



St. Andrew's Episcopal
121 High Street
Mount Holly, NJ 08060
<http://www.standrewschurch-mh.org>

MONDAY MORNING MONTHLY MARKET 2024
June 3rd, July 1st & August 5th
VOLUNTEER APPLICATION PACKET



Many Hands Make Lighter Work for All!

VOLUNTEER APPLICATION
ST. ANDREW'S EPISCOPAL CHURCH
MONDAY MORNING MONTHLY MARKET 2024

1. PURPOSE

This application is to be used for Volunteers interested in participating in the Monday Morning Monthly Market 2024 held at the St. Andrew's Episcopal Church parking lot, 121 High St., Mt. Holly, NJ 08060. This section of the application packet will provide interested Volunteers with general information about the market and the responsibilities of Student Volunteers.

2. DESCRIPTION OF FACILITY

St. Andrew's Episcopal Church is an historic church located in Mt. Holly Township, 121 High Street across the street from the Mt. Holly Elks and near the Historic Burlington County Courthouse. Our Rector, Father Andrew Hanyzewski and Vestry would like to invite you to participate in this weekly opportunity for the 2024 summer season (June 3, July 1 & August 5). There will be bathroom facilities available for Volunteers, as well as an indoor location (with steps) during inclement weather. Our Parish Hall will be used for inclement weather & will provide each volunteer with one table and chairs with entrances from the back parking lot. There is an entrance located on High Street and three gates from neighboring lots. Volunteer Parking (if applicable) will be assigned after the application is accepted and approved at the Elks Lodge across the street and behind the church parking lot at 35 Garden Street, entering through the adjoining gate.

3. MONDAY MORNING MONTHLY MARKET SCHEDULE

The Market will be open to the public on **Mondays from 9 AM-Noon in the parking lot & in front of the church** (Rain or shine, except for declared weather emergencies), **June 3, July 1 & August 5**. The market will move inside the parish hall for inclement weather notifying all Volunteers and Vendors by 7 AM for each occurrence. Operation of the Monday Morning Monthly Market is subject to the Burlington County Health Department Rules and Mt. Holly Fire Regulations which are described in this application.

4. VOLUNTEER'S RESPONSIBILITIES

- a. Take Vendor attendance (8:30-10:30 AM shift)
- b. Greet patrons to Farmers Market with a smile at the assigned area/table
- c. Direct patrons to parking areas by providing address for public parking
- d. Hand out reusable shopping bags & seed packets to patrons
- e. Hand out St. Andrew Seed Packets-one packet to each visitor
- f. Use wagons to cart patron's shopping bags to car upon request & return with cart.
- g. Take Vendor exit attendance (10:30-12:30 PM shift)
- h. Clean up shift duties include emptying trash bags from cans throughout the parking lot into dumpsters, wheeling the recycle cans back-to-back steps, taking

down selfie station backdrop & card tables to Manager's pickup truck, clearing debris (If applicable) from lot

5. DEADLINE FOR APPLICATIONS SUBMISSION

The deadline for submission is **Wednesday, April 30th, 4:00 PM**. St. Andrew's Episcopal Church will continue to accept applications after this deadline and throughout the market season. If vacancies become available, Volunteers will be selected by the date the application is received. If there are no vacancies at the time an application is received, the applicant will be placed on a waiting list.

6. REQUIREMENTS FOR APPLICATIONS SUBMISSION

Volunteers must be at least 14 years of age by 4/30/2024 to apply. Applicants and/or parents/guardians shall complete and sign the relevant application (Attachment 1) found in the attachment section of this document and complete and sign (Attachment 2) *Defense and Indemnification Agreement*. Apply & submit application online throughout church website: <http://www.standrewschurch-mh.org>. Scan or photograph completed application and send to Cell phone number 609-504-5146, Email to Terri Sackett, terjohn@aol.com, or mail original copy of the completed APPLICATION to:

**Attn. Terri Sackett, Warden & Co-Manager of Monday
Morning Monthly Market
St. Andrew's Episcopal Church
121 High St. Mt. Holly, NJ 08060
terjohn@aol.com Cell: 609-504-5146**

Hand deliveries of the application may be made to the side entrance of the church drive.
Ring bell at side handicapped entrance for service:

**Mrs. Kris Carroll, Church Secretary, Monday-Thursday, 8 AM-Noon
St. Andrew's Episcopal Church 121 High St.
Mt. Holly, NJ 08060 609-267-0225**

**Apply & submit your application online through the church website:
<http://www.standrewschurch-mh.org>**

7. REVIEW OF APPLICATIONS

Co-Managers of St. Andrew's Episcopal Church will evaluate applications to ensure that the objectives and requirements of the Monday Morning Monthly Market are met. The Co-Managers reserve the right to reject any incomplete application and will notify the Volunteer.

