

## **GUIDELINES FOR SUNDAY LUNCH HOSPITALITY MINISTRY**

### **FOR SETUP HELPERS**

1. Arrive by 10:00 am on Sunday.

While 10:00 am coffee hour is still in session:

2. Heat soups and casseroles that arrive. (Specific instructions are posted.)
3. Pre-set in the kitchen for the setup of the room. I've posted a checklist with a chronological order of tasks to help us not overlook anything. It's on the narrow panel to the immediate left of the stove.

After coffee hour is mostly over:

4. Prepare the serving tables. A chart of the layout of the serving tables is posted on the panel above the counter between the room and the kitchen.
5. We want a fresh urn of regular and decaf coffee for lunch. So far, the people in charge of coffee hour have been most kind to make fresh pots for us before they leave. We have been leaving leftover coffee for *Convivio*.
6. Re-check the **Sunday Lunch Setup Checklist** and the **Sunday Lunch Serving Tables Layout** to catch anything you might have missed.
7. If you are attending the 11:00 service, make sure nothing will burn and go to church.

At Lunchtime:

8. Leave service after communion. Finish up any details in the kitchen, and as close to actual Lunch as possible, put out the food and drinks.
9. During Lunch watch for things running out. (e.g.: forks, napkins, water, glasses, bread.)
10. Also keep an eye out for anyone needing assistance.
11. About midway through the meal, you will be joined in the kitchen by the Cleanup Helpers. At that point, you are done.

### **FOR CLEANUP HELPERS**

Midway through Lunch(usually about 12:30):

1. Put trash at far end of island.
2. Take tubs with dirty dishes to far end of island. Put empty tubs on cart by door.
3. You must scrape dishes into trash.
4. Scrub & rinse dishes in the sink with the garbage disposal. (Food residue clogs other sinks.)
5. Transfer dishes to rack next to sanitizer machine. (Mugs and coffee cups go into their own storage racks so they can be put away directly out of the sanitizer.)
6. Spray dishes before putting in sanitizer. (Directions for using the sanitizer are posted.)
7. Unload dishes onto cart and wheel around to put away. (Don't dry with a towel. The dishes have been sanitized and don't want to be re-contaminated.)

After Lunch:

8. Take ribbons off table tops, roll up, and place in white-topped plastic shoebox.
9. Remove flowers and put them in cardboard box (stored in pantry, labeled "flowers".) The *Convivio* will be using the tablecloths.
10. Tuck chairs close into tables to tidy the room.

11. Remove free will basket and put away with other baskets in cupboard. Put money in plastic shoebox with ribbons.
12. Wipe counters and serving tables with soapy cloth.

### FOR BRINGERS OF FOOD

1. How much?
  - Soup: about 8 quarts—a large stockpot.
  - Casserole: (2) 9x13 pans or (1)12x15 pan or equivalent.  
(Casseroles are always good for the heartiness factor.)
2. When/Where?
  - Drop off, cold or warm, in the kitchen by 10:45 am on Sunday. The Setup Helpers will heat it, or keep it warm.
3. What?
  - Leave a note that tells what's in it; especially meat, other animal products (like chicken broth or eggs or dairy), and wheat/gluten.
4. Who? Include on your note who brought it.
5. **Pick up your empty pans** after lunch (unless using disposable foil pan).
6. Desserts will not be scheduled, but feel free to bring sweets anytime.
7. Salad, dressings, and bread will be provided.