

## **GUIDELINES FOR FOOD GROUP INDIVIDUALS**

Updated Sept. 2002 by H. Schneidereit

### **A. WHAT'S WHAT:**

1. A regular Sunday is any Sunday that is NOT A Pot-Luck or BBQ Sunday.
2. POT LUCK Sunday is the last Sunday of each month (September through April only) with the exception of the BBQ Sundays replacing the Pot Luck Sundays of the two months (Sept. and April)
3. BBQ SUNDAY happens twice per year. In September, to welcome the students and in April, as a farewell to the students. Check the bulletin for the announcement.
4. Summer months include May through August. These months are less organized. Individuals sign up as desired to make coffee plus or minus goodies. There is no Pot-Luck during the summer months.
5. Each person / couple is assigned to a group for two months of the year. You will be asked to help out for one and possibly two regular Sundays per month. Everybody in your food group is expected to help with set-up and clean-up on a Pot-Luck Sunday and BBQ Sunday.
6. Food group leaders will contact you and try to arrange a day that suits you. If you have a preference please call your food group leader.
7. If you are unable to help out in the month or day you have been assigned, please either switch with someone, or find a replacement. Refer to the Food Group list for possibilities of people to switch with.

### **B. WHAT TO BRING:**

On a Regular Sunday:

1. Approximately 3 dozen food items (finger food)
2. One person each Sunday will be asked to bring ONE Litre of milk for Tea and ONE litre of cream for Coffee.

On a Pot-Luck Sunday:

1. The entire congregation (excluding Menno Simons Center students) are asked to bring something to eat. Bring enough to feed your family plus two or three guests.
2. One person will be asked to bring TWO litres of milk or cream for coffee / tea.

On a BBQ Sunday

1. Sausages, buns, condiments, chips and milk for coffee are provided by the church. The food group co-ordinator will do all the shopping and the food preparations. The congregation brings salads and desserts. Those with last name beginning A-M bring salads. Those from N- Z bring desserts.

### **C. WHAT TO DO:**

**See instructions for location of equipment and how to make coffee / tea on the inside cupboard door to the east side sink.**

#### **Set up includes:**

For Regular Sunday:

1. Come approximately 15 minutes early.
2. Make coffee
3. Put out mugs, (two trays full).
4. Place napkins, spoons (about 10), coffee, tea, cream, sugar, next to the mugs on one of the tables in the dining area.
5. Place the tea bags into the teapots. Prepare your water for boiling. Either start simmering now or start boiling 5 minutes before the end of the church service.
6. Put out a couple of jugs of cold water and 10-15 water glasses.
7. Arrange food items on plates (about 6 platefuls) and place them on the dining room tables.
8. Check to see that the dishwasher is empty. If not, turn the dishwasher on so you have a clean dishwasher to put the dirty dishes in after the service over.

For Pot-Luck Sunday and / or BBQ Sunday

1. Come approximately 20 minutes early.
2. Set up tables and chairs in both the dining room and the lounge.
3. Make coffee / tea as per information sheet inside cupboard door to left of sink.
4. Set out mugs, cream, sugar, next to coffee.
5. Place a jug of cold water and water glasses on the center of each table.
6. Stack plates and place napkins and cutlery trays on the west end of the kitchen counter.
7. Arrange food along the remainder of the counter. The food line up will begin at the west end of the kitchen.
8. Dessert can be arranged on plates and placed on dining room tables.
9. As people bring food to be served, instructions may be left as to how long to warm and at what temperature. A few of you may need to leave the service a little early to get this started.
10. Check to see that the dishwasher is empty and / or clean. If not, turn it on during the service so you have a clean dishwasher for later on.

**Clean up includes:**

Regular Sunday, Pot-Luck Sunday and BBQ Sunday cleanup includes:

1. Gather up dirty dishes and either wash by hand or put in dishwasher. You do not need to stay until the dishwasher cycle is complete but, if you are washing the dishes by hand, please dry them and put them away.
2. Wipe tables and counters
3. Sweep floor if necessary.
4. Clean coffee makers and tea pots and put away.
5. If there are any leftovers (including milk), please take home or if you wish to leave it for the student please label it as such, or hand it over directly to a student.
6. Put tables and chairs back into their original place.