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TEAM SELECTION - Kitchen

1. 12 - 13 members. Obtain a "possibilities list" from Rector.
2. Start calling early. When calling, be positive and reassuring.
3. Make a Roster of your team as you get acceptance. Include in the Roster: Name, address, home congregation, work phone and spouse.
4. Ask those you are calling of names and numbers of other possible team members (from their church or renewal group, etc.)
5. Try to obtain at least 1 - 2 team members from the church where the Cursillo is to be held.

Leadership Training

- Day 1 - Attended by Rollo Room Rector, 3 Assistants, Kitchen, 4th Day and Palanca Rectors, and the Spiritual Directors for giving information and instruction specific to their tasks for the weekend.
- Day 2 - Attended by all team members with specific team training lead by pertinent resource people.

When asked to be on a team, each member should understand that he/she has an obligation to the team to attend all team meetings, and if this is a problem, perhaps he/she should decline and serve on an Angel Crew.

Please feel free to make corrections to this manual, and submit to the Utah Via de Cristo Council for updates to the master kitchen manual. Your assistance in this matter is appreciated.

HISTORY OF CURSILLO

Cursillo in Christianity began on the Spanish Island of Majorca in the early 1940s. The Diocesan Council of Catholic Action Youth devised a Cursillo or “short course” for the spiritual preparation of those making the pilgrimage to Santiago de Compostela – The Advanced Pilgrims – and this was followed by the Cursillo of Pilgrimage Leaders. The results of these Cursillo were astounding. Even those living on the edge of Christianity were inflamed and filled with Christ. This zeal was apparent not only during the pilgrimage but also after their return. An apostolate was created.

A Leader’s School of the Diocesan Council went into operation to collect data on these early Cursillo, to analyze results and make detailed experiments with this method. From these studies, the forerunner of the present Cursillo was devised. The first Cursillo was given on January 7, 1948 and by March of 1951 was followed by 32 more. During this period the problem of perseverance was defined, reunion groups were formed, and later the Ultreya was organized. It was also during this period that new ideas were introduced and others eliminated: a period of sharpening or focusing.

Cursillo #34 was the expansion of the movement by including priests and laymen from beyond Majorca. At this time, the name Cursillo in Christianity was first used. In 1954 Cursillo were begun for men who were recruited parish by parish. Cursillo for women were started during the early 1960’s.

The Cursillo movement was born in the Roman Catholic Church. Transplanting the movement to the Episcopal Church was a logical and natural step. In April of 1972, a small group of Minnesota Episcopalians made their Cursillo in Cedar Rapids, Iowa. In May, an Iowa team put on the first Minnesota Cursillo for Men followed two weeks later by the first Women’s Cursillo. The Palanca and Kitchen teams for these two Cursillo were staffed largely by Minnesota Roman Catholic Cursillistas – an example of sharing in Christian work.

In January of 1980, the first set of Lutheran-sponsored Cursillo weekends was held at Normandale Lutheran Church in Edina, MN. The Episcopal Cursillo Community supported and helped establish Cursillo in the Lutheran Community in Minnesota.

In July of 1985, the Lutheran Cursillo community of Minnesota accepted the challenge of presenting the first two Lutheran sponsored Cursillo weekends in Papua New Guinea. In November 1995, the Minnesota Community sponsored the first two Lutheran Cursillo weekends in Utah. And the rest they say is history.

PURPOSE

The purpose of the Cursillo is to create a living community of Christians which can renew the whole life of the church. The church needs to know that God is at work in the world through the Holy Spirit.

The most important thing for a human being is to know and accept Christ personally, and work daily to spread Christ's message.

The Cursillo Method does not involve changes in the doctrines of the church.

DEFINITIONS

Abrazo - A hug, embrace or a grasping of shoulders introduced in Cursillo in the "Passing of the Peace," and which spills over into the everyday life of the 4th Day community.

Bible Processional – A ceremony performed each of the 3 mornings symbolizing in the Lordship of Jesus Christ as the Word of God. The 2 candles indicate that the Word of God is the light of the world.

Clausura – A closing ceremony at the end of the three day Cursillo.

De Colores – Literally "of the colors". A greeting like "hello" signifying that life is more colorful with Christ. A group of Spanish laymen returning home from a Cursillo weekend stopped by the roadside while repairs were being made to their bus. Seeing a rooster, hen, and chicks nearby, they passed time singing the familiar folk song, "De Colores". They noted the many iridescent colors in the rooster's tail and neck feathers and recognized this as a sign of the many ways God loves us. A tradition was begun, and an old folk song became Cursillo's theme song of God's colorful grace.

Decuria – The Spanish word, Decuria, literally translated means an assembly of 10. For Cursillo purposes it is a table of eight persons who take notes from the Rollo's, discuss them among themselves, and then put the main points of each Rollo into a picture poster. In the evening, each table has the opportunity to reverse the process and put their posters' ideas into words for the benefit, enlightenment, and fun of the Rollo Room and invited teams. Most often Decuria refers to this poster party.

Palanca – The Spanish word, palanca, means "lever". As a lever, it is used to describe prayer and sacrifice because a lever allows a person to move things which are beyond his strength, just as prayer and sacrifice allows an apostle to accomplish more than he would otherwise be capable of accomplishing.

Renewal Group – Christian friends who gather regularly to continue their renewal in Christ through Piety, Study, and Action.

Ultreya – This is a gathering of the larger 4th Day Community – usually held once a month and the host church is different each month. The post weekend Ultreya are held at the Weekend host church.

DENOTING PROGRESSION

Agape Dinner – One of the special events on Saturday evening is the Agape Dinner. Agape is defined in Jude verse 12 as a “love feast” referring to the common meals which bore the name Agape because they cultivated God’s love among Christians. The dining hall is lit with candles and the tables are decorated and the scene is one of peace and beauty. The tables are arranged in the shape of a cross with the flower cross at the cross – and Jesus at the head of the table as the host for the evening.

Banners – Only a few banners are displayed at the beginning of the weekend, but more and more appear as the tempo increases. These messages are a creative way of sharing thoughts, insights, ideas, scripture, joy, and love.

Chapel Visits – Following the Agape Dinner table members are scheduled to be together in a quiet place to share their feelings. This is a time of sharing, prayer and love. A deeper understanding of the newly acquired family can become evident at this time.

Flower Pot – The centerpiece of each Rollo table is an empty flower pot. Then a package of seeds appears inside the container, indicating new life. As the Rollo’s are presented – stirring the soil with emotions and laughter, watering the seeds with tears, and warming the plants with love and friendship – the flowers begin to grow. Soon leaves and buds appear and by Sunday, the flowers are in full bloom.

Music – The music on Thursday evening is limited to get-acquainted type Christian songs, such as “Here We Are”, “He’s Got the Whole World in His Hands”, and other familiar Christian songs. Friday’s music focuses on the ideal of Christian Living with “They’ll Know We are Christians By Our Love”. Saturday’s music reveals the character of Jesus Christ as man, savior, redeemer, lover and servant. Songs like “Have You Seen Jesus” “Look Out Your Window” and “Apple of My Eye” all lead up to the Agape dinner. The music for Sunday shifts back to the world with such songs as “Pass It On”, “Freely, Freely”, and “Tell the People.”

Placemats – Placemats the first morning are undecorated as befits the simple breakfast. This is symbolic of the Weekender who is emerging from the silent retreat of introspection. As the weekend progresses, so do the placemats in adornment and color.

Rosebud – On the first morning of the Cursillo weekend, a single rosebud is placed on the Eucharist Altar in the Weekender’s Chapel. Each day thereafter, the rose unfolds its petals until it is open and in full bloom on Sunday evening. This particular form of God’s creation is used to symbolize the color, openness, and beauty that is revealed as God’s love surrounds us.

Serenades – Three serenades are a part of every weekend, and there is a progression that builds to the final on Sunday afternoon.

Agape Dinner Serenade – The first serenade is at the Agape Dinner. This serenade is given by the team and angels from the 4th Day community.

Morning Serenade – The second serenade is the wake-up call on Sunday morning. The serenaders are the team and sponsors. This is the start of the Weekender’s return to the outside environment.

Evening Serenade – The third serenade is at lunch Sunday afternoon. This serenade returns the weekenders to their communities. As they see the large number of Cursillistas circling the room and singing with such joy and love. This serenade is open to all 4th Dayers.

Stations of the Cross - Friday evening, Stations of the Cross is an event depicting incidents of Christ’s passion and death. The Stations are placed along a route or done in “freeze frame” in the sanctuary. The “route” of the stations, whether moving or stationary, is symbolizing Christ’s path from Gethsemane to Calvary. This is a time for meditation, along with the devotional exercises appointed to be used at each station.

WHAT IS PALANCA?

There are many questions about palanca, and because it is such an important part of a Cursillo weekend, this information is offered with the hope of answering some of them.

What does the word mean? Palanca is used to illustrate the Spanish word “intendencia”. Palanca means the prayer and sacrifice which is offered to God to obtain something. The Spanish word means “lever”. It came to be used to describe “intendencia” (prayer and sacrifice) because a lever allows a person to move things which are beyond his strength, just as prayer and sacrifice allows an apostle to accomplish more than we would otherwise be capable of accomplishing. Because of the Spanish heritage of Cursillo and because there is no literal interpretation in English of the word palanca, other than of “lever”, the word palanca remains.

What is good palanca? It comes in the visible and the invisible. Needless to say, the visible is a sight to behold – like the loaves and fishes multiplying. Food is a great part of palanca, but there is much more. Banners, letters from faraway places, flowers, etc., are seen by the Weekenders in their “physical” form. Included also are the efforts of all the teams to make the Weekend a success. Then there is the invisible – the spiritual palanca. It makes its greatest impression through a sacrifice of time, effort of prayers and offerings of love. It might be a letter saying, “I am praying for you at a certain time each day”, or “We are celebrating Eucharist for you this weekend”.

While palanca may be from an individual, a particular church, or a renewal group, it is always intended for all the Cursillistas. For, palanca to one particular person strays from the concept that “all are loved”. Individual palanca is saved and presented to that person on Sunday afternoon.

How else can you help with palanca? Palanca is providing transportation and being a sponsor, washing dishes for a specific meal, baking bread for a meal, making desserts for a meal, helping break down the dorms on Sunday morning, running a vacuum cleaner after the Clausura, ad infinitum. There is so much to do and when everyone pitches in, the load is lightened for the teams.

Following are ideas of specific palanca, sometimes known as Angel Crew tasks.

Thursday set up and Sunday breakdown. These are big jobs and the 4th Day Rector needs help.

Kitchen help – doing dishes after a meal, making a dish for a meal, or clean up after the Agape Dinner. After Sunday lunch is a great time to help as this allows the kitchen team to attend the 4th Day Eucharist.

Palanca letters to the weekenders or little gifts with bible verses etc. to be placed in palanca bags given out at the end of the Clausura.

Banners, posters, notes. Little gifts which will defray Weekend costs – folders for the Rollo Room, markers, canned food or fresh food items for a meal.

A check to the “Utah Via de Cristo” community in the name of the Weekend

Gifts of time, talents and sacrifice.

Prayer as Palanca is so powerful that it must be in a category by itself. Time and talent don’t substitute for a chance to talk with God. You do not have to be on your knees, in the church. You can be mowing a lawn, driving on the highway, or cooking a meal. There are endless opportunities to simply say “Dear Lord, please be in the hearts and minds of the Cursillistas this weekend. Let them see love as I did. Amen”

TEAM FORMATION

Being a member of a Cursillo team includes many opportunities to share God's love with others. In fact, the major task for every member of a Cursillo team is to bring others lovingly to Christ so they may come to know and experience Him more fully. A Cursillo team aims to be a close community of committed, caring loving, active Christians. For this reason, each Cursillo team meets 6 – 10 times over a period of 2 – 3 months prior to each set of weekends.

During team meetings, we will pray for each other and for those who will be entrusted to our care. We will break bread together, sing together, hear and affirm rollos, learn more about Cursillo, and make plans for best meeting the needs of those who will be coming to the Weekend. When the Cursillo team has allowed the forming of a Christian community, the body of Christ, they will be prepared to have the Weekenders join in our Christ-centered pilgrimage. A Cursillo Weekend is gently leading and challenging, allowing freedom to accept or reject and allowing the Holy Spirit to center and to move freely and powerfully throughout those three days.

The Secretariat determines when and where Weekends are to be held, and chooses the leadership for each weekend (a Rector(a) and a Spiritual Director). The Rector(a) selects the Rollo room Assistant Rector(a)s, the Palanca, Kitchen and 4th Day Rector(a)s, and they then choose the team members. The SD selects the Assistant SD and Palanca SD and also clergy to present the grace rollos.

Rollo Room Team

There are 14 rollos given during a Weekend. Five are given by Clergy, and nine are given by lay people. All rollos follow prescribed outlines which are presented in a careful progression of ideas. Each Rollista is encouraged to allow his/her personality and unique background to shine through as a living, loving, Christian witness. Some members of the Rollo Room Team will not give rollos, but will have as their major responsibility building table community and aiding the group through discussion periods when necessary. These are Assistant Table Leaders.

Kitchen Team

Via de Cristo meal times are joyous, relaxed, warm, fun, beautiful, and a tasty time together. The kitchen creates a very necessary and important changing environment for the Weekenders. With their loving hearts and hands they prepare the meals. Many varied and lovely occasions arise for showing Christ's love in the kitchen and in the dining room. One member of the kitchen team will take on the persona of a chicken and act as liaison for bringing up the Weekenders for meals as well as providing "light relief" to the Rollo Room in the teaching and singing of 'De Colores'.

Palanca Team

The Palanca team's primary function is prayer. This team works in and from the Palanca Chapel. The Rollista's are supported in prayer in the Palanca Chapel before and after presenting their talks. The Palanca team is also the Weekend's Altar Guild, also looks after the spiritual needs of the upstairs team with Morning Prayer and Eucharist each day. The Palanca Team is also responsible for cleaning bathrooms.

4th Day Team

This team acts as the Via de Cristo hosts and coordinators of all 4th Day involvement during a weekend. They assist in decorating for the Agape Dinner and managing the delivery, set-up and clean up of the Weekend.

Musicians

Musicians are an important part of the Rollo Room and Palanca teams. Musicians are also required for the Agape Dinner serenade which is organized by the kitchen team, the Morning Serenade on Sunday Morning organized by the Palanca Team and for the Lunchtime Serenade on Sunday organized by the 4th Day Team.

THE STRUCTURES AND DYNAMICS OF CURSILLO

The First Phase: The Pre-Cursillo – Team Formation

The first phase presupposes a structure formed to oversee the work of cursillo within a given area; city or state. This is a cursillo Secretariat which operates with the approval of the 4th Day community. The Secretariat determines when and where cursillo Weekends are to be held and recruits the first two leaders for each Weekend: a Rector and a Spiritual Director. They in turn call upon others to perform leadership duties in the 4th Day, Kitchen and Palanca areas. The Rectors of the individual teams-within-a-team have called upon other people to help with the many and varied tasks performed during a cursillo Weekend - and so we have a cursillo team.

Being members of the cursillo team will give us many, many opportunities to share God's love with others – both team and new cursillistas, alike. In fact, the major task of each of us is to bring others lovingly to Christ so they may come to know and experience Him more fully during our Weekend together. Each team member shares that responsibility in the spirit of community – within this portion of the Body of Christ. A cursillo team must be a close community of committed, caring, loving, active Christians – an enlarged renewal group, if you will.

The team meetings have three purposes:

1. To prepare us spiritually for apostolic work.
2. To prepare us technically for the tasks we will perform.
3. To form us into a community wherein exists a great spirit of loving and sharing of a common experience.

We will pray for each other and for those who will be entrusted to our care. We will break bread together, sing, hear and critique rollos, learn more about Cursillo, and we will make plans for meeting the needs of those who will be coming to their Cursillo Weekend. When our Cursillo team has built a Christian community, our part of the body of Christ, we will then be privileged to have a new group of people join us in our Christ-centered pilgrimage together.

The Second Phase: The Cursillo Weekend – Information Only

A Cursillo Weekend is to be a meeting ground for Christ and His people. A Cursillo Weekend is a Christ-centered Weekend. It is to be Christ-Like, unfolding normally, naturally, and gradually, gently leading and challenging, allowing freedom to accept or reject. There is a progression and structure to a Cursillo Weekend, but it is a gently unfolding progression and structure where we allow the Holy Spirit to enter freely and to move freely and powerfully throughout the 3 days.

Thursday – late afternoon

Team arrives, stashes luggage, and helps complete preparations.
Team shares Eucharist and dinner.

Thursday Night – Friday Morning

FOCUS: Preparation of the Weekenders withdrawal from the outside world, introspection and silence.

1. Weekenders and sponsors arrive – team guides, assists, and socializes.
2. Photograph (may be done at this time)
3. Rollo Room – welcome, introductions, singing, preliminary talks.
4. Chapel – Communal Spiritual Examination and Celebration of Forgiveness (meditations: “Know Yourself” & “The Prodigal Son”), the Litany
5. Silent Retreat
(Team Meeting in Dining Hall)
6. Friday morning chapel – Morning Prayer (meditation: “The Three Glances of Christ”)
7. Breakfast – Kitchen Team is introduced.

The team begins immediately to envelope the Weekenders into the community. As soon as the first Weekenders arrive the action spreads as we help them unload and feel wanted. If not yet comfortable. We drink coffee together and share our past and present lives while we wait for everyone to be registered. It is important at this time that no Weekender or group of Weekenders is left alone.

Next we pair off and then introduce our partners (New Best Friend) This is still another way of showing our love as we share our lives openly with the entire group. Be specific when you introduce your partners; really say something! When trying to blend in with the Weekenders, team members should never be deceptive or dishonest. If asked, “are you on the team?” or “are you going to give a rollo?” answer honestly. Laughter draws the team and Weekenders closer together and further builds our community. Occasionally, this introduction period will be the only time an individual gets in front of the group, so the community is built in this way also.

The singing session which comes next continues this feeling of involvement and togetherness. Again, don’t be upset if the team leads – the team is the moving force and should lead in the singing, praying, answering the bell, the meditations in worship and the other activities throughout the first day or two. Don’t all jump but use good common sense and don’t expect the Rector to go first.

The Rector(a) gives a short talk which briefly defines a Cursillo and urges the Weekenders to be thoughtful, active and charitable participants throughout the weekend. After our opening session, we go to the chapel for the examination of Conscience and Celebration of Forgiveness. It is important that a good explanation of this celebration be given by the Spiritual Director. Many of the Weekenders are not familiar with repentance or are concerned about it and a good explanation helps them to understand and feel more comfortable with it.

The Spiritual Director should also explain the value of the Silent Retreat on Thursday night. It is important to keep the silence during this time and team leaders should be leaders in remembering it. The Weekenders have come, have made pleasant chatter and smiled, and now it is easier for many of them to not have to worry about things to say or being sure to greet whomever they consider the “right” people. It is also important that the dormitory be as dark as possible this evening: darkness is security for some. Some Weekenders will complain about the silence and not being able to find their bedclothes.

After the chapel there is a short team meeting to answer any questions and for prayer. The team community still grows during this time and it is important that all team members feel comfortable about what is going on and what will happen tomorrow. It is also important to thank God for what He is already doing for the Weekend. Keep the meeting brief so that the team members who are in the dormitories with the Weekenders do not leave them alone for too long.

Should a Weekender really feel the need for talk this evening, it is wise for a team member to lead him/her to the chapel or some nook so no one else will be disturbed. If there is a major problem that you are not comfortable with, do not try to counsel the person, but suggest that they talk to one of the Spiritual Directors. Remember this throughout the Weekend. Remember also, that although we need our sleep, Weekenders need to talk.

