

2017 FAMILY LUNCH HOST GUIDELINES

Revised January 2017

These guidelines should answer most questions about hosting duties for family lunch. Adapt as needed for your group, but please follow cleanup instructions carefully!
Thanks!

General notes: Host responsibilities are to take care of set-up, serving, and clean up, as well as provide main dishes, side dishes and decorations.

- Hosts EACH provide a side dish PLUS a meat/main dish that serves 12-15 people.
- Hosts also take care of drinks, bread and rolls for the lunch (sharing equally in the cost).
- Salads, other sides and desserts are brought by the congregation.
- Other supplies including coffee, cream, sugar, lemonade mix, salt, and pepper are supplied by the church and are found in the kitchen.
- All paper disposable products are supplied by the church and are located in the cabinet on the right side of the stage.
- Bud vases, tea caddies, trivets, extension cords, hand sanitizer are also in these cabinets.
- Family lunch can be served using the white Correlle dishes and glasses that are stored in the kitchen hall cabinets.

Sunday before Family Lunch—hosts usually meet briefly after church to:

- 1) Decide on the table decorations and who will provide them.
- 2) Decide what main dishes and sides the hosts will bring and who will supply the drinks and bread.
- 3) Agree on who will set up tables and when (usually the day before the lunch). Make sure someone has a key or decide who will pick up a key to open the church.
- 4) To make sure there is enough ice for the following week, scoop ice out of the ice machine into bags and store in the freezer.

Saturday before Family Lunch:

- 1) Set up tables and chairs according to the diagram (posted inside table storage). Cover the tables with paper tablecloths and decorate. Set tables with napkins and silverware. Put out the salt and pepper shakers.
- 2) Set out plates and bowls for the buffet line and also bowls and small dessert plates on the dessert tables on the stage. Get out cups for coffee and drinks.
- 3) Set up griddles to save time on Sunday morning. (Griddles stored in stage cabinets closest to kitchen).

- 4) Make sure bread/rolls have been purchased.
- 5) If you are making iced tea make it on Saturday as well as mixing the lemonade. There is a recipe for making tea on the refrigerator. We usually make 6 gallons, 4 of them sweetened. We also make one pitcher of lemonade.
- 6) Place the large hand sanitizer on the credenza nearest the serving line. (Sanitizer is in the closet on the stage).

Sunday of the Lunch: Set up

- 1) Plug in griddles and turn on.
- 2) Receive dishes as they come in and place hot ones on griddles. Cut desserts if needed and place on dessert tables. Put all food carriers under the dessert tables; they will be out of your way and everyone can look for theirs in the same place.
- 3) If you need to heat something in the oven, be sure to allow 30 minutes for it to fully preheat.
- 4) Make coffee. During summer months the small coffee pots on the cabinet in the fellowship hall are used. Make one pot of decaf and one pot of regular coffee. During the winter months use the 30-cup coffee urn found in the kitchen. Set up the coffee station on the front of the stage using small folding table. Be sure to include cream, sugar, and stirrers. Set up the cold drink station with ice in the cups.
- 5) Put hot pads and serving utensils on the buffet table.
- 6) Set out hot and cold foods before the last hymn begins.
- 7) Be sure to have trays or large bowls out to collect used silverware when lunch is over.

Serving notes:

- Please encourage visitors (with their hosts) and anyone who is physically challenged to move to the head of the line.
- Hosts eat after congregation has been served.
- Before takeout plates are filled, please make sure everyone, including hosts, has been served.
- If requested by CLM, please fill to-go containers for any homebound members and help with delivery.

After-lunch Clean-up:

- 1) Hand wash serving pieces and coffee pots. Load silverware and other items in the dishwashers and **BE SURE TO TURN DISHWASHER ON BEFORE LEAVING.** Please leave silverware baskets in the heavy-duty washer on the left side of the sink.

Remember: it is the responsibility of the host group to empty the dishwashers when they are done and put everything away—please decide who will do this.

- 2) Assign someone to take the dishtowels home to wash and return.
- 3) Leave three tables and 25 chairs in the fellowship hall and put the rest away (chairs go to the storage room under the stairs, tables go in the base of the serving buffet).
- 4) Collect the trash and put it in the large cans outside. **TAKE THE CANS TO THE STREET IN FRONT OF THE CHURCH.** Put clean liners in all the inside trash cans, including the two small white ones in the fellowship hall.
- 5) **PLEASE BE SURE TO VACUUM FOOD & CRUMBS AFTER TABLES AND CHAIRS HAVE BEEN REMOVED. VACUUM IS LOCATED IN DOUBLE DOOR CLOSET IN HALLWAY BY DRIVEWAY EXIT.**

THANK YOU!

In case of questions, you may contact:

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