8. TERMS AND CONDITIONS

Rules of Market (Attachment 3)

All Volunteers must agree to abide by the rules established for the market located on church property included in this document.

9. CHURCH REPRESENTATIVES

The person(s) responsible for the administration of the market is Mrs. Terri Sackett, Warden & Co-Manager, or Mr. Charles Haines, Vestry & Co-Manager.

St. Andrew's Episcopal Church, 121 High St., Mt. Holly, NJ 08060. E-mail:
terjohn@aol.com. Cell phone: 609-504-5146 Church phone: 609-267-0225

10. Indemnification of Church by Execution and Submission (Attachment 2):

All Volunteers must complete the Indemnification form and submit with application.

11. VOLUNTER & STAFF PARKING

Elks Lodge

Entrance to the lot is the 4th driveway off Rancocas Road from the traffic light

Iglesias de Dios Church
25 Garden St., Mt. Holly

Attachment 1
Monday Morning Monthly Market 2024
St. Andrew's Episcopal Church
Volunteer Application

(PRINT with black or blue ink:)

Volunteer's Name:

Volunteer's Address: _____

Contact phone number:

Emergency Contact Name/phone number:

(*Optional) Any known physical limitations or severe medical conditions that the Co-Managers should be made aware of for the safety of the Volunteer.

E-mail Address:

School's Name (If applicable):

School Contact for Community Service Hours: _____

Please initial to indicate the dates that you would like to Volunteer the Market:

| | | |
|--------|--------|----------|
| June 3 | July 1 | August 5 |
|--------|--------|----------|

(Continue application on next page)

Select one shift to volunteer and initial:

_____ 8:30-10:30 AM

_____ 10:30-12:30 PM

I will allow my photo(s) taken at the Farmers Market 2023 to be used on all marketing and social media platforms (www.standrewschurch-mh.org and Facebook) by St. Andrew's Episcopal Church. _____ Yes _____ No

PLEASE COMPLETE BELOW:

I have read and understand the vendor application and the St. Andrew's Episcopal Church Monday Morning Monthly Market 2024 Rules: _____

Print Name _____

Signature _____

If under 18 years of age by 4/30/2024, parent(s) and/or guardian(s) must complete form below giving permission for the Volunteer to apply for the selected position during the St. Andrew's Episcopal Church Monday Morning Monthly Market 2024, 121 High St., Mt. Holly, NJ 08060:

Name (Print) _____

Parent &/or Guardian Signature:

For (Please Print):

Mail to:

**Terri Sackett, Warden & Co-Manager of the
Monday Morning Monthly Market 2024**

**St. Andrew's Episcopal Church
121 High St. Mt. Holly, NJ 08060**

terjohn@aol.com

ATTACHMENT 2
Indemnification of St. Andrew's Episcopal Church by Execution and Submission
"Defense and Indemnification Agreement"

Volunteer Name: (PRINT) _____

Volunteer Address: _____

Volunteer Signature: _____

All Volunteers that participate in the Monday Morning Monthly Market shall agree to defend, indemnify and hold harmless St. Andrew's Episcopal Church (121 High St., Mt. Holly Twp.) and its' Vestry, employees, servants and agents from all claims, suits or actions of every kind or character made upon, or brought against the Church and its officers, employees, servants and agents for, or on account of any injuries, or damages which shall arise, in whole or in part, out of, in the course of or as a consequence of any willful or negligent act, or omission, or tortuous act, or omission of the Volunteer, its employees, agents or subcontractors, in the performance of the said work, or by, or in the consequence of any negligence in the operations or any improper material or equipment used, or by, or on account of any act, or omission of the Volunteer, or its servants, agents or employees. This indemnity shall include attorney's fees and costs and all other expenses incurred in the defense of any suit.