Friday morning you are still in silence. The chapel this morning should be short and still quietly undertaken. After this the silence is ended and you go to breakfast. The important dynamic during the meals and free time is that you get to know the others. You get to meet them eyeball-to-eyeball; so it is a good idea to sit with different people each time, listen closely, and be sincere. Also be careful that one table does not end up overloaded with team members or Weekenders.

Friday

FOCUS: Proclamation of the message.

THEME: The Ideal of the Christian Living the Life of Grace.

1. Table assignments given.
2. Bible Processional Introduced.

3. 1st Rollo – Ideal – layperson (discussion and poster to follow each rollo)
4. 2nd Rollo – Habitual Grace – SD
5. Eucharist #1
6. Lunch
7. Kitchen Team introduces “De Colores”.
8. 3rd Rollo – Laity in the Church – layperson.
9. 4th Rollo – Actual Grace –SD – Palanca concept is introduced
10. Dinner
11. “Arise” is introduced.
12. 5th Rollo – Piety – layperson
13. De Curia – kitchen team invited.
14. Summary of the Day – SD
15. Bible Recessional
16. Rector Talk – Palanca Rector(a) and Palanca SD are introduced
17. Stations of the Cross
18. Chapel – Evening Prayer
19. Retire (team meeting in Dining Hall)

At the first session in the morning the Weekenders are assigned to the tables in the Rollo room. The team members should concentrate first of all on building community at the table to which they are assigned. Later on in the Cursillo a feeling of community among the entire group will begin to grow. The Weekenders are grouped at tables according to diverse ages, occupations, churches and any other factors that may help them to learn from one another in their discussions. This is done by the Rector prior to the Cursillo or on Thursday evening together with the Assistant Rector(a)s.

The Bible Processional should be introduced now by the SD and executed by team members. This is an important dynamic that allows us to share, and the open Bible and burning candles are a good reminder of Christ’s ever-presence with us. The Assistant Rector has charge of finding someone to do the Processional and Readings as well as the Grace and Thanksgiving at meals. It is important that each Weekender be asked to do something during the Weekend. Those who do not feel comfortable reading or praying aloud can hold a candle during the Bible Processional or Recessional.

The dynamic involved is participation and involvement.

The lay talks will usually be approximately 30 minutes in length. The laity and pastors are witnessing their love for the Weekenders and for Christ, so the talks should be well-prepared. Use of power-points or hand-outs can be used to make note-taking easier for the Weekenders so that they have complete notes to review in the weeks following their Weekend.

It is important for team members to set an example and take notes during the talks. After the talks is discussion, and it is during the discussion that the feeling of real community forms. The table leader is there to help guide the discussion.

The aim of the discussion is to get the main idea that the rollista was talking about and to have each person at the table personalize it for themselves. The table leader may need to start or keep the discussion flowing by asking questions or through short witnessing. Everyone should be included in the discussion and encouraged through gentle questioning. After the discussion is summarized, the main idea is put down on a poster. The dynamic is most effective when everyone is involved. Shared participation and enjoyment is more important than artistic quality.

Eucharist on Friday is subdued and low key. The “peace” is usually just exchanged verbally, the songs easy and fairly quiet, the elements are given as the Cursillistas pass in front of the altar. Eucharist builds with our community throughout the Weekend. On Saturday the songs are a little livelier and the abrazo will be demonstrated and used. On Sunday the Weekenders pass the elements themselves and the songs are louder and more spiritual.

Change places at all the meals and talk about the things that have happened during the day. Do not reveal what is coming up. The Weekenders need to go at their own rate and too often team members “forget” and begin talking about what happened on “their” Weekends.

Friday afternoon the Palanca talk is given and the Weekenders begin to realize that the Holy Spirit is alive and that He is working through other people. The letters from Cursillo communities all over the USA and the world really have an effect on the Weekenders and team when they realize the extent of the prayers for them during the Weekend.

Throughout the Cursillo we try to build community slowly. If we try to build it too fast, we could lose some of the Weekenders. We don’t want anyone behind on Sunday afternoon. If someone is a little bit slow in reacting to the Cursillo, they may feel isolated and outside of the community. The more love, joy and peace they see around them, the more they are liable to turn inward and resist becoming a part of the group. The Cursillo “process” should be geared to the slowest Weekender if this is at all possible.

The Piety talk is the most personal rollo of Friday and leads into the “De Curia” (poster party) where the whole group begins to experience a community feeling through the sharing, the clapping, the laughing and relating to the entire group. Up to this point we were more concerned about creating community at the tables; now we begin to shape the whole community with all the Weekenders involved, not just at their tables, but within the entire group. Your role is to be open to everyone that evening, to be charitable and encouraging, especially to those who are a little reluctant to get up and give the summary or talk about the poster. Do not try to force anyone to contribute. If someone does not want to do either you might say something like, “Some people just don’t like to get up in front of a group” and let it go at that. Maybe by Saturday night things have changed. It is wise to remind the table to keep the summaries fairly short, but do not demand that they do. Each member should give their name and home church before presenting each poster.

Following the De Curia and Bible Processional the Rector(a) introduces the Palanca SD and Palanca Rector. The Palanca Rector speaks a little about the prayer ministry during the Weekend and shows the Weekenders the prayer request forms and where they will be positioned. (Usually in a basket just outside the Rollo Room door). The Palanca SD then explains the Stations of the Cross and the music team assists with learning “Whatsoever you do to the least of my children...”

The Weekenders are taken up to the sanctuary one table at a time and members of the Palanca Team seat them. Once all of the group are seated then the Stations of the Cross are presented. Some Weekenders will find the Stations of the Cross very moving and meaningful, while others may be confused by the experience. After the evening chapel there will be a team meeting. Any team members who are speaking with Weekenders at this time may be excused from the team meeting.

Spiritual Directors should be available for counseling and it is a good idea if they speak directly to the Rollo Room group and give an idea of the best time to meet with them.

Saturday

FOCUS: Conversion
THEME: The Person of Christ

1. Chapel – Morning Prayer (meditation: “The Figure of Christ”)
2. Breakfast
3. Bible Processional
4. 6th Rollo – Study – layperson
5. Bibles are given out in the Rollo Room.
6. 7th Rollo – Sacraments – SD “Abrazo” introduced.
7. Eucharist #2
8. Lunch
9. 8th Rollo – Action – layperson
10. Long break

11. 9th Rollo – Obstacles to Grace – SD
12. 10th Rollo – Leaders – layperson
13. Agape Dinner and Serenade
14. Chapel visits – table groups meet in sanctuary for prayer and sharing.
15. De Curia – whole team invited.
16. Summary of the Day – SD
17. Bible Recessional.
18. Chapel – Examination of Conscience. Evening Prayer and “The Healing of Memories”
19. Retire – team meeting in dining hall.

Saturday is a continuation of Friday’s progress, but with the emphasis not so much on one’s self but what one can do using study and action. The Abrazo may be introduced following the Sacraments Rollo by the SD and exchanged at the Eucharist. In the evening on Saturday, each table is asked to make a Chapel visit. The important element in this dynamic is freedom. Let the Weekenders be free to express themselves as they feel. Silence in the chapel visit is very beautiful, but there is a lot of pressure in silence, and we don’t want anyone to feel pressured into praying out loud if they don’t want to. So if you’re in there for a few minutes and nobody has said anything then the team member in the group should start with a simple prayer.

The Leaders talk which is before dinner can be very effective. Some of the most dynamic rollos can be given by very quiet persons and the Weekenders then come away with the impression. “If they are so quiet and can talk to us about Leadership then there really is something I can do too!”

One of the high points Saturday evening is the Agape Meal. The dining hall is lit with candles, the tables are decorated, and the scene is one of extreme peace and beauty. Two things that add much are having the tables arranged in a cross and having the Kitchen and Palanca Teams, plus outside help, sing two or three mood setting songs to the Weekenders as they enter the room.

The De Curia (poster party) Saturday night should be great fun. Everyone is in a great mood, and people you never suspected may be giving summaries or showing posters. Team members should again be leaders in applauding other tables and in creating joy and love during the De Curia. Help your table organize for each summary and poster.

Following the poster party is evening chapel. Here the “Examination of Conscience” is read and may put many in a reflective mood. They may feel the need to talk so be prepared to stay up late and SDs should prepare to be busy.

Sunday

FOCUS: Our presence in the world and our relations with others.

THEME: How does Christ want us to live in the world.

1. Sunday Morning Serenade – “Las Maninitas” & “Morning Has Broken”.
2. Chapel – Morning Prayer (meditation: “Christ’s Message to the Cursillistas”)
3. Breakfast – served in the Rollo Room
4. Bible Processional
5. 11th Rollo – Environment – layperson
6. 12th Rollo – Life in Grace – SD
7. 13th Rollo – Christian Community in Action – layperson
8. 14th Rollo – Total Security in 4th Day
9. Eucharist #3
10. Lunch – (4th Day Serenade)
11. Apostolic Hour/4th Day Eucharist
12. Clausura
13. Departure of Weekenders – Team Clean Up and brief team meeting.

Sunday, the third day, is directed to dealing with others and persistence. On Friday we dealt primarily with the self, on Saturday the focus was on what one can do to change his/her environment, and now it is “go out and get busy “. Just as the team met and formed a community, then the Weekenders entered into this community – the outside world – and try to form their own environments into a living joyous Christian family. The morning serenade can be beautiful and one of the emotional highlights of the Weekend for many Weekenders. The appropriate dynamic is a peaceful, beautiful awakening for sleepy Weekenders. The Palanca Team are responsible for the serenade and need to make sure each Weekender receives a flower and glass of juice.

The Eucharist on Sunday is full of cheer and goodwill. The elements are passed from person to person in real Christian giving and the songs may be exuberant.

If by Sunday a Weekender has not opened up to the group wait for the serenade and the closing. Let the Holy Spirit work in the person’s life beyond the Weekend. We can never force a religious response from anyone. God always respects a person’s freedom to love Him or not. We too, must respect the person’s freedom to respond to the Spirit, to become part of the community or not to. The most important thing in loving is loving people as they are, with no conditions or expectations attached.

During the remaining talks on Sunday and in the afternoon the Weekenders may seem sleepy or inattentive so you as a team member need to continue to be an example of taking notes. After the “Total Security in Your 4th Day” Rollo – given by the Weekend Rector(a) it is appropriate to talk about renewal groups and if appropriate suggest a table renewal group. Cursillo exists primarily to create renewal groups – so encouragement and help with those logistics is very important.

At the lunch serenade the Weekenders begin to realize that they are a part of a larger Christian community and that people really care. They see that living the Fourth Day is possible because these people who come to the closing are living it. The team and Weekenders are taken to the Weekender Chapel from the serenade for the Apostolic Hour. Here the Weekenders are given their crosses and are given an opportunity to give their impressions of the Weekend. At the close of the Apostolic Hour the Clausura is explained. It is wise for the Rector(a) to caution the Weekenders not to thank the team or sponsors.

At the Clausura the emphasis is on the testimony of the weekenders. The people who come to the closing come for the Weekenders and the team plays a very minor role. In providing an opportunity for the Weekenders to speak of their experience and its meaning for their lives, the Rector(a) should carefully avoid pressuring anyone who chooses not to speak.

There is a progression and a structure within a Cursillo Weekend just as there is a progression and structure within a Celebration of the Holy Eucharist. Christ calls to Himself during the Eucharist....So too, He calls us to Himself during a Cursillo Weekend. He does this within the framework of the Weekend.

Christ would have us go the second mile. We should continue the pilgrimage started on Thursday evening. We should continue to reach out to the new 4th Day community members and do all in our power to make sure they become as involved as they would like to be with renewal groups, attendance at Ultreya and being a team member on future Weekends. Each team member should use their own unique gifts to assist with this.

- Continue to pray for the Weekenders
- Monday or Tuesday call any person you particularly got to know.
- Follow up calls as you feel would be appropriate.
- Palanca – a note or a small gift.
- Renewal group – invite people to join your group, start a new group – find out other groups.
- Outreach – church, family, community, etc.
- Encourage sponsorship for future Weekenders.

DYNAMICS AND PROGRESSION OF THE WEEKEND

A Cursillo Weekend is a Christ-centered weekend and is a meeting ground for Christ and His people. It is to be Christ-like, unfolding normally, naturally, and gradually, gently leading and challenging, allowing freedom to accept or question. It is a quietly developing progression where we allow the Holy Spirit to enter and to move freely and powerfully throughout the three days.

Thursday Night

Focus: Preparation of the Weekender's withdrawal from the outside world.
Theme: To look into one's self for the examination of conscience and celebration of forgiveness.
Meditation: Know yourself. Introspection, examination, confession. We ponder God's love and compassion for us and the condition of our soul.
Silent Retreat: The silent retreat provides a setting for the talks, an introduction. It stresses the need for self-examination and response; self-surrender or dedication, the willingness to be concerned for God and for other men. From this point on, the Weekender is face to face with Christ. Christ is looking at him/her and waiting for him/her to respond.

Friday

Focus: Proclamation of the message
Theme: The Ideal of the Christian living the Life of Grace
Meditation: Three glances of Christ – help us make our response to God. This day brings us face to face with ourselves. We are presented with a new set of values. Every Rollo is geared to this.

There are a number of ways of bringing out the progression of the talks of the Weekend. The clergy talks present the Theology of living the life of grace, and the lay talks teach how to live the life of grace as a layman. Each day of the Weekend has a specific theme and builds into the Weekend. The first day tells the Weekender what he should be, the second tells him/her what he/she should do, and the third tells him/her what he/she should accomplish. The five talks of the first day are intended to present the ideal of the Christian living the life of grace.

Objectives:

- Rollo #1 -Lay - Ideal: to convince the Weekender of the need of having an ideal. To leave him/her with a clear understanding of the elements of an ideal, and lay the groundwork for further rollos, in which they will learn that Christianity is the perfect ideal.
- Rollo #2 – SD - Habitual Grace: Life in grace is the Christian ideal, and a life of grace is God's gift. This talk should describe both in Scripture and in experience the way God approaches us in a "Grace Style". God is a God of Grace.
- Rollo #3 – Lay- Laity: To present the church as a visible society founded by Christ to perpetuate His mission, the mission of the layman as a living and operating member of the body. This Rollo lays the groundwork for the idea of lay action in the church.
- Rollo #4 – SD – Actual Grace: to describe the realization when the Grace of God becomes personalized in the life of a believer – when habitual grace becomes experiential grace. The Palanca concept is introduced in this Rollo.
- Rollo #5 – Lay – Piety: "Arise" introduces the Rollista. The key talk of the day presents most clearly what is fundamental to being a Christian and makes the strongest call to make God the center of all. Piety states the basis of the Christian life is a living relationship with the Father, or life in union with God.

Saturday

Focus: Transition from existing as a Christian to acting as a Christian.
Theme: The Person of Christ
Meditation: Figure of Christ – shows humanism of Christ: We are invited to an intimate friendship with Him – to learn to know and love Christ.

Objectives:

- Rollo #6 – Lay Study: This Rollo makes one feel the need for giving depth and solidity to the Christian life. Instilling the desire to know well the Biblical truths that uphold Christianity. Thus changing our mentality, our way of thinking. Study can help us ‘put on the mind of Christ.’
- Rollo #7 – SD Sacraments: This Rollo underlines the incarnational approach (“God was in Christ reconciling the world to Himself”) and the unique position the Bible puts upon Baptism and Eucharist. Also to see sacramental-type grace as present in thousands of other events in the life of a Christian.
- Rollo #8 – Lay Apostolic Action: This Rollo serves as a transition from “being” to “doing”. It describes the importance of apostolic action and its place in the life of a Christian. The talk centers on personal contact, and drawing people to Christ.
- Rollo #9 – SD Obstacles of Grace: This Rollo should explain the stumbling blocks interfering with accepting a life in Grace. We can be assured that “All things work together for good to those who love God”.
- Rollo #10 – Lay Leaders: This Rollo inspires the Weekenders with what can be achieved by a Christian who brings all their natural and supernatural abilities into action, for the service of Christ, in order to influence all those around him/her to live the Christian ideal.

Sunday

Focus: Our presence in the world and our relations with others.
Theme: How does Christ want us to live in the world?
Meditation: “I have chosen you and have appointed you that you should go and bear fruit”.

Objective:

- Rollo #11 – Lay Environment: This Rollo challenges the Weekender to analyze his environment and commit it to Christian transformation. We need to recognize the fields of harvest God assigns each of us and work to extend the kingdom of God. The Weekender will see him/herself more and more as Christ’s person in every situation of his/her life.
- Rollo #12 – SD Life in Grace: This Rollo tells us to continue to apply the principles of piety, study, and action, achieving a deeper understanding of grace. The emphasis is on God who will continue to shower this grace on us as we return to the world that we have left.
- Rollo #13 – Lay Christian Community in Action: This Rollo shows us the need for Christian community. Our mission which is the Christian renewal of society is not ours alone, but ours as a member of a community. This talk must describe a Christian community as a living organism, with a mission in “the world”.
- Rollo #14 – Lay Total Security in Your 4th Day: This Rollo is to convince the Weekender of the need for perseverance for extending and applying what you have learned into their life style for the rest of their lives (4th Day). The Weekenders know they have been called to the mission of bringing Christ into their environment.
- Overall Whereby individuals through small groups may grow and work together to set goals to create a Christ centered environment. Strong emphasis should be placed on the importance of renewal groups and Ultreya which focuses you towards changing the world you live in.

TEAM MEETING AGENDAS

PRIOR TO FIRST TEAM MEETING - Kitchen

1. Call your team and ask them to bring refreshments for the first team meeting. The responsibility for snacks will rotate between the various teams.
2. Review what is in storage so you don't purchase items already existing in supplies.
3. If an overnight is scheduled, make food arrangements with your team to supply the food and make menu preparations accordingly. An offering may be taken at the first Team meeting to cover the meal expenses. Check with your Rector to see if a pre-weekend budget is available for these supplies or if you should make other arrangements.
4. Meet with the Kitchen Rector of your compliment team to discuss plans and how the two teams can work together. Men should extend as much preliminary help to the Women's team as possible because your weekend comes first. (I.e. ordering food for both, etc.)
5. Ask your Rector when the Palanca List of needs for your weekend is to be published in the Newsletter. Put someone in charge of handling this as *it* is easy to forget. Palanca list will be detailed later in instructions.
6. If possible, attend the previous Cursillo weekend and help pack up the Kitchen supplies so you know what is available. (i.e. women's rector help pack the men's weekend)
7. Someone on Kitchen Team should have a Food Handler's Permit. These permits can be obtained from County Health Department.

FIRST TEAM MEETING

1. Have each team member volunteer for special work assignments. See: Special Work Assignments sheet in this manual.
2. Go over assignments so that each understands what is being asked of them and that they understand the other team member's assignments (i.e. special diets).
3. Take 20-25 minutes to walk through the church kitchen with your team to familiarize them with the area and where things are located or at the first team meeting held at this site.
4. Take 20-25 minutes to go through the Needed Equipment List, also enclosed with this manual and decide who will bring what to the weekend (confirm what is usable at the host church).
5. Hand out phonetic pronunciation of De Colores and encourage each member to memorize the song. Have De Colores be one of the songs sung at each of the team meetings.
6. Measure the long rectangular tables which will be used for the Agape Dinner to be certain they are 96" tables. If they are shorter or longer *it* will be necessary to adjust the Agape dinner table arrangement as given in the diagram enclosed with this manual.

