

## **RESOURCE – KITCHEN**

### ***Team Meetings - snack schedule***

There will be a schedule for snacks at team meetings which has been set by the Secretariat and Rector(a)

Kitchen Team will have one scheduled time and also will be responsible for the meal at the host church at the non-overnighter. This meal will be paid for from VdC funds. Preparing and cleaning up following this meal or meals will give the Kitchen Team a chance to work in the host church kitchen and find out where things are and how best to work in that space.

### ***De Colores***

Learn the Song by practicing at team meetings.

Plan the presentation the kitchen team will give to the Weekenders on Friday afternoon when De Colores is first introduced.

The 'Chicken' should plan how he/she is going to present the song it should be a fun part of the Weekend.

### ***Placemats***

Each team member will be asked to make 15 placemats (5 border, 5 minimal decoration, 5 highly decorated)

One member of the kitchen team should be responsible for gathering placemats from the team.

### ***Treats for the Weekend***

Each team member is asked to bring a food contribution for the Weekend. This could be cookies, veggies, fruit, crackers, hard candy, soft drinks, water bottles.

You can direct this as you think would work best – maybe ask Rollo Room team to bring soft drinks and water, 4<sup>th</sup> Day cookies, Palanca – veggies, Kitchen candy and crackers.

### ***Coordinate with Church Staff***

It is a good idea for the Kitchen Rector(a) to meet with church staff to go over their weekend schedule so you will know ahead of time if there are any conflicts you will need to work around. The 4<sup>th</sup> Day rector(a) may be given a schedule by the church so coordinate with them first.

### ***Menu Planning***

The kitchen manual has a well planned menu. If you choose this menu, all the quantities are already planned out, shopping plans need to be made.

There should be a progression of meals going from dry cereal on Friday morning breakfast to the Agape Dinner.

Coordinate your purchases with your opposite Weekend team.

Prepare your food needs for the palanca list which should be e-mailed out to the 4<sup>th</sup> Day Community in plenty of time before the Men's Weekend. Ask the Rector(a) to make an announcement so that people can be reminded to ask their church, renewal groups etc to palanca food for the Weekend.

Keep a list of food which is given as palanca.

Keep menu simple.

Have plenty of fruits and veggies available at all times.

### ***Assign Duties:***

There is an assignment sheet in the Rector Manual. Make copies of this for everyone before the first full team meeting.

Go over each of the assignments and ask people to sign up for which one they would like to do. It is okay to have 2 people doing the same assignment but each area should be covered for the team to cover everything that needs to be done.

Work schedule – divide the team into smaller teams and assign the work schedule – prep, serve, clean-up. There are also scheduled “time-off” when the team should take a nap or go for a walk. It is important that no one on the team gets over tired.

Kitchen Schedule and Weekend Schedule should be posted so that everyone on the teams know what is scheduled to be happening all through the Weekend.

### ***Agape Meal***

Kitchen team is responsible for the food and for the table for the agape dinner.

Go through what is required and assign members of the team to different responsibilities

- Table set up
- Table cloth and napkin rental
- # of place settings for each seating
- Glasses and napkins
- Silverware
- Centerpieces
- Table for bread baskets, coffee pots and tea, cups and saucers, etc.
- Salad prep
- Chicken prep
- Veggie prep
- Rice/potato prep
- Dessert prep
- Sparkling Apple Juice
- Water pitchers – ice and lemon etc
- Butter pats for the tables.
- Bread rolls
- Serving – Kitchen Rector(a) should choose 6 people from the 4<sup>th</sup> Day community to be escorts for the dinner. They should not be spouses of a Weekender. Kitchen Rector should instruct on the method for escorting and on the menu and any special diets.
- Serenade is organized by the kitchen rector. The musician should be asked well in advance to give time to prepare. They play for the serenade and during the dinner. Singers are from the 4<sup>th</sup> Day team, Palanca team and 4<sup>th</sup> Day community.
- Serving area and clean up area
- Clean-up

Assistant Kitchen Rector(a) takes over the running of the kitchen once the Kitchen Rector(a) has gone to get ready to host through the dinner.

Angels – will be needed for this special meal. Kitchen Rector(a) should work with (or assign someone from the team maybe the assistant rector(a)) the Angel Coordinator on the 4<sup>th</sup> Day Team

Angels will be needed:

1. Table set up
2. Napkin folding
3. Flower cross

4. Build the wall
5. Decorate – ivy, lights, votives and candles
6. “runners” in serving area
7. Set up of salad and dessert
8. Wrapping the sparkling juice bottles
9. Clean up of Agape Dinner
10. Set up of second seating
11. Serving the teams and escorts at the second seating
12. Clean up of second seating
13. Tear down
14. Kitchen clean up to allow team members to attend the DeCuria.
15. Any other needs of the kitchen team at this time.

### ***Rollista Kitchen Angel***

Kitchen Rector(a) to obtain Rollista schedule from Weekend Rector(a)

Each member of the Kitchen Team to sign up for one of the Rollista's

Each of the Rollista's will sign up for a meal request to follow their Rollo.

They should give the number of guests.

It is recommended that the guests have a drink and some fruit and cookies while the Rollista may choose a meal or snack depending on the time.

The kitchen angel will prepare the snack and serve it in the designated area.

They should clean up afterwards ready for the next Rollista.

It is a good idea to have one member of the kitchen team responsible for overseeing all of the Rollista's and angels to make sure that there is not a gap or problem at any time.

### ***Sunday Morning***

Inventory and packing of materials to go on the truck.

Distribution of left over food. Use as much as possible for lunch. Several charities will be glad of the food.

Clean up of kitchen – it should be left in a better condition that it was in on Thursday pm.

Make sure all VdC food and drinks are accounted for and nothing is left in the kitchen without the permission of the church staff.

Clean up of dining area. The 4<sup>th</sup> Day community can help with this after lunch.

Coordinate with 4<sup>th</sup> day Angel Coordinator to make sure there are angels available to you for the cleanup of the kitchen/dining area. The kitchen team will be very tired at this time and as much help as possible from the community is very useful.

### ***Ultreya***

The meal will be a community pot-luck. The kitchen team is responsible for setting up and clearing up the kitchen and dining area.

### ***Questions???????***