

PROTOCOL FOR MINISTRY EVENTS THAT INVOLVE FOOD

Except for Deacons coffee hour, Sunday morning breakfast and holiday dinners, the church kitchen will not provide preparation of food at this time

The following is a guide to help organize events that include serving food.

Steps to be taken regarding a scheduled event:

All Events that Involve Food Ministry

1. Complete Purple Event Form found in the Office Supplies Closet
2. Contact the church receptionist who will relay the information to the designated Kitchen Ministry Member to help review the form
3. Purple event form procedure:
 - Distribute copies to persons indicated on form
 - Contact designated persons on Purple Event Form
 - a. The person who fills out this form keeps the original as verification of its completion.
 - b. Provide feedback to Kitchen Ministry Team for follow up

If these steps are not completed before any event in a timely manner the event may not be able to be scheduled due to scheduling conflicts.

Catered Events

1. Follow catering guidelines
2. Contact caterer to make arrangements and determine food costs
3. Fill out room set up sheet – distribute to custodians and ministry staff resource
4. Call the church receptionist who will relay event plans to the Kitchen Ministry Team; they in turn will be in communication with the ministry contact person to answer any questions that surface.

Preferred Caterers

501/Wise Guys
Battistes
Fandangles
French Laundry

Coffee for Meetings/BS/Classes

1. Coffee/tea/paper products etc will be available for use/ ministry staff will access
2. Each area has equipment to make coffee/hot water
3. Inventory will be done monthly to keep adequate supply on hand.
4. Cleaning and putting back the coffee equipment for use by the next group is an expectation.

Created 5/2010