7. Inform your team members that they should wear a suit and tie for the Agape dinner and that their guest should plan to help serve. (Vice versa for the Women's team). Women should wear "dressy" attire for the dinner. Spouses of weekenders are not eligible to be an Agape dinner escort.
8. Stress to your team members the necessity of commitment throughout the weekend. Especially Sunday in clean-up, before the Clausura, and also at the Ultreya following the weekend.
9. Have placemat person begin handing out paper for placemat coloring. Entire team members (Rollo, Palanca, 4th Day and Kitchen) should help in the preparation of placemats. Each team member should take home 15 blank placemats and bring back 5 with borders only, 5 with light decorating and 5 with elaborate decorating. Keep track of these as they come back so that you will have enough for the weekend.
10. There is an Angel Crew Coordinator (ACC) assigned to the 4th Day Team. Make a list of Angel Crew duties you would like to have done and give to the ACC.
11. A list of palanca items that can be donated should be given to the newsletter editor to be published. Suggested items people can provide are: Lasagna, muffins, cold cereal - show quantity - several people can share one item.

SECOND TEAM MEETING

1. Go through the weekend kitchen schedule found in this manual with your team to familiarize them with the weekend procedures. Encourage questions.
2. Go over menu (either one provided or one compiled by the team). Enclosed with this manual is a suggested Cursillo weekend menu as well as a large variety of recipes from which to prepare a weekend menu. Use good practical judgment in putting together the menu. Many things can be prepared with flair but at a reasonable cost. Be creative and prepare things yourselves - have fun - but don't forget to keep it simple.
3. Ideally, the men's and women's team should prepare their menu's together and serve the same thing on both weekends. Again, creativity is important. (Both may serve Green Beans - one with toasted slivered almonds and the other with mushrooms). Working together should be a rule of thumb by both teams of complimentary weekends.
4. Meet with the other Rectors of your weekend to determine any special need they might have which the Kitchen team needs to be aware of. Here are some things you will need to find out:
 - a) Check on any special diets needs for any of the weekenders and/or team members (Le. vegetarian, diabetic, etc.)
 - b) Will the 4th Day Room need a coffee pot? Would they like the kitchen to supply the coffee and the cream/sugar? (They should be responsible to make their own coffee however.)
 - c) Arrangements need to be made for the Palanca and 4th Day teams' meal schedule during the first part of the weekend before they have been introduced. If a separate area has been set up for them to eat, you will need to instruct them where that will be. If they plan to come to meals early or late, that must be worked out also. It is best to work these "bugs" out early so that you can plan accordingly.
 - d) Arrangements should be made as to a "treats table" to store food Palanca to be used by the 4th Day and the Kitchen as the weekend progresses. A good spot for the "treats table" is in the kitchen team's sleeping rooms where it is accessible to both teams to supply the 4th Day room and Rollo Room.
5. Arrange area for Rollista meals/snacks and inform Palanca Rector.
6. The person in charge of placemats should make a place for them to be returned.

THIRD TEAM MEETING

1. At this time, it is necessary to go through step by step the procedure for the Agape dinner. Questions and details should be worked out. Use the section in this manual pertaining to the Agape dinner.
2. Practice De Colores with the team. Build some team unity through the singing and work on the pronunciation of De Colores.
3. Now would be an appropriate time to go over the role of the person teaching De Colores, aka the Chicken.. Use the guideline for establishing the role of the person who teaches De Colores found with this manual.
4. A Kitchen Team member is responsible for a Rollista to Pray for him/her, to go to his/her send-off and to be responsible for a meal or snack for him/her if this is needed. (Angel for Rollista)
5. Plan your shopping day. Who will assist and how you plan to accomplish all the buying. It is good to divide up the shopping to expedite this task. Possible some team members could pick up orders which have already been placed with vendors. Do your shopping Wednesday evening so that your team is well rested for Thursday.
6. Announce the Entire team to prepare bars, cookies, grapes, trail mix, etc. to be brought on Thursday when they come to the Cursillo. (You will need to announce this again at your last meeting to remind them.)
7. Find out the church service schedule and where the Sunday refreshments will be served; when. Contact the church liaison to coordinate these plans. Coffee and rolls for the parishioners, between services.
8. Go over the work rotation schedule, how it works and why. (The reason why, is so that every team member shares in the responsibility of the Kitchen team and no one person end up "washing dishes" all weekend. It also allows the team members to interact on various tasks throughout the weekend thus building a stronger unity and fellowship.)
9. Plan your Thursday evening team dinner. Who will bring what and any necessary arrangements that need to be made. Do it as quickly and simply as possible.
10. Contact the Host Church Secretary of the church where the Cursillo is to be held to make arrangements for an extra garbage pick-up at the church during the weekend with pickup being either Saturday or Sunday. It is very important that there is a pickup on the Monday following the weekend as this is when the bulk of the garbage is out. Be certain to tell the church secretary that the extra delivery will be paid for by the Cursillo community.
11. The person in charge of placemats needs to make and announce a place for the return of the placemats.

CATCH ALL PAGE

This page is designed to make note of notes which we neglected to put elsewhere, or what might have been thought of after the fact. So we'll call it a catch-all page.

1. Encourage all team members at the first meeting to bring their own coffee mug to each team meeting and on the weekend to save on the added expense of Styrofoam cups.
2. You are in charge of the kitchen duties for the Weekend Ultreya. Make coffee, be sure there are paper products, do what dishes there are, etc. Coordinate with the 4th Day team. They are in charge of the Ultreya. Remember this Ultreya is for team and weekenders only.
3. These are areas that can be referred to the Angel Crew Coordinator but be prepared if no volunteers come forward.
 - a) Napkin folding
 - b) Foot soak for the cooks
 - c) Agape dinner serve and/or clean-up
 - d) Serving the weekenders and team members any meal
 - e) Helping to carry groceries on Wednesday
 - f) Taking inventory on Sunday evening

Never turn down Palanca. If they want to palanca apple crisp and you don't have it on your menu ... change your menu.

4. Utah Via de Cristo Council policy states that no wine is to be served at any meal during a Cursillo weekend. Catawba juice may be served at the Agape dinner.
5. Pass an inventory list of all items left after your weekend on to the next kitchen rector. An inventory sheet is provided.
6. Remember to order;
 - Flowers for table at Agape (arrange with 4th Day Team)
 - Linens, glassware, and dish rental (if needed, at least 1 week prior)
 - Garbage (call for an extra pick-up)
7. Return items to 4th Day as soon as possible after you have finished with them for storage.
8. You are responsible for the pack up - clean up of your area(s) and taking your storage boxes to the 4th Day Room (or wherever 4th Day asks you to deliver the supplies for storage). Your assistance in this area is greatly appreciated.

THE WEEKEND KITCHEN DUTIES

A. Wednesday - Shopping Trip

B. Thursday

1. Have as many kitchen team members as possible arrive early afternoon to prepare the team supper and to put away and organize all the food.
2. Do as much preparation for Friday as possible.
3. Post work schedules, menus, cupboard inventory, and Rollo schedules
4. Have kitchen team meeting for any last minute questions and changes. Check out dishwasher, coffee urns, and other kitchen equipment; this should be done before the weekend.
5. Team supper should be simple.
6. Schedule time to attend the team meeting later in the evening.
7. Set up coffee for Friday morning.

C. Friday

1. The Kitchen Team is introduced to the weekends at breakfast.
2. Practice singing De Colores. Learn pronunciation of Spanish. Kitchen Rector learn story of De Colores which is found in this manual.

Introduce De Colores (and Chicken) to weekenders Friday afternoon.

3. Plan to feed the Palanca and 4th Day teams all their meals early so that the tables can be cleared and reset before the weekenders arrive for their meals or have a separate area for this. Coordinate these meal plans with the palanca and 4th Day rectors throughout the weekend.
4. Bring a work apron (to work in) and keep your decorated apron for singing to the weekenders.
5. Set tables with plain white placemats for Friday breakfast and lunch.
6. Use placemats with borders for dinner after palanca has been introduced to the weekenders (in Actual Grace Rollo). (Placemats gradually go from plain to just borders to more and more emotional tones). Person in charge of placemats should arrange placemats in order to use.
7. Allow time in evening for the kitchen team to attend the Stations of the Cross. Check with palanca rector as to the time.
8. Allow time in schedule for team to attend DeCuria (poster party) if desired (check with rector). Encourage team to go. Good way to get to know the weekenders.
9. Kitchen Rector will announce any palanca used for meals on Friday during the evening meal.
10. Rearrange tables after every meal for the entire weekend. Arrangements are not set, and may be done in any manner, except for Sunday lunch when the tables are close together for the serenade (see table arrangement diagram); otherwise be creative and move them around (Le. J - E - S - U - S).
11. Allow time after the DeCuria to attend the team meeting.
12. Set up coffee for morning.

D. Saturday

1. Suggestion: have a light lunch. The salad bar is very popular here.
2. The 4th Day Team decorates the dining room with streamers, balloons, and banner. At the Agape dinner, while the Kitchen Team sets and decorates the tables. Coordinate in advance with the 4th Day Rector about this matter. By the time all plates, wineglasses, saucers, serving dishes, and candle holders are in place there is little space or need for decorations. The tables are set in the shape of a cross, with the cross placed at the crossing of the tables whether set or suspended from the ceiling (see diagram for table arrangements). Decoration of the cross is done by the 4th Day Team. The Palanca and 4th Day Teams are fed at the second setting.
3. If possible, now is the time for the Kitchen Team to have a rest; between lunch and when the tables are ready to be set (4th Day decorators will be using the tables to stand on and arrange decorations as needed)
4. Allow time for serenaders to practice singing. Only guests of the Kitchen Team (Le. escorts) will be allowed to stay for the second setting to eat after serving dinner. The guests of the kitchen, 4th day and Palanca teams will serenade. Following the serenade the 4th Day and Palanca guests will leave. This Agape serenade is not open to sponsors or other 4th Dayers. Their appropriate opportunity in the progression of the weekend comes Sunday morning or afternoon.
5. Weekend Rector is responsible for appointing a musician for the Agape dinner and will assist, if requested in choosing songs, inviting musicians, etc. If visible, serenaders will dress up for serenade. Men in suits and ties; women in dresses, either long or short - Kitchen team should decide this. Inform other teams about dress, if necessary.
6. Ask sponsors of Team and/or guest of Kitchen Team to help serve. A wonderful Palanca suggestion: Renewal group could come in to work the kitchen and clean up and serve 2nd setting. **THERE WILL BE NO SPOUSES OF WEEKENDERS TO SERVE OR ESCORT AT AGAPE DINNER.**
7. Read Agape dinner preparations and review with team.
8. Again, encourage the Kitchen Team to attend the Decuria.
9. Allow time for attending the team meeting.
10. All decorations must come down; however, this is 4th Day's responsibility.
11. Set up coffee for morning, keeping in mind, additional people will be coming in for the serenade).

E. Sunday

1. Have the coffee pot ready in the kitchen for the team and 4th Dayers before the Sunday morning serenade. Have orange juice poured for weekenders and table leaders. People begin arriving by 5:15 A.M.
2. The Kitchen Team takes part in singing for the serenade. The sponsors are in charge of waking up the weekenders.
3. Check with host church if they want coffee served for congregation. Kitchen Team is responsible.
4. Have a not too heavy meal at lunch. This is a good time to use the leftovers.

5. Start cleaning the kitchen before lunch. Another good opportunity for Angel Crew help. (Keep in mind, you need to schedule time to attend the 4th Day Eucharist service following lunch)
6. Sort out all other food and supplies by destination; into storage for the next weekend.
7. This announcement will be made by the Kitchen Rector after the weekenders and team have left the dining room after the Sunday afternoon Serenade: "Would the 4th Day Community immediately leave the dining room and go to the sanctuary for Eucharist. This will enable the Kitchen Team and helpers to clean up and start packing up and inventory supplies. Thank you"
8. All Kitchen Team members will attend the Clausura.
9. See that all supplies are put back into storage.
10. Return kitchen and dining area to better than original condition.

· SPECIAL WORK ASSIGNMENTS

TASK	PERSON RESPONSIBLE
Placemats - progression, safekeeping of	
Gopher (needs car) special shopping needs on weekend	
Music - choosing, leading, setting up of (work closely with weekend Music Director)	
Person who teaches De Colores (aka Chicken) (see special section)	
Special diets - preparing, serving, etc.	
Dining Room - arranging for trash removal, clean up for congregation use on Sunday morning	
Laundry/Linen - pick up Agape linen and rented dishes, clean up of towels	
Kitchen Palanca - keep track of who gives what, record in book, put in newsletter	
Coffee/Drinks - keep plenty brewing for meals as well as Rollo Room, 4th Day, morning needs, etc. (2 people). Buy soda pop and keep stocked for Rollo Room.	
Rollo room table - bring coffee and hot water down first thing in morning, keep snack trays filled, clean up at night, etc.	
Rollista table - set up table with flowers, candles, work with kitchen angel to make other arrangements.	
Table decorations (progressive and agape) - arrange for, check on daily, request help if needed.	
Set up Thursday evening - dining room	

De Colores

De colores, de colores se visten
los campos en la primavera,
De colores, de colores son los
pajarillos que vienen de afuera.
De colores, de colores es el
arco iris que vemos lucir
// Y por eso los grandes amores
de muchos colores
me gustan a mi. //

With rejoicing, with rejoicing in God let us live
in his life and his friendship;
With rejoicing, with rejoicing we'll bring him
our own lives and thousands of others.
Satisfying, satisfying the thirst of the true King
who never can die,
// Shining out in the world's lonely night
with the colorful light
of the love we live by. //

Canta el gallo, canta el gallo con el
quiri, quiri, quiri, quiri, quiri,
La gallina, la gallina con el
cara, cara, cara, cara, cara,
Los polluelos, los polluelos con el
pio, pio, pio, pio, pi.
// Y por eso los grandes amores
de muchos colores
me gustan a mi. //

Phonetic Pronunciation of DeColores

Day co-lo-race, day co-lo-race say vee-sten
lohs cam-pohs en la pree-ma-vay-rah

Day co-lo-race, day co-lo-race sohn lohs
pa-ha-ree-os kay vie-nen day a-fuay-rah

Day co-lo-race, day co-lo-race es el arco
ear-reece kay vay-mose-loose-ear

E poor eso lohsgrand-ace a-more-ace day moo-chos
co-lo-race may goo-stn a mee (repeat)

With rejoicing, with rejoicing in God let us live
in his life and his friendship

With rejoicing, with rejoicing we'll bring him our
own lives and thousands of others.

Satisfying, satisfying the thirst of the true King
who never can die

Shining out in the world's lonely night with the
colorful light of the love we live by. (repeat)

Con-tll guy-oh, con-tll guy-oh con el kiri, kiri,
kiri, kiri, kiri

La guy-eenah, la guy-eenah con el car-ah, car-ah,
car-ah, car-ah, car-ah

Lohs poy-ay-lohs, lohs-poy-ay-lohs con el pee-o,
pee-o, pee-o, pee-o, pee-o

E poor eso lohs grand-ace a-more-ace day moo-chos
co-lo-race may goo-stan a mee (repeat)

Ole

WORK ROTATION SCHEDULE

In this manual you will find a work schedule. It is important that at some point prior to the weekend you fill out these schedules. One sheet for each day beginning Thursday. The purpose for this schedule is so that each of your team members has an opportunity to work in all areas of the Kitchen Team's responsibility. Through this, each team member will gain confidence to cook, clean-up and to set up. As a leader we want to develop other leaders, by rotating the responsibilities the team member will feel stronger to volunteer to be an Assistant Kitchen Rector or Rector next time. Since they have had a well rounded experience, it will be an easier step for them to take. Another reason for this rotation is so that the kitchen will run more smoothly. By designation, a team member will be acquired to attend to some tasks and we will not see the task being forgotten or left for the Rector to do. An important note to stress with your team is that even though the schedule is designed to give each team member a specific assignment for a specific meal, they should keep in mind that when their task is finished they should "pitch-in" and help the others. It has been found that this rotation schedule helps to build unity in the kitchen team and avoids anyone person from becoming the "boss". You may want to designate one of the team members on the "cooking" crew to be in charge of that particular meal. They can then coordinate the necessary information to get the job done. However, one caution in this area Since a person is designated to cook he may be doing preparation for another meal, the ultimate direction of what needs to be done by that crew, needs to come from the Rector. Developing leadership is important but the future leader needs someone leading them right now. Leadership is a skill which is learned by observing as well as doing. Assuming you have a team of 11 members, excluding you and your assistant, these are the areas and the responsibilities which go with each area. (You should act as overall supervisor and your assistant should assist.)

Cooks - This team will be responsible for the particular meal which they have been appointee to. This will include any final preparation and cooking. They should check to see that everything is ready to be served, that it is hot/cold/done/frozen, etc. Before the meal they should also have willing hands to do preparation for the next or upcoming meal. Their job before, during and after the meal is to cook. During the meal these four will remain in the kitchen passing food out to the servers. They should tray the necessary items and see to the proper garnishing. After the meal, in addition to cooking, they should clean up the cooking area.

Set-up and Serve - This team should, before the meal, see that the dining area is set according to instructions. Tables, chairs, placemats, silverware, etc. They should also see that the serving line is ready with plates, napkins, hot pads and serving utensils. During the meal these 4 along with the 4 who are on the clean-up crew will serve the weekenders and other team members. After the meal they should clean up the serving area.

Clean-up and Serve - This team will, before the meal, see that the dishwashing area is ready to go and an area is set up for the dirty dishes, garbage cans are ready, etc. During the meal this crew will assist with the serving. After the meal, you guessed it - wash the dishes and clean up the dish area.

WORK ASSIGNMENT TEAMS

TEAM #1	TEAM #2	TEAM #3
Work Coordinator.	Work Coordinator:	Work Coordinator.
1.	1.	1.
2.	2.	2.
3.	3.	3.

WORK ROTATION SCHEDULE

Thursday - All help			
	BREAKFAST	LUNCH	DINNER
FRIDAY			
COOK	Team #1	Team #2	Team #3
SET UP/SERVE	Team #2	Team #3	Team #1
SERVE/CLEAN UP	Team #3	Team #1	Team #2
SATURDAY			
COOK	Team #2	Team #3	Team #1
SET UP/SERVE	Team #3	Team #1	Team #2
SERVE/CLEAN UP	Team #1	Team #2	Team #3
SUNDAY			
COOK	Team #3	Team #1	
SET UP/SERVE	Team #1	Team #2	
SERVE/CLEAN UP	Team #2	Team #3	

ASSIGNMENT SHEET: Placemats

PRE WEEKEND

1. Obtain 800 blank sheets from the 4th Day Rector (or check. supplies to see if any are left) Set aside 200 blank sheets to be used for placemats at Friday breakfast and lunch.
2. Distribute the remaining blank sheets among the entire team approximately 15 to each team member. The team members should be instructed to bring back 5 with borders only, 5 with light decorations, 5 with elaborate decorations. Some suggestions for decorating are given on the following page of this manual.
3. Keep the placemats separated into these four categories and keep track so that you will have enough before the weekend.
4. After all of the placemats are returned, divide them up for each meal progressing from blank ones for Friday breakfast and lunch, to elaborate ones on Sunday.
5. Mark and bundle them according to the meal they are to be used for, keeping them flat and clean.

