

CARITAS DINNER INFORMATION DECEMBER 2018

16 Women and 18 children CARITAS guests + volunteer servers

To avoid duplication, please provide menu as soon as possible. Note if your entree is pork, please have an optional food.

Coffee, tea concentrate, ice, sugar, creamer, salt and pepper, plastic plates, bowls, eating utensils and napkins will be available. Basic cooking pots and utensils are available as well.

Spence Hall Kitchen (SHK) will be open for your use, if needed. We ask you to be there at least one hour before our guests arrive. The guests will arrive by bus at approximately 5:00 p.m and dinner should be served at approximately 5:30 p.m. They can be 15 min. early or late, so be flexible!

- Please prepare coffee (takes 45 min to 1 hour) and other beverages.
- Set up plates and plastic ware either in a buffet line in the kitchen or set tables in Spence Hall.
- You may serve cafeteria style from the kitchen or sit-down style in the fellowship hall.
- The room will already be decorated with tablecloths, etc. But feel free to add any personal touches!
- During dinner, please join our guests at their tables and be Christ's presence. Many would love to have the blessing of a listening ear or pleasant conversation.

After dinner, your group will be responsible for cleaning up the kitchen and the dining tables.

- Cleaning items will be available for you.
- Place all garbage in the trash containers and take the bags to the dumpsters (you will need to drive any trash bags to the dumpster near the playground. (The one behind Spence Hall is for recycling only.)
- Please clean all kitchen utensils that you use.
- Take any leftovers home or place in the refrigerators marked as donation for homeless shelter. Volunteers will take care of distributing them.

Please record your individual or group volunteer time in the CARITAS logbook also located in the kitchen. Estimate how much time you spent in providing or preparing your meal items. This is very important to log for CARITAS because they are required to provide this information in their applications for grant money.

If you have questions, please contact:

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For I was hungry and you gave me something to eat, I was thirsty and you gave me something to drink, I was a stranger and you invited me in.... Matthew 25: 35 (NIV)