

REFRESHMENT COMMITTEE

Revised March 2018

General Information

The following is information compiled from the Upper Room Handbook and past Central Alabama Emmaus Walks. Emmaus depends on a team of ordinary Christians working together in the spirit of Christ according to the directions of an objective manual for a proven model. The most important guideline for persons serving in any support role is that they serve humbly, selflessly, and invisibly, insofar as that is possible. These roles are exercises in anonymous servant hood. While they bring great personal satisfaction and are among the favorite avenues of service, they are not occasions for outward recognition by the team or Pilgrims. The reward for these acts of service is experienced in the giving, and the reward is great.

There are specific food and decoration guidelines which should be followed. All food handling requirements used by meal preparation team apply to refreshments team as well. This includes use of hair nets, beard nets, hats for men as well as required hand washing techniques. Any questions about the health requirements should be director of Meal preparations.

Refreshments get a little more elaborate each day, in line with the designed flow of the weekend to unfold before the pilgrims. The general idea is for the committee to prepare and put out the refreshments and let the pilgrims serve themselves. Many interactions between the pilgrims and members of the conference room team take place during refreshment breaks, and those on the refreshment committee should not intrude on this interaction. The refreshment committee is not the host/hostess, but merely to set up and serve when snacks are to be replenished. It is important to remain unobserved in the background.

BEFORE THE WALK BEGINS

It is important to attend the team meeting for background team.

There is a suggested food list at end of this document. However, it may need to be adjusted for any special dietary needs for particular pilgrims on particular walks. (i.e.diabetics, gluten free etc...) Also adjust the list according to leftover inventory from previous walk.

The chairperson is to see that there are enough snacks donated from members of the community to last the entire walk, including Send Off the first evening. It is important to send an email to each cluster Lay Director asking members of the community to help with the refreshment list or donations of money. Please attach the list of foods needed to your email. The list of clusters and email addresses are on the web-site. www.caew.org. Checks should be made payable to CAEC. The list of food needs can also be circulated at team training meetings, cluster meetings, and/or reunion groups. **Those signing up should be reminded by phone or email to get donated items to camp either Wednesday night or Thursday morning. Items needed for sendoff should be at camp by Wednesday afternoon.** The list of suggested foods is at end of this document. In the event that items need to be purchased, please do so and submit a reimbursement request to the CAEC treasurer. Every effort to keep purchases to a minimum is appreciated!

Coffee, plain cups, white napkins and plates are shared with meal service supplies. Also, the required cups with lids and straws are ordered by kitchen manager. Refreshment chair must purchase colored table cloths for use on Friday. Colored napkins and plates should come from existing inventory or be purchased by the committee. 2 liter drinks and leftover unopened snacks from training meetings should be taken to camp by either the weekend lay director or refreshment chair. Please coordinate this with the LD. If you don't get enough drinks (need at least 60) from the LD then you will need to purchase additional drinks. The chairperson is responsible for enlisting workers for each refreshment break. It is preferable that at least one of the refreshment committee stay at the camp during the entire weekend.

The Chair Person should be in the kitchen by 3pm of the first day to check in refreshments, unpack, and set up the supplies, and prepare the Send Off refreshments.

DURING THE WALK

At the beginning of the walk, please make sure that logistics has set up tables (2 long tables- one for food, one for drinks) outside of the conference room. *We now have 2 12 x 12 canopies with rope lights which should be set up outside the conference room for your use. Make sure Logistics has them set up with extension cords for the lights to be plugged in at night.* The drink table can go against the outside wall right of the front entrance. At Camp Alamisco, the refreshments must be transported from the kitchen up the hill to the area outside in front of the conference room. Most refreshments are served in this area, with the exception of Send Off, which is served in the rear of the dining hall. If there is inclement weather, chairperson should check with LD for his/her preference for an indoor area. In addition to preparing food and drink for each refreshment break, it is the committee's responsibility to prepare coffee pots, drinks, ice, cups, napkins etc. for morning coffee in the foyer. Also need one large table and one small table in foyer of conference room for morning coffee setup. This can be set up in the evening (best time is during dinner while pilgrims are downstairs) and covered with a tablecloth. Coffee pots will be plugged in the morning by the ALDs. PLEASE VERIFY WITH ALD! (May consider asking ATL or TL as they are right there and needs to be done by 5am) It is also important to leave **some crackers as a light snack** for any one with special dietary needs (diabetics) in case a need arises during the night.