DURING THE WEEKEND

1. Distribute the placemats as directed above.

PLACEMATS

TABLE DIAGRAMS

ASSIGNMENT SHEET: Agape Dinner Decorations

1. Any special decorations for the tables at the Agape Dinner.
2. Also in charge of decorations during the other meals (not the placemats). There should be a progression of decorations from very simple to elaborate (i.e. seeds to flowers)

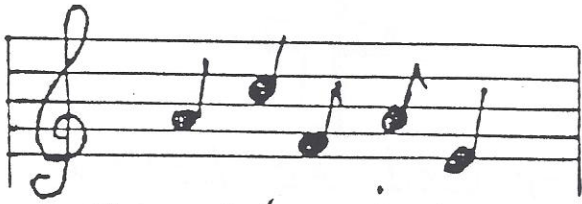
PLACEMAT IDEAS

Walk in Newness of Life	Taste and see the Goodness of the Lord the Earth is full of the Goodness of the God
He Comes to Complete Our Joy	Praise the Lord O My Soul!
God's Grace, like Rain, Fall on Everyone	Start with prayer and continue with action
Christ Came to Show Us How	God's work is my work
What You Are Is God's Gift to You, What You Make of Yourself Is Your Gift to God	You were chosen
Do this in Memory of Me	Here I am Lord, send me
Tell the News, Share the Love	Love conquers all
Prayer Has Infinite Power	How beautiful is this morning
Prayer Changes Things	Seek! And you shall find!
You Can Fly but That Cocoon Has to Go	Spirit of the Living God, fall afresh on me
A Good Laugh Is Sunshine in Your House	If you see someone without a smile, give them one of yours
Love beats at the heart of the universe	Smile! God Loves you
Fullness of life is the will of God	Let all you do be done in love
Love comforts like sunshine after the rain	You are loved
Smile and enjoy the miracle of now	If we pause to think, we have cause to thank
Take our lives, O Father, we are yours	God loves me unconditionally!
Those who look up, will discover his face	He lives
Make me a channel of your peace	Let it be love
I wish for you, my friend, this happiness that I've found	
If your day is hemmed in with prayer it is less likely to unravel!	

Rev 04/99

PLACEMATS

PLACE MATS



They who sing
pray twice



ARISE

The Master Key

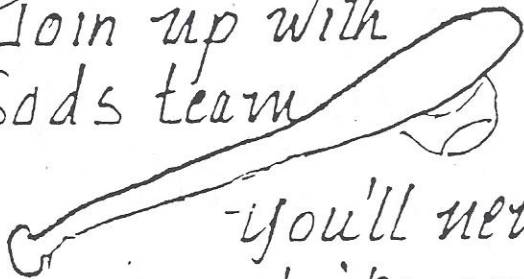


GOD



Let there
be Peace on
Earth and
let it begin
with me.

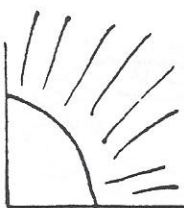
Join up with
Gods team



-you'll never
strike out

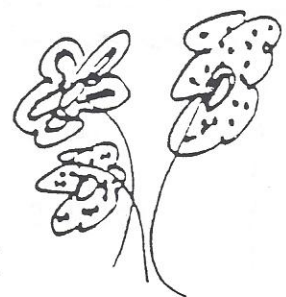


DeColores

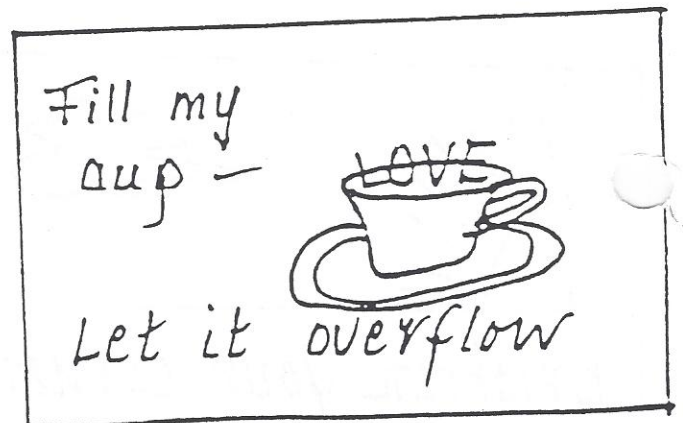
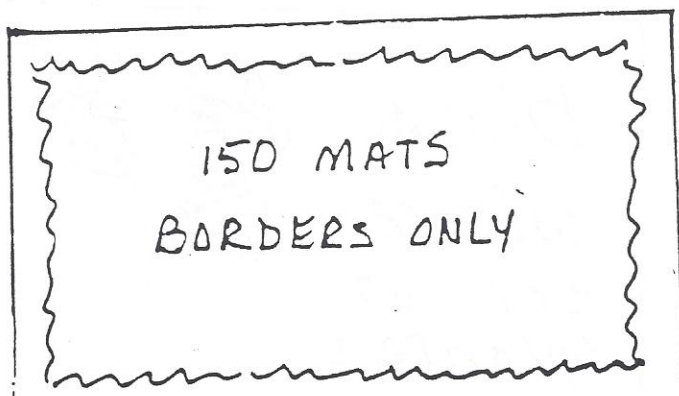
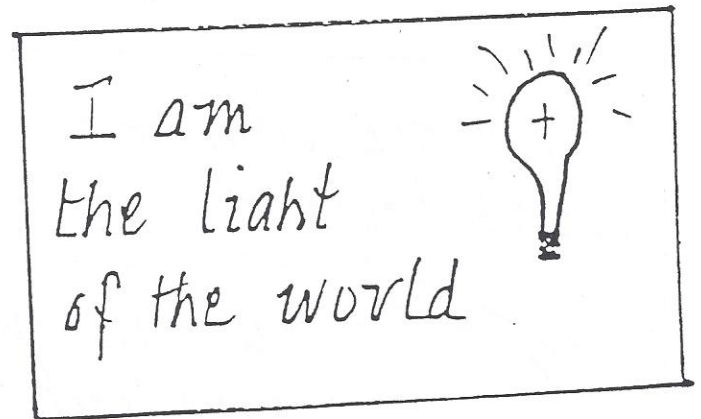
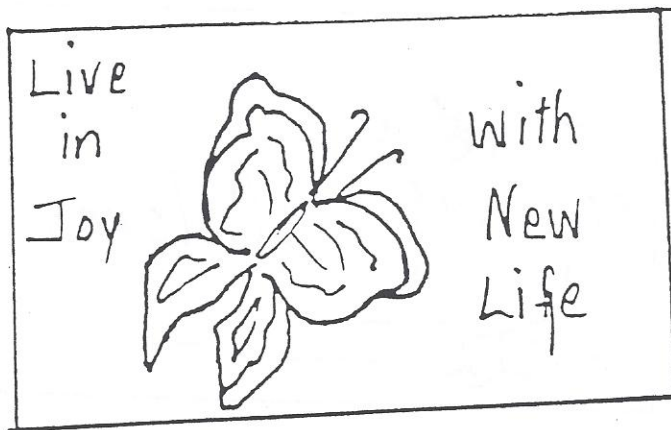
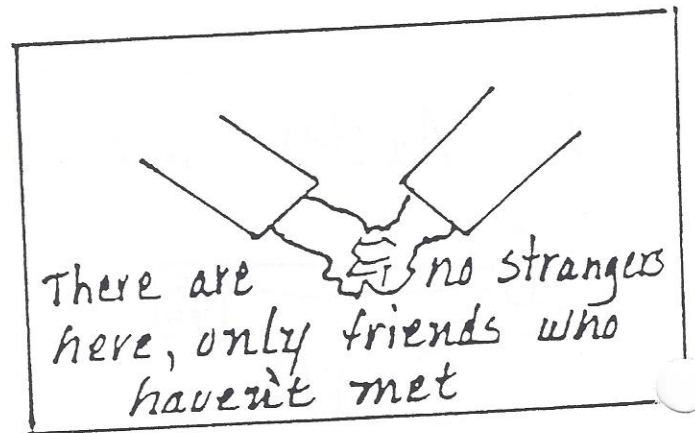
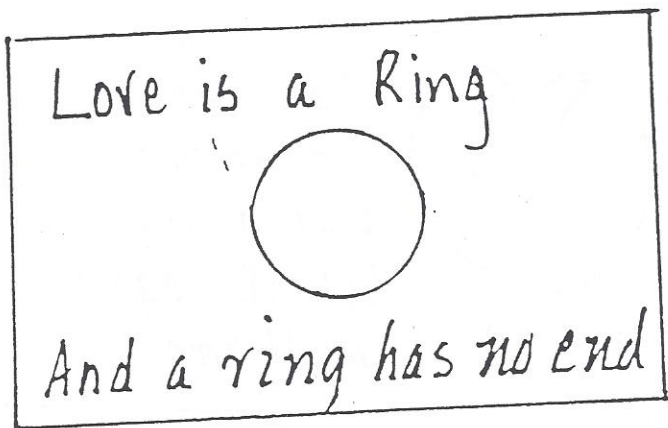
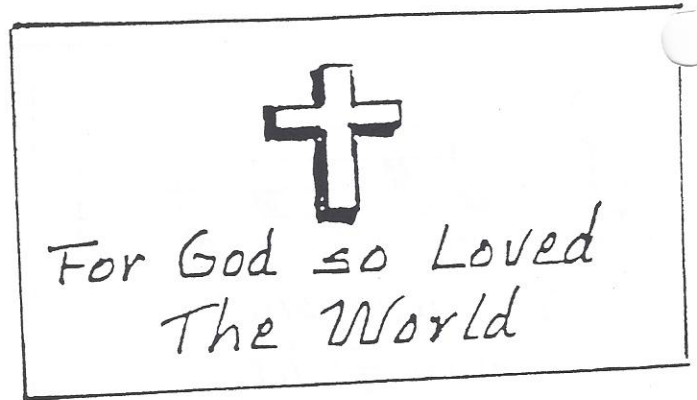
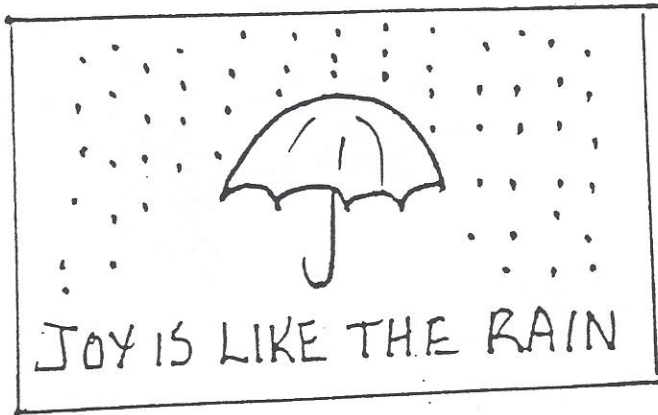


Brighten your corner

Bloom
where
you are
planted



PLACE MATS



ASSIGNMENT SHEET: Gopher

- 1 . Person should have a car to use during the weekend and should be familiar with the area where the Cursillo is being held.
2. Also acts as a liaison to the 4th Day team.

ASSIGNMENT SHEET: Musician

1. Teach De Colores to the kitchen team.
2. Assist with serenades at meals throughout the weekend, accompanying them as needed
3. Keep the kitchen team "humming- through the weekend.

ASSIGNMENT SHEET: Special Diets

PRE-CURSILLO

1. Contact each Support Team Rector to determine if there are any special dietary needs of other team members.
2. Shortly before the weekend you should talk to the Weekend Rector to go over the Candidates list to determine any special needs there.
3. Arrange for necessary food.

DURING THE WEEKEND

1. See to the preparation and service of the special food during the weekend.

ASSIGNMENT SHEET: Dining Room (2 people)

DURING THE WEEKEND

1. Set up the partitions and rearrange the tables before each meal.
2. Arrangement of the tables in the form of a Cross for the Agape dinner.
3. See that the dining room is tidy during the progress of the weekend.

ASSIGNMENT SHEET: Sunday Special

1. Contact the church secretary or whomever is in charge of the refreshments normally served during regular church services.
2. Determine the amount of refreshments needed and the type.
3. On Sunday, you will be responsible for setting up the refreshments and serving them to the congregation. This is a good-will mission and is very important for the church-Cursillo relations.
4. Work closely with the church liaison person as well as the Kitchen Rector.

It would be good if this person is a member of the host congregation.

ASSIGNMENT SHEET: Laundry/Linens

PRE-WEEKEND

1. Order Agape linens. This order would include 8 - 54" x 120" size tablecloths as well as enough cloth napkins for the two Agape settings. You should also check for glassware and dishes that may need to be rented. Coordinate this with the 4th Day Team.

DURING THE WEEKEND

1. See that the towels and aprons get washed.
2. Pick up Agape linen and other rented supplies.
3. After the weekend, make sure that all. laundry is done timely and returned to the host congregation quickly.

ASSIGNMENT SHEET: Kitchen Rep (Chicken)

Guidelines for teaching De Colores

The teaching should:

- 1) be a loving focus on Christ
- 2) create a positive attitude to De Colores
- 3) be encouraging, accepting, and loving.
- 4) be a fun experience with humor and love
- 5) not contain cultural, national, or religious putdowns
- 6) not be dishonest.
- 7) not have antagonistic attitude or behavior
- 8) not have negative putdowns
- 9) have not threats of: no food, McDonalds orders, disliking the kitchen team
- 10) be respectful of the Rollo Room time schedule
- 11) enable the weekenders to: sing De Colores, share a laugh or two, feel secure in having some fun.

Dress - Chicken costume at the discretion of the person. There are some parts of the costume in the supplies from past Chickens.

Props - Appropriate to the communication of the story. Some ideas that have been used in the past. A progressive chicken, super chicken, etc.

Make sure the singing of De Colores is a positive experience and not one of antagonism. Remember, the Agape Dinner is not a reward for how well they sing De Colores. The Kitchen Team should plan ways of showing the love and joy of Christ with the weekenders. De Colores is fun - enjoy it!

Schedule of Events

Explanation: You need to set a pattern for the weekenders of being led to the dining room and coming to a closed door so they are not surprised by a closed door on Saturday evening.

Friday after lunch

The full kitchen team goes to the Rollo Room to tell the story of De Colores and to introduce the song De Colores. The kitchen team then leaves and the Chicken will stay behind and go through the song once. If the chicken does not play an instrument, the Rollo Room musician will help where needed. The Rollo Room is told that the rep will be back to take them to supper where they will have the opportunity to sing for the kitchen team. The Chicken can say, "the Kitchen Team likes De Colores - so we'll sing it for them."

Friday Supper

Chicken goes to the Rollo Room (Rollo room gopher comes for the rep approximately 5-10 minutes before the meal). The Chicken goes through De Colores once with the Rollo room and leads them to the dining room. Rep may say "The kitchen team would like us to sing De Colores for them" Sing only once.

Saturday Breakfast

Chicken goes to the chapel. (Rollo room gopher will come and get you when it is time). Lead them to the closed door. Rep can say "I have closed the doors so we can surprise the kitchen team with our song". While singing, the door opens to find the kitchen team ready for them in the dining room. The kitchen team can say, "now for lunch we would like you to Sing without your books."

Saturday Lunch

The Chicken may say "the Rollo Room will have a chance to give Palanca to the kitchen team by singing De Colores before they dine" or "because they loved your music so much we'll do it again, but remember they asked us to do it without books." The gopher will come to get the rep for rehearsal with the Rollo Room. The rep will take them to the dining room and again sing to a closed door. The Kitchen Team opens the door, praises them on the beautiful singing they are doing (being honest if they aren't great don't say so. Don't be phony. Don't lie either way but be encouraging on their progress). The kitchen team may say "now for supper we would like you not to use cheat sheets".

Saturday Supper

The Gopher, the rep and the kitchen rector carefully coordinate the arrival of the rollo room to the dining room door. The rep may say "now we can do some Apostolic Action for the Kitchen Team". Come to the closed door - start singing and the door is opened to the Agape dinner and the rep disappears and is never seen again as the chicken.

Lead all weekenders to the dining room door. Do not try to take them to the dining room one weekender at a time. When the dining room door is opened, all singing of De Colores stops.

The rep is out of a job. There are no duties on Sunday for the Chicken other than your regular team duties. But all may continue to enjoy the singing of De Colores from now on.

ASSIGNMENT SHEET: Kitchen Palanca

PRE-WEEKEND

1. Publish the food Palanca needed in the community newsletter. Make sure your name and phone number are included so that the 4th Day Community can call you with their palanca. You should have a copy of your menu as well as a list of suggested palanca. Palanca should be divided into things a group or an individual could contribute.
2. If people want to donate time as palanca, you should refer them to the Angel Crew Coordinator on the 4th Day team.

DURING THE WEEKEND

1. Keep a log of these items and as the weekend progresses keep a record of any food palanca which is given, which you were not expecting.
2. You should read the palanca list and the notes sent to the Kitchen at each meal but not before dinner on Friday as palanca has not yet been introduced to the weekenders.
3. At the end of the weekend, turn the log over to the 4th Day Rector, so that it may be counted into the overall palanca for the weekend.

ASSIGNMENT SHEET: CoffeeJ8everage Person

DURING THE WEEKEND

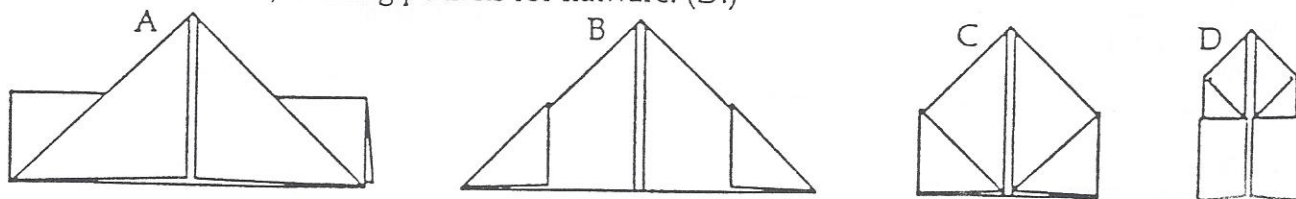
1. See to the preparation of all the coffee served in the Dining Room as well as the table outside of the Rollo Room. Plan your coffee ahead of time and keep ahead of it.
2. Special notes for extra coffee for the Sunday morning serenade and the Sunday refreshments served to the host congregation.
3. Be certain to have cream (non-dairy), sugar and spoons at each coffee station.
4. Plan both Caffeinated and decaffeinated coffee.
5. You may want to have additional drink items such as hot tea, hot cider instead of coffee.
6. Mark your coffee pots with what is in them (regular or decaf, etc).
7. For the Agape Dinner, set up your coffee station in such a manner that it is convenient and away from the traffic in the kitchen. At other meals you may want to set the coffee station away from the serving line to avoid congestion.
8. You will be responsible to obtain the Catawba juice for the Agape dinner (see special note as to quantity in the food section). Work with the Kitchen Rector regarding the serving of the juice for the Agape dinner.
9. You are also in charge of getting the soda pop and juice for the Rollo room snack table, ~ keeping it stocked.

HOW TO FOLD NAPKINS

Napkins should be about 17" square, though it's okay if yours are slightly smaller or larger. Open the napkin out flat and iron smooth, then fold, following directions. Keep edges even and press folds in firmly with your fingers or an iron. If you're using much-laundered, all-linen napkins, use spray starch to make them crisper. Damask napkins, if they are of this small size, can be folded, too, but do not starch them; if ironed damp, damask will be crisp.

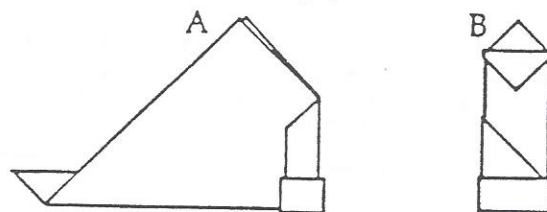
Buffet fold

Fold bottom half of napkin up over top half. Fold top layer of top back down over bottom. Bottom section is now three layers. Flip napkin over from right to left. Fold top left and right corners down to meet at center. (A.) Fold projecting corners of lower layer down over upper layer. You now have a triangle. (B.) Fold side points of triangle to meet at center. (C.) Fold left and right sides in to meet at center, forming pockets for flatware. (D.)



