

This information is provided for Chair to help in setting Sunday's schedule.

Traditionally we've done something like this. During the half an hour prior to announcing the beginning half-price sales, volunteers examine the Fellowship Hall, looking for boxes or bags or places where shoppers might have gathering items. These get restocked onto the tables.

At approximately 3:00 PM, the Flea Market Chair announces that everything is half price. This announcement will be made every 5-10 minutes.

At approximately 3:30, the chair announces the \$5/bag sale. Shoppers are directed to purchase the bags first and anything that can fit in the bag is theirs to take. Anything that doesn't fit in the bag will be half-price.

At 3:45, prices can (but don't have to) be reduced to \$2/bag. Start making announcements that the selling will stop at 4:00 to prepare the room for the clean-up crew.

Suggestions from 2019

Add to the list of merchandise restrictions no wine glasses with logos.

Filling the role of PR Officer is vital and seems to be missed yearly.

Signage for Flea Market Weekend could be better, especially at the corner of Niles and Nursery. Perhaps a sandwich board that is set up on the days the flea market is open, encouraging people to cross over (at the crosswalk/light) and visit us.

On Flea Market weekend, if our lot is full, perhaps we should have stand-by signs encouraging people to park at the Nursery and cross over to shop with us.

Setting up and taking down each day the flea market is open a sandwich board