If the community brings water for the conference room, please have available for the ALD's to put in the foyer or Refreshment chair take to the foyer each day.

MORNING COFFEE SETUP:

- Regular coffee (set up on main table with drinks) (one small bag of coffee makes 10 cups, if using can coffee, ½ cup=10 cups. 3 cups of coffee will make 60 cups)
- Decaf coffee (set up on opposite side of foyer)
- Soft Drinks
- Sugar, sweeteners, creamers, stirrers, straws
- Cups and Lids (coffee size cups **ONLY**)
- **Bottled Water and Ice in ice chest (24/7)**
- Light snack option for diabetics (crackers, etc.)

It is also refreshments responsibility to clean up the foyer in the morning after the pilgrims go to chapel or during breakfast.

EQUIPMENT AND SUPPLIES

The space for storing food/supplies, as well as preparation space is extremely limited at Camp Alamisco. The meal preparation committee and refreshment committee share the kitchen area. For this to work, all must do their part to be flexible, understanding and considerate. The refreshment committee normally uses the back part of the kitchen closest to the door. Only the people actually preparing the food should be in the kitchen. Please keep the back door closed. Many of the supplies may remain in storage boxes when not being used. All the storage boxes should remain in an orderly manner in the covered area outside the kitchen door. All utensils, trays, pitchers, should be washed and put away as soon as possible. Any food for refreshments that is stored in the cooler or freezer should be kept in one area. If needed, please NICELY remind other back ground workers that refreshments are primarily for the pilgrims. Background team is welcome to any refreshment leftovers that cannot be saved until the next walk.

INSTRUCTIONS FOR THE END OF WALK

All equipment and supplies should be labeled and stored at the conclusion of the Walk. All tablecloths should be laundered before packing away. There is a washer and dryer off the kitchen. If preferred, Chairperson may bring table linens from home to use as to not have to launder at the camp, as long as they are the color linens required by the handbook. **An inventory of all equipment, supplies, non- perishable food should be completed before packing up on the last day. There is an inventory form at the end of this document. This information should be forwarded to the CAEC board rep for refreshments by email as soon as possible.** Any unopened and non-perishable food should be packed away for the next upcoming walk. All leftover food can be offered to the Conference Room Team. **Also, please include the list of back ground workers helping in refreshments for the weekend. Send this list to the Board Rep AND to Rita Carswell @ ritacarswell14@yahoo.com or 538 Winding Road, Dadeville, AL 36853**

REFRESHMENT SCHEDULE AND SUGGESTED MENU

Wednesday Sendoff 6:00 pm * be sure to plug in coffee by 5:30 or please designate someone to do this for you.

- 3 dozen store bought cookies, 1 doz sugar free (if needed) and 1 doz gluten free (if needed)
- 6 two liter drinks (assortment of diet and regular)
- Coffee (**decaf** – 40 cups in warm weather and 60 cups in cold weather)
- Creamer, sugar, sweeteners, stirrers, straws
- 125 white napkins
- 125 cups for drinks and coffee (**small cups only**)
- Cup lids
- 2 pitchers of water
- Large bowl of ice and scoop

****** Following Sendoff set up morning coffee**

Morning Coffee setup:

- Regular coffee (60 cups)
- Decaf coffee (40 cups)
- Hot Water Pot (30 cups) (especially during cold months)
- Soft Drinks (6-8) ..(tea, apple cider, cocoa in basket)...(especially during cold months)
- Sugar, sweeteners, creamers, stirrers, straws
- 65 Cups and Lids (**coffee size cups ONLY**)
- **Bottled Water and Ice in ice chest (24/7)**
- Light snack option for diabetics (crackers, etc.)