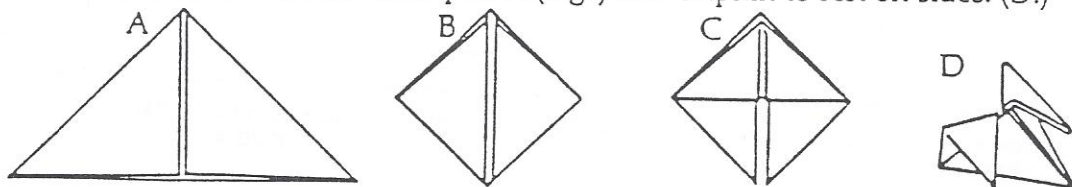
Candle

Fold napkin in half diagonally to make a triangle with the point up. Fold up the base of the triangle about 1 3/4." With fold outside, roll napkin from one side to the other, tucking end in securely. (A.) Stand on table with point up; gently pull down front top point. (B.)



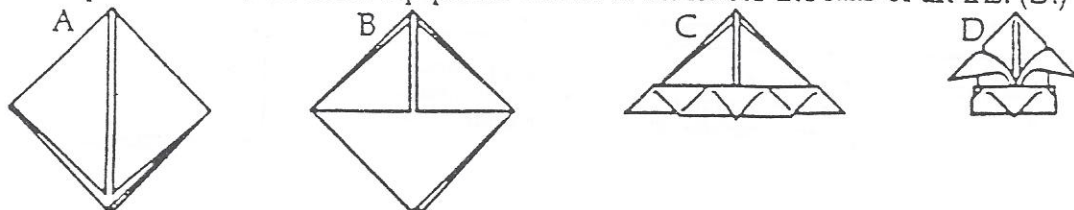
Lobster

Fold top half of napkin down over bottom half. Fold right and left upper corners down to center, making a triangle. (A.) Fold right and left lower points up to center. (B.) Flip napkin over bottom to top. Fold the upper layer of the bottom half of napkin up over top half. (C.) Lift napkin, folding lengthwise to raise center, and fold loose points (legs) over napkin to rest on sides. (D.)



Fleur de lys

Fold napkin in half diagonally to make a triangle with the point down. Fold both top end points down to meet bottom point. (A.) Fold the lower halves of these same points up again to meet top point. (B.) Fold bottom of napkin up accordion fashion, spacing width of folds so that bottom end point is turned down at center of the base of the resulting triangle. (C.) Lift napkin and curve bottom end points of this triangle around to the back, tucking the end of one into the folds of the other. Stand up on table. Pull front top points down to resemble the falls of an iris. (D.)

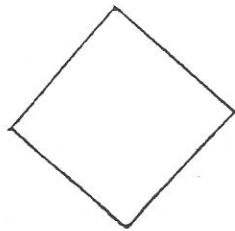


Three basic napkin folds

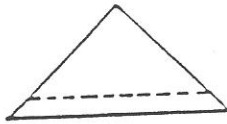
Most fabric napkins are about 20 inches square. Smaller or larger napkins will work fine, as long as they are square. Cotton is the most popular fabric,

but blends and even heavy paper napkins can be used. For best results, whatever the fiber (except paper), napkins should be lightly starched.

Candle



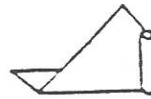
1. Spread napkin out as a diamond. Fold up from the bottom to form a triangle.



2. Fold on dotted line.



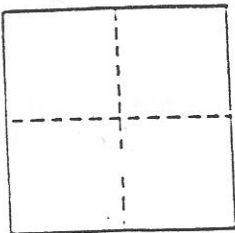
3. Turn over so fold is away from you.



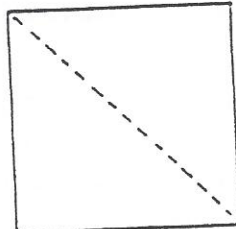
4. Starting at the right, roll napkin inwards. Tuck-in end to fasten.



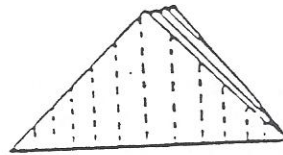
Lily



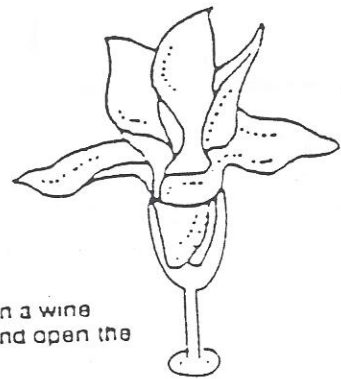
1. Fold napkin into fourths along dotted line.



2. Fold napkin in half diagonally along dotted line.

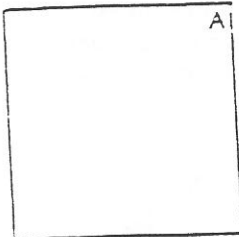


3. Turn napkin so that base is towards you. Pleat from left to right.

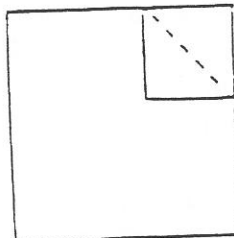


4. Set in a wine glass and open the pleats.

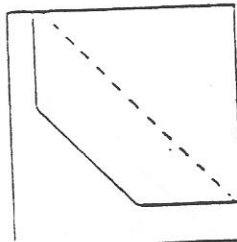
Buffet pocket



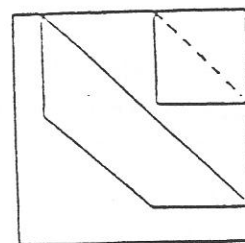
1. Fold napkin into fourths. Make sure that four loose edges are at A.



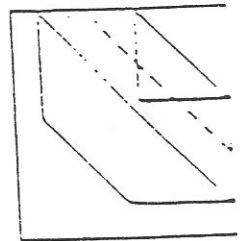
2. Fold down top flap.



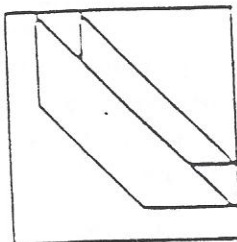
3. Fold on dotted line.



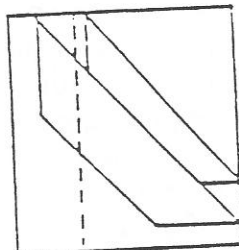
4. Fold second flap on dotted line.



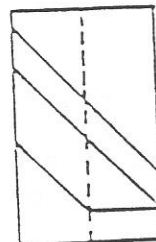
5. Fold second flap on dotted line.



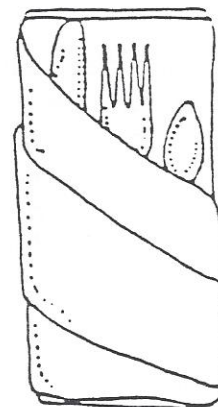
6. Tuck second fold under first.



7. Fold on dotted line with left-hand portion underneath.



8. Fold on dotted line with right-hand portion underneath.



Men's / Women's

Value (approximate)

KITCHEN ANGEL ASSIGNMENTS

<u>FRIDAY</u>	Rollista	Send-off Return	Kitchen Angel
#1 - Ideal	_____	8:00am 9:00am	_____
#2 - Habitual Grace	_____	9:05am 10:00am	_____
#3 - Laity	_____	1:50pm 2:50pm	_____
#4 - Actual Grace	_____	3:05pm 4:15pm	_____
#5 - Piety	_____	5:50pm 6:55pm	_____
<u>SATURDAY</u>			
#6 - Study	_____	8:15am 9:15am	_____
#7 - Sacraments	_____	9:20am 10:45am	_____
#8 - Apostolic Action	_____	12:30pm 1:30pm	_____
#9 - Obstacles to Grace	_____	3:20pm 4:15pm	_____
#10 - Leaders	_____	4:20pm 5:15pm	_____
<u>SUNDAY</u>			
#11 - Environment	_____	8:10am 9:10am	_____
#12 - Life in Grace	_____	8:55am 9:50am	_____
#13 - Christian Community	_____	9:55am 10:45am	_____
#14 - Total Security/JOG	_____	11:30am 12:30am	_____

Please speak to your Rollista before the weekend. If he/she would prefer eating after the Rollo instead of before, you are in charge of seeing that happens. (Maybe a cup of coffee before. If they have guests, maybe they would like to sit down in the dining area and have a cup of coffee together after the Rollo. You are responsible for your rollistas refreshment/meal needs

Cooks

This team will be responsible for the particular meal which they have been appointed to. This will include any final preparation and cooking. They should check to see that everything is ready to be served, that it is hot/cold/done/frozen, etc. Before the meal they should also have willing hands to do preparation for the next or upcoming meal. Their job before, during and after the meal is to cook. During the meal these four will remain in the kitchen passing food out to the servers. They should tray the necessary items and see to the proper garnishing. After the meal, in addition to cooking, they should clean up the cooking area.

Set-up and Serve

This team should, before the meal, see that the dining area is set according to instruction. Tables, chairs, placemats, silverware, etc. They should also see that the serving line is ready with plates, napkins hot pads and serving utensils. During the meal these 4 along with the 4 who are on the clean-up crew will serve the weekenders and other team members. After the meal they should clean up the serving area.

Clean-up and Serve

This team will, before the meal, see that the dishwashing area is ready to go and an area is set up for the dirty dishes, garbage cans are ready, etc. During the meal this crew will assist with the serving. After the meal, you guessed it - wash the dishes and clean up the dish area. Hot soapy water on rolling tray in Dining room. Check garbage can in Dining room.

WEEKEND SUPPLIES

Guidelines have been established because of the ever increasing costs of supplies needed to have a Cursillo weekend. A list of the supplies in storage as well as a list of those supplies needed for the weekend that would be supplied either by the host church or the team are included. Every attempt should be made by the individual teams to avoid buying "unnecessary" items.

The following is a list of operating procedures (guidelines) that we are using to control the usage of the supplies during the weekend.

1. All supplies in storage will be brought to the church by the 4th Day Team and should be retrieved from them.
2. Any purchases during the weekend should be done with the 4th Day Team's knowledge.
3. It is the Kitchen Rector's responsibility to take an inventory of all Kitchen supplies being returned to storage. The list should be turned into the 4th Day Rector.
4. Keep all supplies straight as to source (host church items versus items from outside sources). Keep all supplies in good condition.
5. For those supplies that are classified as expendable (Le. coffee, bread and wine, etc.) An effort should be made to coordinate these purchases for both weekends.

INVENTORY SHEET - Copy

Please fill out each Sunday of a Cursillo weekend and pass along to the next weekend Kitchen ReCto. or tape to top of bin to go to storage. Inventory sheet should be updated.

Paper Products

styro cups
styro bowls
paper towels
aluminum foil
plastic wrap
juice cups
ziploc bags
garbage bags
napkins
dish soap
scouring pads

Canned Goods

olives
pickles
ketchup
mustard
coffee
fruit
beans
vegetables
soup
mand. oranges

Juices

tomato
orange
prune
grapefruit
lemonade
tang
apple cider
pineapple
V-L
spring water
Catawaba
soda pop for weekenders

Spices, Flour, Sugar

Vanilla
almond extract
flour
brown sugar
sugar
powdered sugar
cinnamon
nutmeg
chili powder
garlic
salt
pepper
cocoa (chocolate)
almonds
baco's
nuts
parsley
onion
oregano
basil
bay leaf
paprika
white pepper
instant pudding
jello
milk (evap. - sweet)

. Oil, Dressing

shortening
vegetable oil
peanut butter
pan spray
mayo
dressing
taco sauce
vinegar

Boom Box

Mixes

cake
brownie
pancake
syrup
rice
dressing
soup
croutons
chips
popcorn
pie filling

Fresh Foods

butter, margarine
cream (sour/whip)
cool whip
milk
ice cream
sherbet
ground beef
beef
ham
turkey
cheese
produce (list)

Add any items on reverse which you feel the next Rector/Rectora would need to know.

List of possible places where extra food can be used:

Utah Food Bank
Salt Lake Interfaith Hospitality Network - Vicki Neumann
Crossroad Urban Center

NEEDED EQUIPMENT AND SUPPLIES LIST

This list is intended as a guidelines for items which may be needed by the Kitchen Team for prepared foods on the weekend. Take this list and compare it to the final inventory taken by the women's/men's team of the last weekend held. You will also want to check this list with equipment which the church has in its kitchen. Should you need items on this list and do not find them in 'the final inventory or at the church, borrow them if you can and as a last resort rent them. Some items will have to be purchased - if so, purchase in a quantity to save each weekend buying the same items.

*Items may need to be purchased

* Juice cups - paper-

*Napkins - paper

*Aluminum Foil

*Plastic wrap

*Garbage bags

*Powdered Dishwasher detergent

*Liquid dishwashing detergent

*Cereal bowls - paper

China and silverware (from Host Church) /-

Dinner Plates

Coffee Cups (provided by sponsors)

Soup Bowls

Salad Plates

Dessert Plates

Forks

Knives

Spoons

Soup spoons (if needed)

*Styrofoam cups - 6 oz.

Coffee Pots

100 cup - 4 required

30-60 cup - 3 required

Food Processor

Mixer

Can Opener

Potato Peelers (at least 3)

Knives (at least 6-8 sharp ones)

Serving Spoons - large *w/out* holes - 4

Serving Spoons - large *w/holes* - 4

Tongs - 4

Large Kettles (one at least 5 gal size) - 4

Large Frying Pan - 2

Small Frying Pan - 2

Small Kettles (one at least 2 qt. size) - 4

Mixing or Salad Bowl - large

Mixing Bowl - medium size - 2

Thermo Coffee Servers - 8 -10

Cream and Sugar Bowls

Hot Pads

Hot Plate Trivets

Mop and mop bucket
equipment

Broom and dust pans

Garbage containers

Dishtowels

Dishcloths

*Pot scrubbers - chore girls

Rubber Spatulas - 4

Frying Spatulas - 2

measuring spoons

measuring cups

Grater

Serving trays - 8-10

Cake pans (if needed)

Large roasting pans - 4

Large flat sheet pans - 6-8

Plastic storage buckets *w/covers*

Wire whip - 1 large

Wire whip - 1 small

Matches

Bread Baskets

Strainer - 1

Rolling Pin - 1

Muffin pans (if needed)

Chafing dishes (if needed)

Kettle Covers

Chopping block or bread boards

Cheese slicer

Meat fork

Oven space

Refrigerator space

Freezer space

General storage

Instructions for running all

FINANCES

The designated weekend treasurer (4th Day Team Member) will notify you of the budget limits for the weekend. Generally, Kitchen expenses total \$1100 - \$1500. You will receive all the necessary cash from the Weekend Treasurer to pay for the weekend food.

Food required for team meetings should be paid for by contributions from the team.

Cash contributions received in the form of Kitchen palanca should be forwarded to the weekend treasurer. Do not increase the Kitchen purchases based on these contributions. The contributions will be used to cover the Kitchen expenses.

If team members purchase items with their own funds, submit a copy of the receipt to the Weekend Treasurer for reimbursement. An amount of cash (\$200) should be received from the weekend treasurer to cover purchases of miscellaneous items needed for the weekend. Return the receipts plus excess cash to the Weekend Treasurer immediately following the weekend. If a balance is owed a team member, the amount can be received from the Weekend Treasurer.

DECOLORES

THIS TEACHING IS GIVEN BY THE KITCHEN RECTOR

The term "De Colores" comes from a Spanish folksong which has no religious significance. It has remained popular in Spain for many years in the same tradition as many of our folk songs.

In Majorca, where the Cursillo was founded, the weekenders made their Cursillo at a monastery in the country and were usually conveyed to and from the location by bus. One day on the way back from the Cursillo weekend, the bus broke down in the fields and while waiting for it to be repaired the Cursillistas passed the time by singing. Someone spontaneously broke into "De Colores" and pointed to the colors of the field, flowers, and roosters surrounding them, symbolically comparing all the colors to a soul living in sanctifying grace.

From then on it became one of the songs sung while traveling back from the Cursillo and, in time, became associated with the Cursillo movement in that way, even though it is not the official song of the Cursillo movement.

A warm, friendly person from the kitchen team is sent to the Rollo Room Friday afternoon to assist and encourage the learning of "De Colores" which the kitchen team introduces as a group. The kitchen representative (rep) may take on a slight characterization with minimal theatrical display (usually a chicken).

An attitude of favoritism toward the song is encouraged and should result in it becoming a special memory of the weekend. The song is to be sung by the weekenders once or twice before each meal with the kitchen team living it more each time. The weekenders and Rollo room are to be praised for their efforts in learning the song. (It is important that the Rollo room team support the effort to learn the song to the best of their ability!)

The "chicken" may help in the coordination of time schedules between the kitchen and the Rollo room. The chicken should take a minimum amount of precious Rollo room time beyond the singing of the song. This person is not heard from again, but the singing of De Colores should be continued in grateful praise to God.

The singing of De Colores before the Agape Dinner should be minimal and the dinner serenade begin as soon as possible.

AGAPE DINNER

THIS TEACHING IS GIVEN BY THE KITCHEN RECTOR

One of the weekend 'surprises' is the Saturday night Agape (Love) Dinner. This meal follows the 5th Saturday Rollo, Leaders. The weekenders expect to have to sing "De Colores" quite well before they can eat - then at the last minute they are invited into a banquet in their honor. The room has undergone major transformation from Saturday lunch; from individual table arrangements to a large banquet table; from pretty paper place mats to table cloths and napkins; from simple center pieces to fancy ones, perhaps with candles and fresh flowers; and in the center of the table is a large cross. The message is that God loves the weekenders withholding nothing and giving his best.

The Palanca Team and the Fourth Day Team serenade at the beginning of the meal. Rector may invite one or two extra musicians (other than team) to accompany the serenaders. The setting is one of beauty. Music for this serenade is described in the teaching on serenade progressions. Keep in mind that the focus of the evening is on the weekenders and God's love for them.

The weekenders are escorted and served by selected team members or specially invited guests. The selection of these servers is the responsibility of the Kitchen Team. Spouses of weekenders will not be eligible to serve in this capacity.

Following the Agape meal, the Kitchen Team and their guests, the Palanca and 4th Day Teams: will eat at a "second setting".

PLACEMATS

THIS TEACHING IS GIVEN BY THE KITCHEN RECTOR

Placemats for use during the weekend are the responsibility of the Kitchen Team. Like the other aspects of the weekend, these too have a progression. They start off blank (plain white) for Friday breakfast and lunch. Palanca is introduced Friday afternoon and the spirit begins to build. Friday evening the placemats have simple colorful borders only. Saturday breakfast and lunch have fancier placemats with simple designs and messages. No placemats are used for the Agape Dinner on Saturday evening. On Sunday the most elaborate designs and messages are used.

Approximately 700-800 placemats are used each weekend. Each person on the team (Rollo Room, Kitchen, Palanca, and Fourth Day) are asked to decorate 12-15 placemats - 1/3 with borders only, 1/3 with simple designs, and 1/3 with elaborate designs. Even those team members who do not consider themselves artistic are asked to participate. The Lord can use even our smallest talents to reach out to others. The Kitchen Team has suggestions for designs and messages to be used on the placemats.

