

Instructions for Second Sunday Lunch

PRIOR TO SUNDAY (even two weeks prior to your event):

1. CONSULT with Gwen Lamb, Second Sunday Coordinator, regarding MENU.
Gwen Lamb: 929-3384 or 260-2940.
2. LINE-UP HELPERS for SET-UP and CLEAN-UP – You will need at least three for set-up and three or four for clean-up. Someone should be in the kitchen by 10:00 a.m. to receive contributions.
3. PLAN DECORATIONS. Each table should have some simple decorations and if possible, something for the center of the food tables. There will be 20 or so sitting tables, some round and some rectangular. CONFIRM this number with the Coordinator.
4. ASK THE MEMBERS OF YOUR COMMITTEE to bring an extra dish or a larger quantity of their side contribution so there will be sufficient amounts. You could also arrange as a group to provide some quantity side like yeast rolls or lettuce salad.
5. PURCHASE a gallon of 2% milk for children and for coffee. (Coffee and tea supplies can be found at the church in the closet by the kitchen.)
6. ARRANGE for someone to welcome, make introductions and give blessing at the lunch.
7. CONTACT the church secretary on Friday prior to the lunch to get list of new members for that month, as we acknowledge them during the event. (The actual people who are received may be different from the list, so you may want to ask that the minister welcoming the new members makes a list on Sunday morning for you as well.)

SUNDAY MORNING:

1. SET TABLES. Place mats, silverware, napkins, etc. Supplies not in the kitchen itself can be found in the closet across from the kitchen nearest the Fellowship Hall. This will be unlocked on Sunday morning.
2. DECORATE and GET OUT MICROPHONE from closet/plug it in.
3. The food tables will be in the center of the room. They should be set up as two groups of three (i.e. a line of three tables then a space for walking around/between then another line of three tables.) This set-up enables us to have a line progressing down each side of the tables, four lines total, and serves everyone faster.
4. There will be additional tables as follows:
 - a. at Garden end of room under windows for DESSERTS.
 - b. on inside wall for DRINKS.
5. MAKE COFFEE. There are two identical pots that make about 42 cups each. The coffee will be in the closet. It is in bags on the shelf, usually. Turn on the pots to make coffee by 11:00 a.m., as it takes a while to get that much done. ALSO, DO NOT PLUG-IN BOTH POTS ON THE KITCHEN COUNTER. This may still blow a fuse. Both pots CAN be plugged-in on the drink table without problems. (1 cup grounds: 20 cups water.)

6. **MAKE ICED TEA.** There are directions on the cans of mix which will be in the closet. Make mix in a quart jar of warm water and make it a little strong so dissolving ice will not dilute it. Add that quart to remaining requisite water in large Igloo cooler. Add ice about 15 minutes before serving. Taste and adjust with water or more mix as needed. For a warm day, we will need between three and four gallons.

7. **SET UP DRINK TABLE.** There will be white plastic table clothes in the closet to put on the drink table. Paper covering deteriorates and only adds to any messes that occur.
 - a. **Coffee Pots** – There are two cutting boards in the kitchen. Place coffee pots on these on the table so cups can be put under the spout with less spilling. It is also a good idea to place on the floor an aluminum pan with paper towels or a saucer or something to catch drips.
 - b. **Coffee Additives** – There is a blue ceramic pitcher in the closet for milk/cream. Also there you will find sugar, Splenda, stirrers, dish for used stirrers, etc. They should be located near the coffee grounds.
 - c. **Iced Tea Cooler**
 - d. **Water** – at least two large pitchers of ice water.
 - e. **Milk** – pitcher of 2% milk for children.

8. **SET UP DESSERT TABLE.** Cut all cakes and pies, thinking about stretching things if there are few provisions. You may want to put out small plates, but since we are trying to limit our waste, maybe folks can just use their plates from lunch. Gwen will know what has been working when you make your initial contact with her.

9. **PUT OUT LARGE TRASH CANS AT STRATEGIC SPOTS** – usually near the doors.

10. **RECEIVE FOOD AND STORE** – in refrigerators, ovens, on serving tables, etc. as required by the kind of contribution.

11. About 15 minutes before the end of the service, **PUT FOOD ON SERVING TABLES.**

AS FOLKS ARRIVE FROM WORSHIP:

1. Encourage them to go through the line and be seated.
2. **WHILE PEOPLE ARE SERVING THEMSELVES, REMEMBER:**
 - a. Iced water and milk for coffee may need to be replenished.
 - b. Main course may need to be replenished.
3. As the lines end or when no more people are coming down and the lines have slowed, **USE THE MICROPHONE** to introduce yourselves as hosts, introduce the new members, have a blessing. **THANK** everyone for coming and invite any who are able to assist with clean-up later. (This is also the time to **BRIEFLY** mention handouts you have provided on the tables or make some succinct, small statement about your committee's work.)
4. Begin the start-up procedure for the dishwasher if it will be used. (We recommend it.)

CLEAN-UP:

1. All tables should be cleared of paper and decorations.
2. RETURN TO THE CLOSET THE BLUE CERAMIC PITCHER AND ANY plastic pitchers used for water and milk after they are washed and dried.
3. All dishes, silver servers, coffee pots, plates, etc. should be washed. Directions for the dishwasher are posted in the kitchen, but in case those directions are missing:

To start up:

- a. Close door.
- b. Press "on."
- c. Wait approximately 10 minutes until "Ready" appears.
- d. Load one rack per wash cycle.
- e. Close door.
- f. Press "wash." (Soap and rinse agents are dispensed automatically.)
- g. "Ready" appears again when cycle is complete.

To shut down:

- a. Close door.
- b. Press "off." (Water will drain.)
- c. Remove strainers, clean and replace.

TROUBLESHOOTING:

1. FIRST AID. There are now First-Aid kits in every kitchen in the building. These were given in memory of Johnsie McFadden. Please alert the church office if one needs replenishing or if you use up some item.
2. THE OVENS WILL NOT WORK. If the clock is not set on the ovens (like after a brief power outage), they will not function. Set the clock and things should be fine. If there is some further problem, please contact one of the church staff around that day.
3. Again, Gwen Lamb's contact numbers: 929-3384 or 260-2940.