Please initial and sign:

I am authorized to submit this agreement on behalf of the vendor named in this application ____.

If under 18 years of age by 4/30/2024, parent(s) and/or guardian(s) must sign below giving permission for the student to apply for a position of Student Volunteer for the St. Andrew's Episcopal Church, 121 High St., Mt. Holly, NJ 08060:

Name (Print) _____

Signature: _____

For: _____

Date: _____

Return to: Terri Sackett, Co-Manager MMMM 2024
St. Andrew's Episcopal Church 121 High St. Mt. Holly, NJ 08060
terjohn@aol.com, Cell: 609-504-5146, or submit application online through Church website:
<http://www.standrewschurch-mh.org>

Attachment 3
Monday Morning Monthly Market 2024 Rules
St. Andrew's Episcopal Church 121 High St., Mt. Holly, NJ 08060

Location: The Market will operate at 121 High St., Mt. Holly Township in the parking lot (Inclement weather-inside the Parish Hall). St. Andrew's Episcopal Church own the property.

Dates of the Market: Mondays, June 3, July 1 & August 5

Times for Market Sales: The market will be open for business to the public beginning at 9 AM-Noon. No sales will be permitted before 9 AM, however, sales will be permitted after Noon during the time when vendors are taking down their facilities. All vendors and volunteers are required to remain at their designated location between the hours of 8:30 AM-12:30 PM or approved 2-hour shift, before gates will be open to the public, and to leave the area in a safe manner.

Vendor Designation: Vendors shall be designated as follows: agricultural, food, craft, and non-profit which the vendor is associated and has submitted the application, fees, and appropriate certificates/licenses, if required. Under no circumstances may vendors re-sell produce purchased from other vendors at the market. This rule is designed to prevent unfair competition among vendors.

Management: The oversight and management of the Monday Morning Monthly Market 2024 will be managed primarily by our designated Co-Market Managers, Terri Sackett & Charlie Haines. The Market Manager's duties will include the following: Supervise opening and closing of market; Record attendance and keep a brief log of market events; Assign spaces to Vendors and re-assign spaces in the event of an absence or late arrival; Monitor customer interaction with Vendors and Volunteers and resolve conflicts that may arise; Appropriately respond to and address customer suggestions, questions and concerns; Enforce market rules and report alleged violations in writing; Coordinate with local officials and inspectors at the market; Convene meetings with Volunteers, as necessary; Coordinate event planning with vendors; Coordinate set up and take-down of market information table; Coordinate with Church maintenance staff to ensure that site is left clean, all trash is picked up, all vendors have left; Put up and take down any temporary signage placed nearby to advertise market; Tardiness/No-Shows/Early Departures: Proper notification is required if a vendor expects to be late or absent for a market day; If the vendor cannot adhere to the 1 PM-7 PM market schedule, he or she is obliged to call or text the Market Manager by 5:00 p.m. the day prior to the market day in question (609-504-5146). If a Volunteer must miss a scheduled market day for any reason other than predicted inclement weather or a legitimate emergency, he or she is required to give at least 24 hours' notice to the Market Manager; External Regulations: Vendors are responsible for compliance with all applicable municipal, county, state, and federal regulations relating to agricultural production, food production and preparation and conduct of business. If the Market Manager is advised by any legal authority that applicable regulations are not being complied with, the Vendor may be prohibited from participating in the Market, Space and Parking Designation: The Market Manager will be responsible for determining the space and position of each Vendor in the market on the first day of the market season but may reassign positions for any reason. Parking is available in the designated Volunteer & Staff Parking Area. Customer parking is limited to street and private parking that surrounds the Church parking lot.

Volunteer Conduct: Volunteers must be appropriately dressed. Volunteers must arrive on time and stay for the duration of the selected shift. Volunteers must follow all directives/requests of Co-Managers of the St. Andrew's Episcopal Church Monday Morning Monthly Market 2024 for the duration of their assigned shift. Smoking & vaping is not permitted on church property. All concerns should be addressed promptly in person, or in writing to the market Co-Manager(s) so that they may be addressed fairly and in a prompt manner.