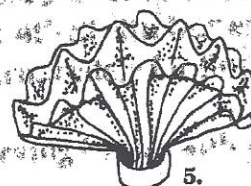
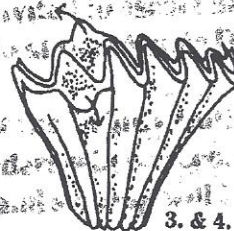
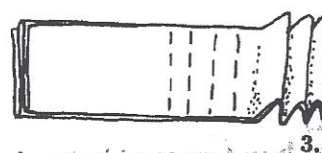
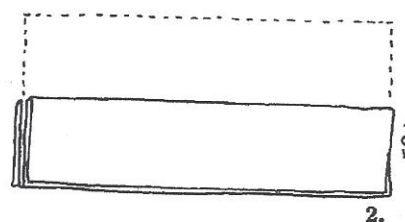
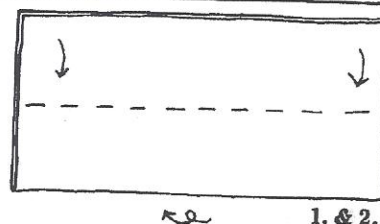
AGAPE DINNER INSTRUCTIONS

1. Do as much food preparation ahead of time as possible
2. Fold your napkins ahead of time.
3. Set up a serving station of coffee, rolls, and Catawaba somewhere out in the dining hall to cut down on traffic and confusion in the kitchen.
4. Enclosed with this manual is a table arrangement for the Agape dinner, study it carefully so that when the time comes to set up you will not need to refer to it.
5. Order your linens and glassware ahead of time. Only use linen napkins at 1st setting. You will need to order 7 - 54" x 120" table cloths. More if you use additional tables and one cloth napkin for each person eating, 1st setting only.
6. Fill the water glasses before they arrive.
7. Organize your team and their spouses ahead of time so that they will know what they will be doing and where things can be located.
8. When serving, food should be carried from the kitchen in a progression. Each server carrying two plates and following the person before them. Work: around the table in an orderly and systematic fashion. Food should be placed in front of the guest over their left shoulder. Dirty plates should be removed over their right shoulder.
9. Select 3 servers to serve the catawaba juice.
10. Select 2 people to serve coffee, milk and water.
11. Dinner rolls should be placed on the table before the guests arrive.
12. Do not rush the meal. It should flow in the following order:
 - a. Water, rolls, butter, salt & pepper on the table before guests arrive
 - b. Serve catawaba after the guest is seated but before the soup/salad is served.
 - c. Soup is served (if part of menu)
 - d. Salad is placed on underlying plate on the table (if soup is not served)
 - e. Salad plate is removed (with underlying plate)
 - f. Main course is served.
 - g. Main course plate is removed.
 - h. Coffee is served at this time (generally served as plates are removed)
 - I. Dessert is served.
 - J. Dessert plate is removed along with bread plate and any remaining silverware except coffee spoon, coffee cup and saucer.
 - k. Coffee is ordered again.
13. Immediately after the first setting, the dishes should be removed and a new and identical setting put in its place. You will need to set more (or less) settings depending upon the number who will be attending.
14. If you have palanca help serving in the kitchen - select a leader and explain to them where everything is at and what the procedure is. Let them instruct their helpers.
15. You will need 7 gallons of catawaba juice.
16. 8 - 10 escorts/servers are needed to seat weekenders - ESCORTS ARE NOT TO BE SPOUSES OF WEEKENDERS!

DOUBLE JAPANESE FAN

This elegant fold can be stuffed into a glass, tied with ribbon or put in your prettiest napkin ring.

1. Lay the napkin flat. Fold in half to form a rectangle, with the opening at the top.
2. Grasp top left and right edges and fold down to the bottom crease. Turn over and fold top left and right edges down to bottom crease again.
3. Pleat napkin, accordion style, in 1" folds. Holding folded edge firmly, reach into each pleat and pull fabric toward you and down.
4. Still holding the bottom, turn folded napkin around and repeat on the other side.
5. To secure, slide into a napkin ring.

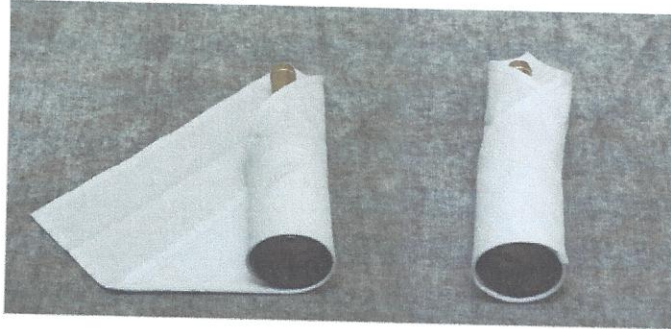


Swaddle Your Wine

For the next fold, a square napkin is ideal. You can use this fold with a sealed bottle laying flat or an open bottle standing up. For lack of an assistant to photograph me at work, you're seeing the process with an unopened bottle lying on the table. Place the napkin in front of you, point down as a diamond. Fold the bottom point up about 30-40 percent of the way, falling short of folding the napkin completely in half and making a triangle.



Wrap the napkin tightly around the bottle, tucking the interior napkin point in snugly before pulling the opposite point around.



Stand the bottle up, holding the fold snugly in place. In the example photo, again for lack of assistant, you'll see the napkin point slowly unfolding itself. While keeping your hand firmly on the napkin wrap, grasp the point of the napkin that is sticking straight up in the air and peel it slowly down like you're peeling a banana. Done slowly the napkin rolls over itself and secures the loose napkin point to the side of the bottle creating a snug and secure wrap. The finished example in the photo below has been rotated so you can see what the finished fold looks like.

How to Wrap a Wine Bottle Restaurant-Style

Page 3 of 3



Two simple napkin folds to catch drips and make it easier to grasp a condensation-covered wine bottle, offer simple insurance that you'll never be passed over for a dinner party again due to your propensity for leaving wine bottle stains on your host's linens. If you'd like to further impress your host by bringing a bottle of wine to share and you've been smitten by the idea of folding, check out [how to fold a wine carrier from a piece of cloth](#).

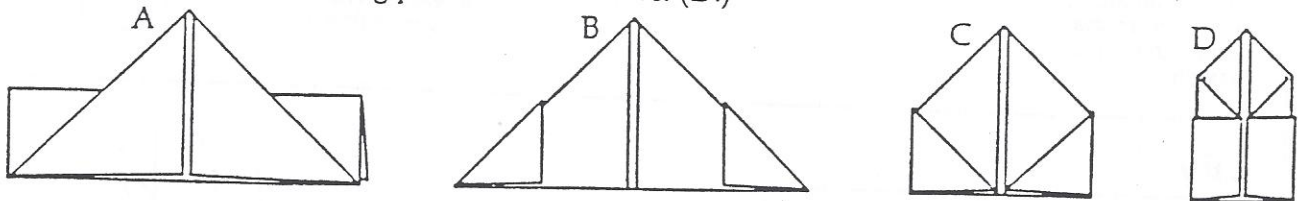
Send an email to Jason Fitzpatrick, the author of this post, at jason@lifehacker.com.

HOW TO FOLD NAPKINS

Napkins should be about 17" square, though it's okay if yours are slightly smaller or larger. Open the napkin out flat and iron smooth, then fold, following directions. Keep edges even and press folds in firmly with your fingers or an iron. If you're using much-laundered, all-linen napkins, use spray starch to make them crisper. Damask napkins, if they are of this small size, can be folded, too, but do not starch them; if ironed damp, damask will be crisp.

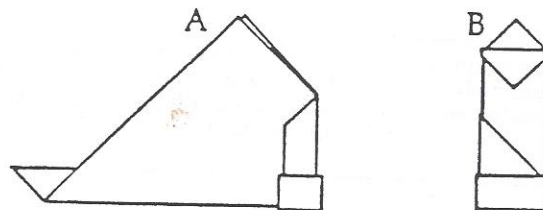
Buffet fold

Fold bottom half of napkin up over top half. Fold top layer of top back down over bottom. Bottom section is now three layers. Flip napkin over from right to left. Fold top left and right corners down to meet at center. (A.) Fold projecting corners of lower layer down over upper layer. You now have a triangle. (B.) Fold side points of triangle to meet at center. (C.) Fold left and right sides in to meet at center, forming pockets for flatware. (D.)



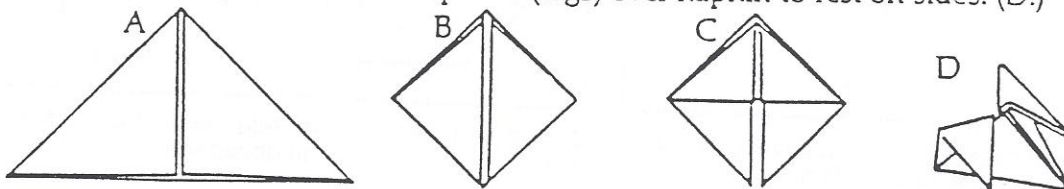
Candle

Fold napkin in half diagonally to make a triangle with the point up. Fold up the base of the triangle about 1 1/4." With fold outside, roll napkin from one side to the other, tucking end in securely. (A.) Stand on table with point up; gently pull down front top point. (B.)



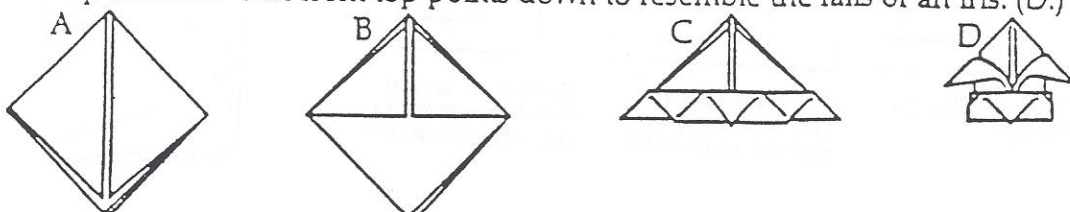
Lobster

Fold top half of napkin down over bottom half. Fold right and left upper corners down to center, making a triangle. (A.) Fold right and left lower points up to center. (B.) Flip napkin over bottom to top. Fold the upper layer of the bottom half of napkin up over top half. (C.) Lift napkin, folding lengthwise to raise center, and fold loose points (legs) over napkin to rest on sides. (D.)



Fleur de lys

Fold napkin in half diagonally to make a triangle with the point down. Fold both top end points down to meet bottom point. (A.) Fold the lower halves of these same points up again to meet top point. (B.) Fold bottom of napkin up accordion fashion, spacing width of folds so that bottom end point is turned down at center of the base of the resulting triangle. (C.) Lift napkin and curve bottom end points of this triangle around to the back, tucking the end of one into the folds of the other. Stand up on table. Pull front top points down to resemble the falls of an iris. (D.)

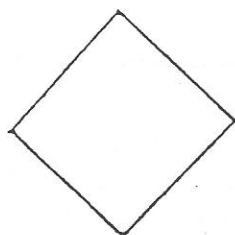


Three basic napkin folds

Most fabric napkins are about 20 inches square. Smaller or larger napkins will work fine, as long as they are square. Cotton is the most popular fabric,

but blends and even heavy paper napkins can be used. For best results, whatever the fiber (except paper), napkins should be lightly starched.

Candle



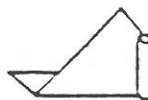
1. Spread napkin out as a diamond. Fold up from the bottom to form a triangle.



2. Fold on dotted line.



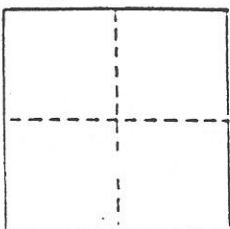
3. Turn over so fold is away from you.



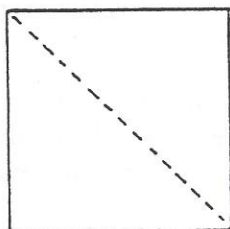
4. Starting at the right, roll napkin inwards. Tuck in end to fasten.



Lily



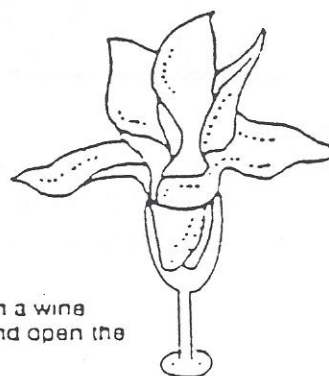
1. Fold napkin into fourths along dotted line.



2. Fold napkin in half diagonally along dotted line.

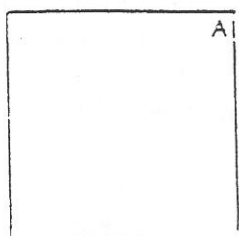


3. Turn napkin so that base is towards you. Pleat from left to right.

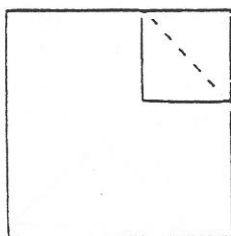


4. Set in a wine glass and open the pleats.

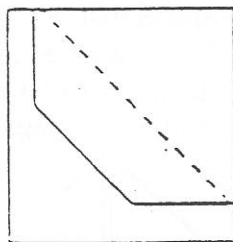
Buffet pocket



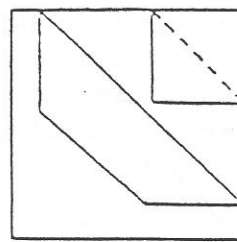
1. Fold napkin into fourths. Make sure that four loose edges are at A.



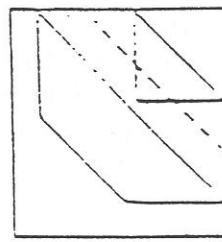
2. Fold down top flap.



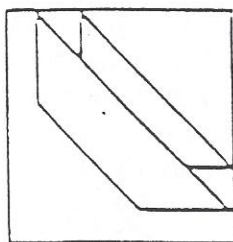
3. Fold on dotted line.



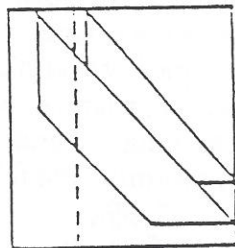
4. Fold second flap on dotted line.



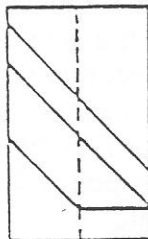
5. Fold second flap on dotted line.



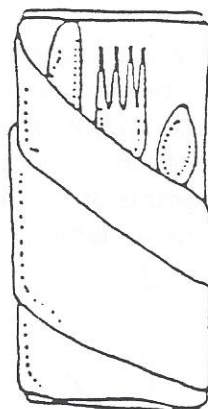
6. Tuck second fold under first.



7. Fold on dotted line with lefthand portion underneath.



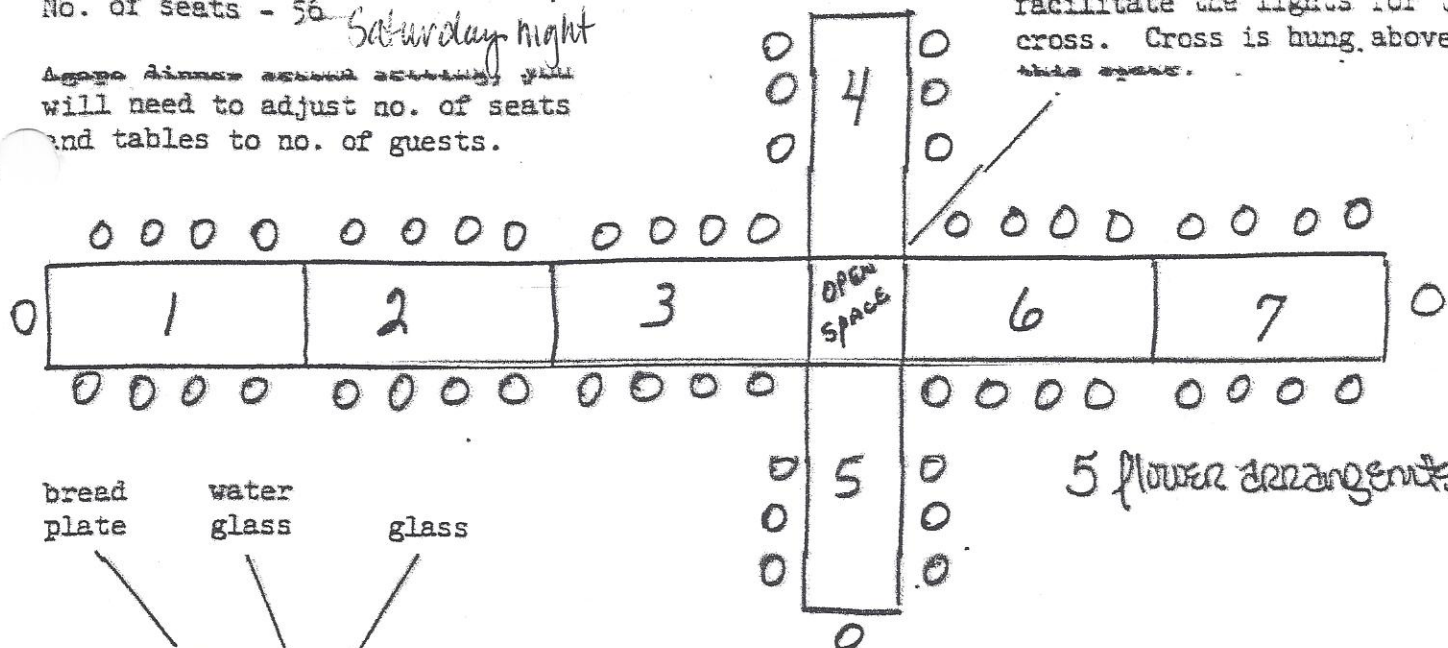
8. Fold on dotted line with righthand portion underneath.



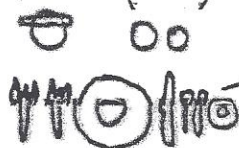
No. of seats - 56 *Saturday night*

Agape dinner around evening, you will need to adjust no. of seats and tables to no. of guests.

space should be left here to facilitate the lights for the cross. Cross is hung above this space.



bread plate water glass glass



knife, dessert spoon and coffee spoon, soup spoon added here : used blade of knife faces to plate.

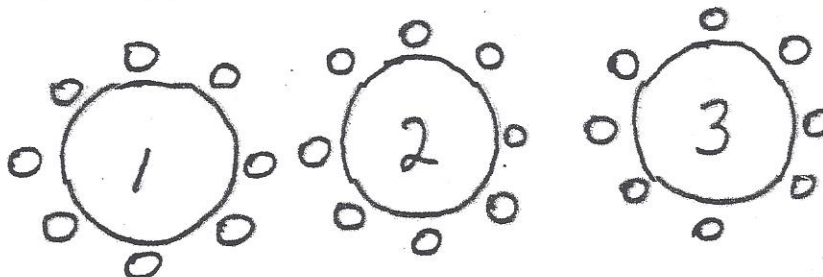
coffee cup and saucer handle of cup faces away from plate

dinner fork, salad fork and if used, an appetizer fork.

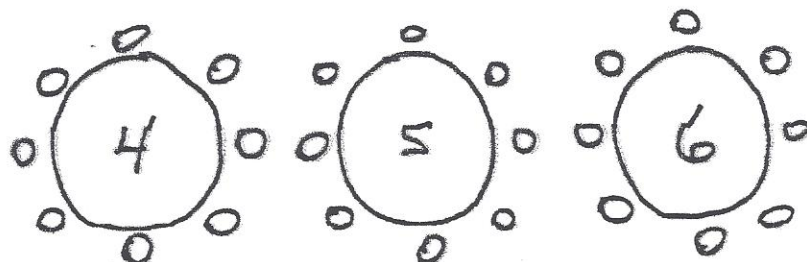
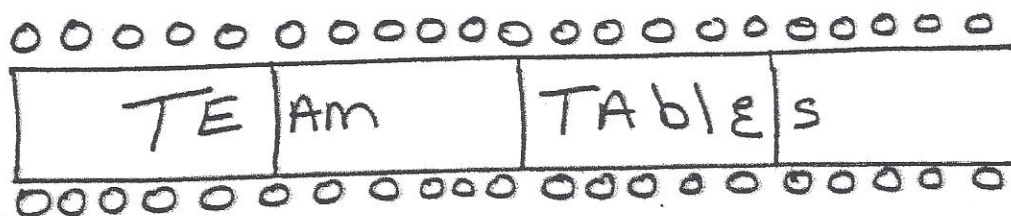
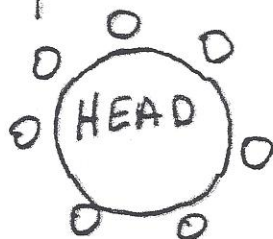
dinner plate on which is placed your napkin, the salad plate is placed on top of this plate and both removed at finish of the salad course.

