

Highland Mennonite Brethren Church Ministry Manual Hospitality Group Guidelines

At Highland Mennonite Brethren Church (“HMBC”) we love to visit around food! By arranging the whole church community into Hospitality Groups, we aim to spread the workload among more than just a few people. Each person is a vital part of their group in doing various jobs at potlucks, rounds, and other events where food is served. People not on this list are welcome to come and pitch in where needed.

GROUP 1	GROUP 2	GROUP 3	GROUP 4
Bizoza, J & Nasingizwa, C	Adrian, R & E	Buckshon, C	Antoniuk, B
Funk, D & J	Arias, M & Ardila, K	Doble, R	Buhler, D & J
Ingabire, Esperance	Chiu, T & Tsai, L	Dueck, M	Butlin, D & A
Janz, H	Goertzen, W & D	Dueck, W & P	Doerksen, N & M
Janzen, A & B	Konkel, T & A	Janzen, G	Ham, S
Johns, M & T	Konrad, A	Jardine, K & A	Henderson, J & K
Linehan, B	Koop, S & A	Kerkkonen, S & S	Hildebrandt, B & J
Lust, G & E	Liong, Yuniha	Knelsen, M & K	Hildebrandt, D & M
Lust, R	Luanda, L & Kakuru, G	Lovering, L	Hoffman, J
Reimer, E & D	Penner, B & C	Quiring, A & L	Hoffman, R & L
Robinson, J & C	Pries, E & M	Schmidt, H	Maerz, M & Yue, J
Sandercock, J	Saad, M	Sondermann, M & A	Park, Jenah
Sandercock, M & S	Spadafora, A	Sturgess, A	Peddie, R & G
Zacharias, C	Theoplus, W	Sturgess, J & J	Plett, E
Zacharias, J & L	Tiessen, V	Woelk, M	Ratzlaff, H & E
Zacharias, M	Unruh, E & J	Yee, K	Schubert, G & D
Zacharias, N	von Kampen, P & J	Yee, J	Siemens, T
		Yee, M	

A **Kitchen Team Leader** oversees each meal and ensures that Hospitality Groups know what to do. Groups are on a rotation to help with one of the following responsibilities: **Set-up** (before the meal), **Serving** (during the meal), or **Clean-Up** (after the meal).

The Kitchen Team Leader...

- estimates how many people are expected (in conversation with the HMBC office);
- figures out how many round tables and settings per table are required;
- decides whether the meal will be served buffet-style or to the tables;
- checks to ensure paper products, coffee, tea, sugar, juice, etc. are available;
- arranges a time for the Hospitality Group responsible for set-up to arrive; and
- instructs Hospitality Groups in the specifics required for the meal.

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Set-up Hospitality Group members...

- arrive on time;
- set up round tables and place chairs around them;
- set round tables (e.g. tablecloths, centerpieces, salt & pepper shakers, sugar, plates, bowls, mugs, tumblers, napkins, cutlery);
- set up buffet tables, if required (e.g. tablecloths, hot plates/trivets, serving utensils, plates, bowls, napkins, cutlery bins);
- set up beverage station (e.g. tumblers; juice/water jugs or punch bowls/dispensers);
- set up coffee/tea station (e.g. mugs; clearly marked pump dispensers for regular coffee, decaf coffee, hot water; assorted tea bags; sugar and creamer; stir sticks or spoons);
- *if using large percolators, set these up with water and coffee grounds as per instructions posted in the cupboard; turn them on 1 hour and 15 minutes before the meal begins;*
- set out dessert plates/bowls and dessert forks/spoons; and
- set out bus bins near the kitchen door for people to clear their own dishes.

Serving Hospitality Group members...

- make their way into the Fellowship Hall promptly;
- divide specific tasks among group members to ensure nothing is missed (e.g. bring food to tables or staff buffet; refill bun baskets; serve coffee/tea; refill water/juice; monitor coffee station);
- prepare beverages (e.g. make sure coffee is ready, boil water, prepare juice, fill water jugs);
- prepare extras (e.g. pickles, buns, condiments, butter, juice/water jugs, carafes, creamer, etc.);
- stick to one portion size for serving at buffets (seconds are usually available);
- replenish serving dishes as needed;
- set out a variety of foods at potlucks, reserving some dishes for people at the end of the line;
- serve dessert as instructed; and
- spell each other off so everyone can enjoy their meal.

Clean-up Hospitality Group members...

- ensure that at least one group member is trained to run the dishwasher/sanitizer; start the dishwasher before enjoying the meal by switching on the "FILL" button and latching the door (allow approximately 15 minutes to reach the required temperature);
- divide specific tasks among group members (e.g. remove food from tables; remove dirty dishes from tables before dessert is served; wipe and store salt & pepper shakers; scrape and stack dishes for dishwasher; return clean dishes to their proper places; hand-wash pots and pans etc.; wipe tables and counters; fold and store tables; stack chairs);
- *do not to immerse coffee carafes, percolators, or pump dispensers; rinse and wipe them only;*
- remind people to take personal dishes home, place unclaimed dishes in lost and found;
- send potluck leftovers home in their dishes; divide unclaimed leftovers among group members; use proper storage principles for food staples in pantry, refrigerator, or freezer;
- ensure all appliances are wiped clean and turned off;
- take soiled linens home to launder; and
- leave the kitchen clean and tidy and ready for the next event.