5 flower arrangements.

Rector,
3 Assistant Rectors,
2 Spiritual Directors,
& Music Rector



Candidates sit at the meal by their table assignment.

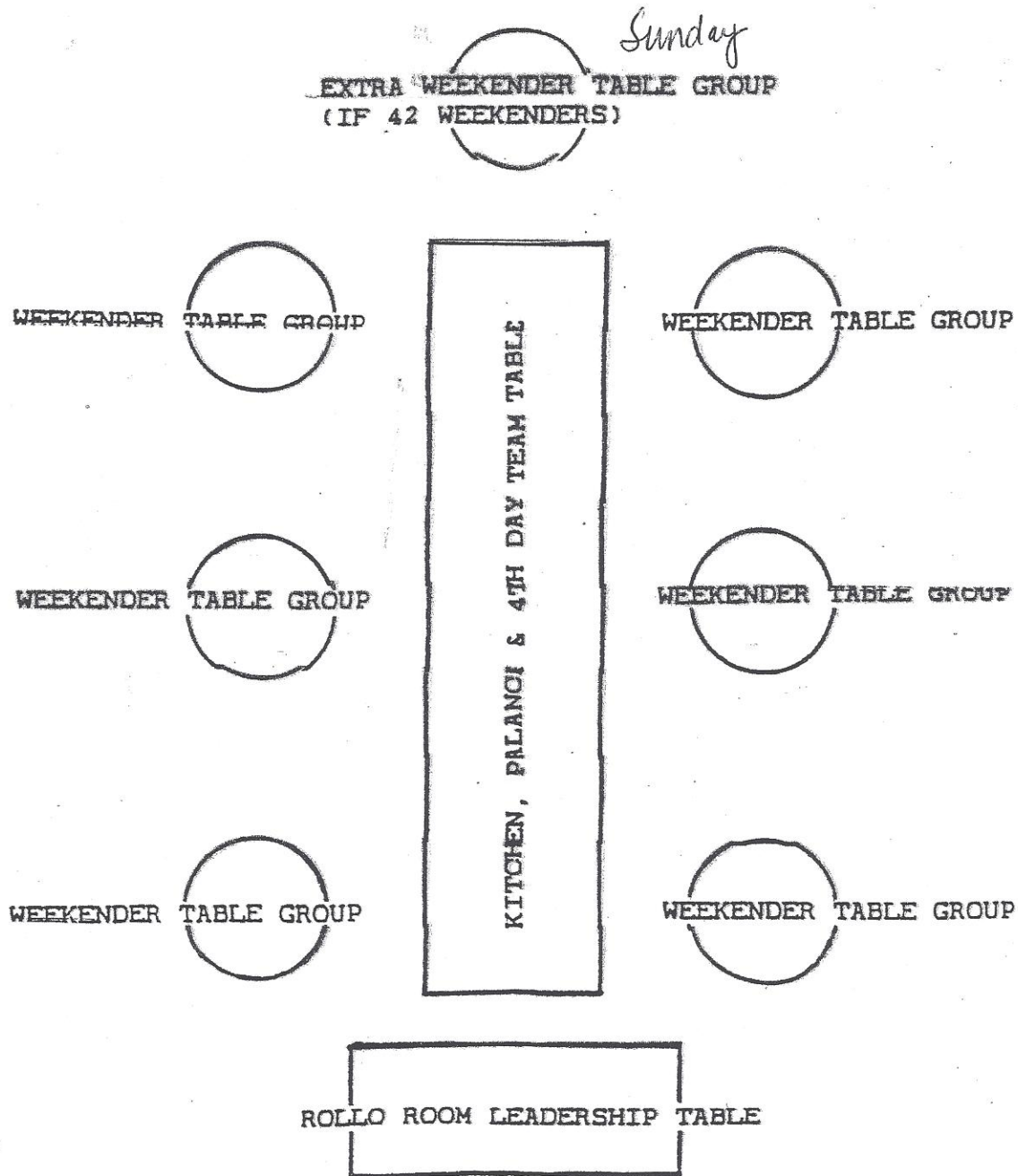


Suggested *Sunday* night dinner table arrangement. Draw tables and chairs close together to facilitate 4th day community.

DINING ROOM SET-UP
lunch
SUNDAY ~~EVENING DINNER~~ & SERENADE

CLEAR TABLES & OTHER OBSTACLES AWAY FROM WALLS TO ACCOMMODATE SERENADERS

KEEP DINING TABLES REASONABLY TIGHT TOGETHER



MENUS AND PLANNING

COMBINED PLANNED MENU

TEAM COUNT ----

Thursday Team Supper

BBQ Beef/Pork on rolls

75 Hamburger Buns
Costco - 8 tubs of BBQ pork or beef (or mix)

Lettuce salad w/croutons & dressing
10 heads romaine lettuce
(10 sacks of ready prepared)
Salad dressing 4 bottles asst (inc. lite)
3 boxes croutons

Chips
Potato chips - 5 men, 3 women

Ice Cream & or Yogurt Sundaes
2 gal ice cream & frozen yogurt
Chocolate fudge sauce
Peanuts - 2lgjars chopped
Other assorted toppings as desired.

Coffee, Tea, Milk ice water, sodas in cooler
Milk 2% 2 gal
Milk skim 2 gal

Set Up: Chips in bowl on serving table
Lettuce in bowls on table (with dressing & croutons)
Tables: 7 tables of 8
Fork, napkin, paper plates

DO AHEAD IF TIME .?f Scrub potatoes
. Fry bacon for Friday lunch - could also use bacon bits

ready made.
Remove hamburger from freezer for Friday lunch (if frozen).
Juice & coffee, decaf & hot water for Friday breakfast.
Collect mugs, wash & return to snack room.

Friday Breakfast

Count Weekenders & Rollo Room -----

Kitchen Team Sings

Asst. cold cereal

Cereals cold - 92 sm asst or 5 or 6 different types of large boxes.

Muffins & bagels

5 doz muffins

5 doz bagels

Butter for serving (also a low fat spread)

2 tubs of plain cream cheese, 2 tubs flavored cream cheese + low fat.

2 large jars of jam - strawberry + another flavor.

Bananas

150 bananas

Orange Juice

960z orange juice (other juices may be served)

Coffee, Tea, Cocoa

Milk

Skim 2 gal

2% 2 gal

SETUP Serving tables for: cereal, fruit, muffins, juice, coffee, tea, cocoa at side
 tables w/cream& sugar.
 Butter, sugar bowls and pitchers of milk on each table

TABLES: Set in a "J"
 1st setting - Palanca & 4th Day (20)
 2nd setting -weekenders/Rollo room (55) + Kitchen team (14)
 Paper towels for placemats or plain
 Paper towels for napkins
 Knife, spoon, paper bowls, small plates

DO AHEAD Oil potatoes for lunch

Make sure hamburger is thawed for taco salad.

Friday Lunch

Count Weekenders & Rollo Room -_----

Baked Potatoes w/toppings

100 potatoes

12lbs frozen broccoli

3lb butter/marg

3 qt sour cream

6 large jars bacon bits

3 x # 10 cans cheddar cheese SOuP

Shredded Cheese

Salad

Lettuce salad w/croutons & dressing
10 heads romaine lettuce
(10 sacks of ready prepared) (could use Spring Mix)
Salad dressing 4 bottles asst (inc. lite)
3 boxes croutons

Ice cream &or Yogurt Sundaes

5 gals ice cream
Bananas
Strawberries
Chocolate sauce
Strawberry topping
Pineapple topping
Butterscotch topping

Coffee, Tea, Milk

1 gal 2 milk
1 gal skim milk

Pitchers of water and sodas in cooler

PREPARATION: Scrub, puncture, oil and bake 100 potatoes 350 degrees 2 **hours**
Cook broccoli
Heat cheese soup
Cut potatoes with an X and squeeze potatoes

SETUP: Buffet style - potatoes, broccoli, cheese soup, bacon & sour cream
Salad at end of serving table. Kitchen team serve for portion control.

(

TABLES: Set in an "E"
1st setting - team - 4th Day & Palanca (kitchen team serving 2nd setting may wish to eat at 1st setting).
2nd setting - Rollo Room & Kitchen team
Separate Dessert Table
Placemats - plain white, napkins
Knife, fork, spoon, glasses
Butter, salt & pepper
Sugar/cream on coffee table

Friday Dinner

Count Weekenders & Rollo Room -----

Lasagna *w/meat* AND vegetarian

10 - 9x13 meat lasagnas from Costco or palanca from community

1 - 9x13 vegetable lasagna from Costco or see attached vegetarian recipe sheet.

Stuffed zucchini for low carb/gluten *free/low* fat alternative - see attached recipes.

Tossed salad *w/dressing*

10 lb fancy lettuce

3 19 boxes croutons

3 19 Italian dressing - inc. 1 lite

French Bread *w & w/out* garlic

12 loaves of Garlic French bread

5 loaves

of

French

bread

Fresh Fruit & Ice Cream & or Yogurt

Selection of fresh fruit, melon, grapes, strawberries etc. cut up served in large bowl.

2 gal ice cream/yogurt

Coffee, Tea Milk

Skim 2 gal

2% 2 gal

Pitchers of ice water *w/lemon*, sodas in cooler.

SETUP:

Buffet - serve lasagna, bread salad on one plate

Kitchen team serve dessert

TABLES:

Set in an "S"

Placemats w/borders napkins

Knife, fork, spoon, glasses

PREPARATION:

Bake lasagna 375 F for 45 mins - 1 hr (may take longer)

Heat garlic bread

Cut French bread and serve with butter.

DO AHEAD:

Bake sausages for breakfast - 35 mins 400 degrees/cool and reheat In morning for breakfast.

Make Emmaus Pie for Saturday lunch

Drain mandarin oranges - for Agape Dinner (if choosing mandarin salad)

Make dressing for Agape Dinner salad (mandarin or spinach & strawberry)

Prepare French toast for Saturday breakfast

Juice & Coffee, Decaf & Hot Water
Collect mugs, wash & return.

Saturday Breakfast

Count Weekenders & Rollo Room --- & Kitchen, Palanca & 4thDay Teams ____ _

Palanca Team Introduced

Stuffed French Toast

Slb cream cheese softened
3 tablespoons vanilla
S cups chopped walnuts or pecans (optional)

10 loaves white bread
40 eggs
S cups whipping cream
1 ~ tablespoons vanilla
1 ~ tablespoons nutmeg
1 Olb apricot preserves or seedless raspberry jam
S cups orange juice

Beat the cream cheese and vanilla together until fluffy. Stir in nuts (if using). Spread about 1 ~ tablespoon of the mixture on a slice of bread. Top with a second piece of bread. Repeat this process 10- 12 times until the mixture is all used.

Beat together the eggs, whipping cream, vanilla and nutmeg. Dip the "sandwiches" into the egg mixture. Cook on a lightly greased griddle until golden brown and keep warm in a 300 degree oven. (Alternatively cook on a lightly greased cookie sheet at 400 degrees - turn once during the cooking time of about 20 mins.)

Meanwhile heat together the preserves and orange juice. To serve dust the Stuffed French Toast with powdered sugar and drizzle the warm sauce over the top.

OR

Pancakes

(Use pancake mix, gluten free and low carb varieties are available at Wild Oats or other Natural Food Stores)

Make up mix to serve 100 people

Cook on griddle and serve with syrup.

Sausages

17lb pork sausages

Coffee, Tea, Milk
Milk, skim 2 gal
Milk, 2 2 gal
Orange/Prune Juice
96 oz orange juice
2 qt prune juice

PREPARATION: Make French toast or pancakes.
Reheat sausages.

SETUP: Kitchen Team Serves

TABLES: Set Up as an "U"
Placemats - simple designs
Napkins, knife, fork, spoon & glasses

DO AHEAD: Slice Lemons for water glasses @ Agape Dinner
Cut tomatoes, olives, onions
Fry hamburger & put seasoning in and refrigerate for Taco Salad
Chop toppings for Taco Salad

Saturday Lunch

Count Weekenders & Rollo Room _____ & 4th Day Team _____
Kitchen, Palanca _____

4th Day Team Introduced

Taco Salad w/salsa
25lb (20lb for women) ground beef-
5lbs shredded cheddar cheese -
10 bunches green onions
7 diced green peppers
20 lbs shredded lettuce
6 #2 cans olives - black pitted/
9 #2 cans refried beans'
3qt sour cream - regular & lite
6 boxes Ortega taco seasonings>
7 19 bags taco chips>
6 - 160z jars or 1/2 gal
30 tomatoes diced
Tabasco -
Salsa
Emmaus Pie
Make 8 - 9 x 13 pans

10 packs Graham Crackers
8 large instant vanilla pudding mixes
24 cups milk
8 large cartons Cool Whip
16 cans Betty Crocker chocolate frosting

For each pan
Make up vanilla pudding with mix and milk.
Stir in Cool Whip
Place layer of Graham Crackers on base of pan
Pour half of the pudding mix on the base
Place layer of Graham Crackers over pudding
Pour remaining half of pudding mix on the Graham Crackers
Place layer of Graham Crackers over pudding
Microwave frosting for 45 sees, Each can and pour over dessert.
Freeze overnight.
Each pan serves 12

Coffee, Tea, Milk

Milk skim 1 gal

Milk 2 1 gal

Pitchers of iced water and soda in cooler

PREPARATION: Prepare 2 bowls of each
Chopped tomatoes, olives, onions, green peppers, bacon bits
Sour cream
Taco sauce
Grated cheese
Heated refried beans
Salsa

SETUP: Dessert on tables
Give taco shells w/ lettuce to weekenders
Kitchen team serves other toppings - for portion control
Buffet table - several bowls for serving and refills, taco sauce

TABLES: Set up as an "S"
Placemats - a little fancier
Napkins, knives forks & spoons and glasses.

DO AHEAD: Plan Agape Dinner Details.

Saturday Dinner

Count Weekenders & Rollo Room

2nd Seating Kitchen & Escorts, Pala-n-c-a-&-----:4^t_{th} Day Teams _____

Pollo VdC

Chicken Cordon Bleu - Costco
Special Diets - see attached recipes
Vegetarian Kabobs

Or

Portobello Mushrooms

Or

Satimbocca Chicken

Wild Rice

15 cups wild rice
3 ~ cups sliced mushrooms
1 ~ cups diced onion
7 cups sliced water chestnuts
45 cups of chicken or vegetable broth
4 cups butter

Place rice in baking pan. Saute onions and mushrooms and add to water chestnuts and then to rice. Heat butter and broth. Pour over rice and stir. Bake at 325 F uncovered for 45 - 60 minutes (if oven space is not available it can be cooked on the stove top).

OR

Baby Red Potatoes

20lb baby red potatoes
Herb butter < made with butter and selection of Italian herbs and/or garlic
Wash potatoes, boil coat with herb butter and serve with a sprig of parsley or oregano.

Mandarin Salad

20lb Romaine blend lettuce
2 bunches chopped celery
6 bunches chopped green onion
2 - 6lb 14oz cans mandarins - drained well.

Dressing

1 qt salad oil
2 ~ cups sugar
2 cups parsley
2 cups balsamic vinegar
1 tablespoon salt
Pepper
Dash of Worcestershire sauce
The night before - in a food processor mix all the ingredients **except the oil** - continue to process once mixed and drizzle in oil through the tube in the lid.

Green Beans w/almonds

24 lbs frozen green beans
15 packages of almonds
Butter

Dinner Rolls

100 dinner rolls
Butter for serving

Cheesecake

New York Cheesecake from Costco

Chocolate Sauce

5 lbs raspberries

Mint leaves for garnish

Drizzle chocolate sauce on individual dessert plates

Place slice of cheesecake on sauce. Drizzle sauce over cheesecake

Garnish with raspberries and mint leaves.

Catawba Juice

36 bottles Catawba Juice

Coffee, Tea, Milk, water *w/lemon* slices

Lemons

Ice

Milk skim 1 gal

Milk 2 1 gal

SETUP:

TABLES: Set up like a cross
 1st setting (Weekenders, Rollo Room)
 2nd setting (Palanca, 4th Day, Kitchen, Escorts etc)
 Table for coffee, tea and water in dining room for servers.
 Napkins - linen, use paper for 2nd setting
 Water glasses & wine glasses
 Salad plate, dinner plate & dessert plate
 Seat weekenders with spaces in between for Rollo Room Team

DO AHEAD: Prepare Breakfast Casserole / Baked Eggs Supreme & refrigerate
 Prepare Carmel rolls to rise overnight - (or set out if buying ready-made)

Sunday

Count Weekenders & Rollo Room ----
Kitchen, Palanca & 4th Day Teams ---

Serenade

Orange juice for Weekenders & Rollo Room Team Members

Coffee for Sponsors

Breakfast

Can be Continental in Rollo Room i.e. sweet rolls, bagels etc

OR

Baked Eggs Supreme

Bread cubed 56 slices

7lb sausages cut in thirds

7lb cheddar cheese or Monterey jack

14 cups Parmesan cheese - optional

7 dozen eggs

14 cups milk

Salt & pepper

7 teaspoons dry mustard

Place bread cubes in bottom of 7 - 12 x 15 greased pans, then sausage, then cheese. Mix milk, mustard and eggs and pour mixture over top. Cover & refrigerate overnight. Bake uncovered 1 hour at 350 F. Reposition pans half way through to promote even cooking.

Melons/Strawberries

1 flat of strawberries

6 melon - various types could be used depending on availability

Caramel Rolls - or ready made Sweet Rolls

9 doz frozen dinner rolls

3 pkg butterscotch pudding - NOT INSTANT

16 oz. walnut bits

5 sticks margarine

2 1/2 cups packed brown sugar

Place 20 frozen dinner rolls in a well greased 9 x 13 pan. Sprinkle nuts over rolls (make one tray without nuts). Sprinkle dry pudding over nuts and rolls. Melt margarine and brown sugar together, stir until margarine is incorporated into brown sugar. Pour over frozen rolls. Leave on counter at room temperature overnight (6 - 7 hours); will double in size. Bake 350 F for 20 - 30 minutes. After removing from oven, flip over on a serving platter allowing all caramel mixture to fall onto the rolls.

Coffee, Tea, Cocoa, Milk

Milk skim 1 gal

Milk 2 1 gal

Orange juice, prune juice

960z. orange juice cone.

Prune juice

PREPARATION:

Get out ingredients

Bake eggs 1 hour 350 F uncovered, cut each pan into 15 pieces

Cut melons

Wash strawberries

SETUP:

Fruit on table

Kitchen team serves

DO AHEAD:

Check quantity of leftovers and decide menu for Sunday Lunch using up as much as possible .

Sunday Lunch

Count Weekenders & Rollo Room

Kitchen, Palanca & 4th Day Teams _____

Decide on dishes to be served and quantity of sandwiches needed.

Ham, Turkey, Cheese Croissants

1 Olb sliced turkey

1 Olb sliced ham

75 croissants

75 slices cheese

1 qt mayonnaise

Mustard

Margarine

Veggie Trays

Dessert - leftover ice cream, frozen yogurt, cookies, cheesecake, Emmaus Pie, fruit.

Coffee, Tea, Milk

Milk skim 1 gal

Milk 2 1 gal

Pitchers of water, sodas in cooler.

PREPARATION:

Get out ingredients

Set up dishes to be reheated

Arrange ham & turkey on trays

Arrange cheese on trays

Cut croissants

Prepare veggie trays

Set out condiments

SETUP:

Buffet Style

Paper plates and plastic silver ware set out at beginning of buffet table

Dishes set out for all to help themselves

TABLES: Long "T" down center of room for teams

6 round tables for weekenders (they sit in Rollo Room table groups)

DO AHEAD: Take inventory

Give inventory to Rector

Clean out refrigerator & pantry

Return articles that can be store to trailer

Decide where remaining food will be sent.

SHOPPING LIST (60 People)

PAPER PRODUCTS:

Paper bowls – 300 (sundaes, cereals, soup)
Paper dinner plates – 600
Paper dessert plates – 600
Paper napkins – 600 plain white
Paper napkins – 100 fancy for 2nd seating Agape dinner (have been using linen for both seatings)
Plastic cups/bowls for ice cream etc. – 500
Paper cups for juice – 300
Styro cups for coffee – 200
6 rolls paper towels –plain white
Handiwipes
Ziploc bags – large
Toothpicks – 4 boxes
Garbage bags – as needed
Saranwrap – large roll
Foil – large roll

Thursday Supper

8 tubs pork or beef BBQ
Lettuce salad – 5 lbs
Salad dressing 4 bottles asst. & lite
Croutons (1 large bag from Costco for the Weekend)
Potato chips 3 bags
Ice cream & frozen yogurt 2 gal flavors
Choc. Sauce
Caramel sauce
Peanuts 2 lg. Jars chopped – other toppings as required.
Milk 2% 2 gal.
Milk skim 2 gal

Friday breakfast

Cereals cold – varieties as desired
Muffins 3 doz
Bagels 3 doz
Butter/low fat spread for serving
Cream cheese – 2lb
Jam strawberry lg. Jars
Bananas – 50 count
Orange juice - 2 gal oz.
Skim milk – 2 gal
Milk 2% 2 gal

Friday Lunch

Potatoes – 60 count (adjust per # weekenders & team)
Broccoli – 6 lbs frozen
Butter/marg 2 lb
Sour cream 2 qt
Bacon 6 – 7 lbs or bacos 6 lg jars
Cheddar cheese soup 1 large can from Costco
Carrots grated 3 lbs
6lb lettuce salad
Croutons – large bag from Costco purchased for the whole weekend.
Ice cream 3 gals
Bananas (leftover from breakfast)
Chocolate sauce
Strawberry topping
Pineapple topping
Butterscotch topping
Milk 2% 1 gal
Milk skim 1 gal

Friday Dinner

Lasagna - Ready made from Costco (6) or palanca from community
 Vegetarian – from Costco or use attached recipe

Recipe to make lasagna
Ground beef 6lb
Lasagna noodles 80 pieces
Cheese mozzarella grated 8 cups
Onions 6
Oregano 1/4 cup
Pepperoni pieces 1 lb
Tomato puree 6 x 13 oz. can
Tomato paste 6 x 13 Oz. cans
Cheese Parmesan – 1 can

Lettuce 6lb
Croutons – large bag purchased from Costco for the whole weekend
Dressing 3 lg Italian – include one lite
Garlic Bread – 8 loaves
French Bread – 4 loaves
Sherbert Rainbow 5 – ½ gall
Cookies 5 doz.
Skim 2 gal
Milk 2% 2 gal

Saturday Breakfast

Stuffed French Toast

5lb cream cheese
5 tablespoons vanilla
5 cups chopped walnuts or pecans
10 loaves white sliced bread
4 doz eggs
5 cups whipping cream (Cool Whip)
10 lb apricot/raspberry preserve
5 cups Orange Juice

Pancakes

Pancake mix
Eggs & milk to mix (per instructions)
3 bottles syrup

10lbs pork sausages

Milk skim 2 gal

Milk 2% 2 gal

Orange juice 2 gals

Prune juice 2 qt.

Saturday Lunch

Ground beef 20lb

Cheese cheddar shred 3lbs

Green onions 6 bunches

Green peppers 5 diced

Lettuce shredded 15 lbs

Olives black pitted 4 x #2 cans (20oz. each)

Refried beans 7 x #2 cans

Sour cream 3 qt. Reg & lite

Taco seasonings Ortega 4 boxes

Taco chips 5 lg bags

Taco sauce mild 6 x 16 oz. jars or ½ gal

Tomatoes – diced 25

Tabasco.

Emmaus Pie (to make 5 large – feed 60 – 100)

5 large tubs Cool Whip (16 oz. each)

10 lg pkgs. Instant Vanilla Pudding

30 cups milk

10 tubs Betty Crocker Milk Chocolate Frosting Mix

5 – 9x12 pans

Milk skim 1 gal

Milk 2% 1 gal.

Saturday Dinner

Chicken Cordon Bleu (Costco)
Vegetarian Kabobs
Rice 10 cups (wild, long grain, garden etc.)
Mushrooms sliced 2 cups
Onions diced 1 ½ cups
Water chestnuts sliced 5 cups
Chicken or vegetable broth 30 cups
Butter 3 cups
Lettuce Romaine blend 15 lbs
Celery chopped 2 bunches
Green onions chopped 6 bunches or 30
Mandarin oranges 1 x 6 lb 14 oz cans drained well
Salad oil 1 qt
Sugar 1½ cups
Parsley 1 cups
Vinegar red or white 2 cups Balsamic good
Salt 1 teaspoon
Pepper
Worcestershire sauce
Green beans frozen 15 lbs
Almonds – 10 packages blanched sliced
Dinner rolls – 60
Butter for serving
6 Cheesecakes
Raspberries – 3 lbs
Chocolate syrup – 2 bottles
Catawba – 36 bottles
Lemons – 10
Ice
Milk skim 1 gal
Milk 2% 1 gal

Sunday Breakfast (if not Continental in Rollo Room)

Bread cubed – 56 slices
Sausage 7lb
Cheese cheddar or Monterey Jack 7lb
Cheese Parmesan 14 c optional
Eggs 7 dozen
Milk 14 cups
Salt & pepper
Dry mustard 7 teaspoons
Melons – 1 box
Strawberries – 1 flat
Dinner rolls frozen 9 doz
Butterscotch pudding 3 pkg. NOT INSTANT

Walnut/pecan bits
Margarine 5 sticks (21/2 cups)
Brown sugar packed 21/2 cups
Milk skim 1 gal
Milk 2% 1 gal
Orange juice conc 96 oz
Prune juice

Sunday Lunch

Turkey slice – 6lb
Ham slice - 6lb
Bread croissants – 60 count
Bread/rolls as required
Cheese 3 lb sliced
Mayonnaise 1 qt
Mustard
Margarine 2 lb
Milk skim 1 gal
Milk 2% 1 gal

Staples

Coffee – Regular – 12lbs
Coffee – decaf – 12 lbs
Tea – various
Cocoa mix
Creamer
Sugar substitute
10lbs granulated sugar
Cinnamon
2 qt salad oil
1 qt vinegar
Tabasco
Vanilla

Paper Products

Styro cups
Plastic bowls
Paper towels
Aluminum foil
Plastic wrap
Juice cups
Ziploc bags
Garbage bags
Napkins
Dish soap
Scouring pads

Canned Goods

Olives
Pickles
Ketchup
Mustard
Coffee - reg
Coffee – decaf
Beans
Soup
Mand oranges

Juices

Tomato
Orange
Prune
Grapefruit
Spring water
Catawaba
Sodas

Mixes/dry

Pancake
Rice
Croutons
Chips

Spices, Flour, Sugar

vanilla
flour
brown sugar
sugar
powdered sugar
cinnamon
chilli powder
garlic
salt
pepper
cocoa
almonds
pecans/walnuts

parsley
onion
oregano
basil
bay leaf
paprika
white pepper
instant pudding
choc frosting

Oil & Dressing

vegetable oil
peanut butter
pan spray
mayo
dressing
taco sauce
vinegar

Fresh Foods

butter/margarine
cream (sour/whip)
cool whip
milk

Ice cream
Sherbert
Ground beef
Ham
Turkey
Cheese
Lettuce
Melons
Strawberries
Raspberries

Produce (list as required)

Breakfast Burrito

1 dozen eggs
1 1/2 pound ground sausage
1/2 cup milk
1 1/2 pound shredded cheddar cheese
Tortillas

Fry sausage and set aside. Mix eggs and milk, scramble, and add sausage when done. Mix eggs and sausage, spoon on tortilla, add cheddar cheese and wrap. Wrap burritos in foil and place in fridge.

Warm for 15-20 minutes in oven when ready to serve, makes 12-16 burritos

Your Brother in Christ,
Darren

For 80 To 84
7 DozEggs
3 1/2# Ground Sausage
3 ~ Cup Milk
3 ~ # Shreeded Cheeder Cheese
7 Doz. Tortillas

French Toast Casserole

1 loaf french bread
3 cups milk
1 tsp vanilla
8 eggs
4 tsp sugar
3/4 tsp salt

topping:
2 tbs butter
3 tbs sugar
2 tsp cinnamon

Place bread into a greased 13 x 9" pan. Blend eggs, milk, sugar, vanilla and salt together and pour over bread. Cover and refrigerate overnight. Remove and let set 30 minutes. Dot with butter. Combine cinnamon and sugar; sprinkle over top. Cover and bake at 350 degrees for 40 - 45 minutes or until knife inserted near the center comes out clean. Let stand 5 minutes. Serve with hot butter.

The recipe doesn't say how many this serves so I will make it this weekend as well and let you know.

De Colores!

For 70 to 84

7 loaves French bread
5qts & 1 c milk
3 T Vanilla
56 Eggs (5 doz)
1 1/2 cup Sugar
2 t salt

Topping:
1 Cup Butter
1 1/3 Cup Sugar
1/3 Cup Cinnamon

TIPS FOR FOOD HANDLERS

Dish washing procedures:

- Scrap and pre-rinse dishes
- 1st sink - wash dishes in hot soapy water
- 2nd sink - rinse dishes in hot clean water
- 3rd sink - sanitize dishes in warm water for at least one minute
- Air dry dishes on drainboard

Sanitizers approved for use in Utah:

- Chlorine Bleach
- Quaternary ammonia (Quats)
- Iodine

Temperature Danger Zone: Below 140°F and above 41°F.

Foods that have been left in the temperature Danger Zone for more than four hours must be discarded.

Hot holding units such as steam tables, warming units, and heat lamps must keep the foods at 140°F or higher.

There must be a thermometer in all refrigeration units to ensure that the food temperature is maintained at 41°F or less.

Cooking temperatures for potentially hazardous foods:

- Poultry 165°F for 15 seconds
- Ground Meats 155°F for 15 seconds
- Fish 145°F for 15 seconds
- Eggs 145°F for 15 seconds if served immediately
155°F for 15 seconds if the food is going to be hot held
- Stuffing 165°F for 15 seconds

Cooling hot foods: 2 hours from 140°F to 70°F and 4 hours more to cool foods from 70°F to 41°F for a total of 6 hours.



THE GOLDEN STATE

CALIFORNIA GOVERNOR'S
HOMEPAGE HOMEPAGE

Organizations Comments Search Home

California
Department of
*Health
Services*

Requirements for Food Handlers

Bare Hand Contact with Ready to Eat Food

- Food and Drug Branch (FDB)

- Drug Safety Program

- Export Document Program

- Food Safety Program

- Food Safety Notices


- Packaging of Hand-Crusted Loaves and Rolls

- Lauren Beth Rudolph Food Safety Act of 1997

- Cooking Out-of-Doors

- Self-Service Soda Dispensers

- Time/Temperature Requirements for Chunked and Formed Roast Beef

- Food Safety Certification 

- Handling "Value Added" Produce in Retail Markets

- Requirements for Food Handlers

- Medical Device Safety Program

- S.T.A.K.E. Program

- Sherman Food, Drug, and Cosmetic Law

- Application Instructions and Forms

- Comments & Questions

Section 114020 of the California Uniform Retail Food Facilities Law (CURFFL) specifies that employees may not contaminate food, food contact surfaces, or utensils. The section further specifies a number of actions employees must take to prevent contamination.

This notice is being issued in an effort to clarify the requirements of Section 114020 and as a guide to local enforcement agents in implementation of this section.

The potential for contamination of food by food handlers has been realized on too many occasions, sometimes resulting in foodborne illness. Pathogenic bacteria from infected employees may be transferred from the nose or mouth to the hands and then to food. Cuts and sores may contain harmful bacteria or toxins which are carried into food. Lack of proper handwashing following use of the toilet may result in viral or bacterial food contamination. Microorganisms from some raw animal food products (e.g. poultry, hamburger) may cross-contaminate cooked ready-to-eat foods if proper handwashing is not performed between food preparation steps. Food servers who contact customers, dirty dishes, or soiled surfaces with their hands may transfer contaminants to other foods just before serving.

Basic Requirements

All employees must wash their hands and arms before beginning work and after using the toilet. This includes food preparers, dishwashers, buspersons, servers and anyone else who has contact with food, food utensils, or food equipment.

All employees must wash their hands and arms whenever they become soiled for whatever reason. This includes all those listed above.

Use of Gloves by Food Employees

Glove use by persons in contact with food or food contact surfaces is mandated when there are cuts, sores, or rashes on the hands or arms and when the hands and arms are not cleanable because of the presence of artificial fingernails, dirty fingernails, intricate jewelry, or orthopedic support devices (casts, braces, ace bandages, etc.) which cannot be adequately cleaned.

It is extremely important that persons using gloves be properly trained in the safe use of gloves. Hands and arms must be washed before donning gloves. Care must be taken to avoid contamination of gloves through deliberate or inadvertent contact with unsanitary surfaces. Gloves should be changed frequently. Gloves which are to be reused after removal must

be changed frequently. Gloves which are to be reused after removal must be carefully stored to avoid contamination. Some examples of unacceptable places to store gloves are pockets, the floor, in the waistband or under a belt, on soiled counters or cutting boards, or in a hat. Gloved hands are subject to the same handwashing requirements as ungloved hands. Food handlers who work in moist environments and wear gloves should take care to avoid skin irritation and subsequent rashes which may develop.

Bare Hand Contact with Ready to Eat Food

As a general rule, bare hand contact with ready-to-eat food should be avoided to the extent possible by all employees. This is most often accomplished through the use of utensils such as tongs, tissues, forks, scoops, or gloves. Food preparers may touch ready-to-eat food with their bare hands when necessary provided they strictly adhere to the handwashing requirements specified in Section 114020. Servers are specifically prohibited from touching ready-to-eat food with their bare hands. This is because servers, while they are subject to the basic handwashing requirements, have contact with customers, dirty dishes, etc. in the normal course of their duties. It is not reasonable that they wash their hands after each occurrence. Therefore, they must use a utensil when handling ready-to-eat food.

Examples

In a quick service restaurant there are a number of employees with specific work stations.

What are the rules on bare hand contact? Employees assembling sandwiches or salads may contact ready-to-eat foods with their bare hands (provided they have no cuts, sores, artificial nails, etc.), but should take advantage of utensils where available. This includes paper wraps and packages, tongs, scoops, etc. Placing of condiments such as tomatoes, onions, pickles, etc. with bare hands is acceptable. Other employees (cashiers, beverage servers, servers) may not touch ready-to-eat food unless they wash their hands prior to contact. If the food preparer fills in at a server position he or she must wash their hands before returning to a food preparation station.

What about the roving supervisor or manager who fills in at various places in the operation? The manager/supervisor who fills orders, makes sandwiches, accepts money and cooks must adhere to all handwashing requirements. He or she must wash hands and arms or make sure to avoid bare hand contact with ready-to-eat food after serving customers or handling used trays or customer utensils.

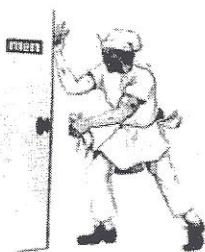
What about servers who have responsibility for food preparation activities such as salad assembly, making toast, etc.? Servers who assemble salads, make toast, cut fruit, fill bread baskets, or cut pies, cakes, and other desserts must avoid any bare hand contact with these foods by using tongs, tissues, or other utensils unless they wash their hands before each occasion they prepare these foods. When customers request that uneaten food be placed into a "take home" container the server must avoid bare hand contact with the food.

What about the single employee operation? When a single employee

What about the single employee operation? When a single employee is responsible for taking orders, preparing food, and serving it bare hand contact with ready-to-eat food must be avoided through the use of gloves or utensils or hands and arms must be washed between each order.

Do List for Food Handlers

Data provided by the Center for Disease Control (CDC) indicates that a leading cause of foodborne illness outbreaks is poor personal hygiene of food service employees. These outbreaks can be prevented by doing the following:



DO notify your supervisor if you have diarrhea or a communicable illness.

DO NOT WORK WITH FOOD. Common foodborne diseases spread by poor hygiene include Hepatitis A, Norwalk virus, Shigella, E. Coli 0157:H7, Salmonella typhi, and Staphylococcus aureus.

DO cover cuts or sores on the hands with bandages to



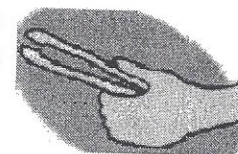
protect food from contamination. Wear a glove over the bandage when working with food. Change gloves as often as handwashing is required. Ideally, employees with cuts and abrasions should be removed from food preparation activities and placed in low-risk activities, such as cleaning detail or working a cash register.

DO WASH YOUR HANDS

as often as necessary to prevent possible contamination of food. Proper handwashing is the single most important means of preventing the spread of disease. A foodservice worker infected with Hepatitis A can unknowingly pass this disease after inadequate handwashing. The asymptomatic carrier can pass the disease for 2 weeks before they show any onset of symptoms.



DO use utensils, such as tongs or tissue paper, or clean gloves when handling foods which are ready-to-eat such as salads and sandwiches.



DO wear clean clothes and keep your hair clean and confined. Dirty clothing carries disease-causing microorganisms which can contaminate clean hands. Oily, dirty hair can carry and hold large numbers of disease-causing bacteria.

DO keep your fingernails short and trimmed. Ragged nails harbor bacteria and are difficult to keep clean. Long false nails can break off into food and present the same hazards as ragged nails. Chipping polish can also contaminate a food product.

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Guidelins, Forms & Etc.

Programs

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Phonetic Pronunciation of DeColores

Day co-lo-race, day co-lo-race say vee-sten
lohs cam-pohs en la pree-ma-vay-rah

Day co-lo-race, day co-lo-race sohn lohs
pa-ha-ree-os kay vie-nen day a-fuay-dah

Day co-lo-race, day co-lo-race es el arco
ear-reece kay vay-mose-loose-ear

E poor eso lohsgrand-ace a-more-ace day moo-chos
co-lo-race may goo-stan a mee (repeat)

With rejoicing, with rejoicing in God let us live
in his life and his friendship

With rejoicing, with rejoicing we'll bring him our
own lives and thousands of others.

Satisfying, satisfying the thirst of the true King
who never can die

Shining out in the world's lonely night with the
colorful light of the love we live by. (repeat)

Con-te guy-oh, con-te guy-oh con el kiri, kiri,
kiri, kiri, kiri

La guy-eenah, la guy-eenah con el car-ah, car-ah
car-ah, car-ah, car-ah

Lohs poy-ay-ohs, lohs-poy-ay-ohs con el pee-o,
pee-o, pee-o, pee-o, pee

E poor eso lohs grand-ace a-more-ace day moo-chos
co-lo-race may goo-stan a mee (repeat)