Thursday Morning during chapel (7:10) or breakfast (7:45), please remove coffee pots and drinks from foyer. Clean up and remove trash.

Refreshments has their own small coffee pot, so make fresh coffee for all breaks and put in carafe's right before you take up for breaks.

Thursday Morning:

10:25 First Refreshment Break- (begin preparing at 9:00) Set up outside of conference room. (Weather permitting). If it is raining, set up inside foyer (quietly) or outside under hang.

DO NOT SET UP UNTIL AFTER THEY GO UP FOR PICTURES

- Plain table, no cloth
- 65 white napkins and 65 white plates
- Cups with lids and straws (2 sizes)
- 3 more soft drinks added—should have at least 6 full ones
- Coffee and hot water for tea & cocoa (**for cold weather brew fresh coffee in small pot**)
- Sugar, sweeteners, creamers, stirrers
- 6 dozen store bought cookies
- Fruit tray-4 oranges sliced, 3 red & green apples each sliced, 6 bananas chunked with skin on and grapes. Dip sliced fruit in pineapple juice to preserve.
- **Be sure to add Gluten Free and Diabetic items**
- **Bottled Water and Ice in ice chest (24/7)**

Thursday Afternoon:

2:35 Second Refreshment Break

- Plastic White Table Cloth
- 65 white napkins and 65 white plates
- Cups with lids and straws (2 sizes), stirrers
- 4 soft drinks added
- Fresh brewed Coffee, (hot water for coco and spiced tea), (sugar, sweeteners, creamers)
- Lemonade in pitchers (May not need in colder weather)
- 6 red, 6 green apples sliced served with peanut butter or caramel dip

- ½ Celery stuffed with spread of cream cheese and stuffed olives (drain and chop olives and stir into softened cream cheese) (**May want to prepare at home in food processor**) and ½ Celery with Pimento Cheese Spread.
- Prunes
- 4 dozen homemade cookies
- 1 large dip style potato chip with onion dip
- **Be sure to add Gluten Free and Diabetic items**
- **Bottled Water and Ice in ice chest (24/7)**

NOTE: Following clean up, leave drinks and bottled water out for refreshments following long break.

THURSDAY NIGHT:

8:10 Third Refreshment Break

- White fabric tablecloth
- 65 colored napkins
- 65 colored plates
- Cups with lids and straws (2 sizes)
- Brownies, cookie bars and/or Rice Krispy treats
- Vegetable tray (broccoli, cauliflower, carrots, celery, peppers etc) with dip.
- Cheese cubes and crackers
- Salsa and Chips
- Nuts
- Prunes
- **Be sure to add Gluten Free and Diabetic items**
- 6 soft drinks
- Pitcher Lemonade
- Coffee and hot water with tea, hot cocoa, etc. if needed
- **Bottled Water and Ice in ice chest (24/7)**

NOTE: Following clean up, prepare morning coffee and take to foyer. Cover with cloth. **Be sure to put ice chest with water in foyer.**

Morning Coffee Setup:

- Regular coffee (60 cups)
- Decaf coffee (40 cups)
- Hot Water Pot (30 cups) (especially during cold months)
- Soft Drinks (6-8) ..(tea, apple cider, cocoa in basket)...(especially during cold months)
- Sugar, sweeteners, creamers, stirrers, straws
- 65 Cups and Lids (**coffee size cups ONLY**)
- **Bottled Water and Ice in ice chest (24/7)**
- Light snack option for diabetics (crackers, etc.)

Friday Morning:

9:20 First Refreshment Break

- Colored plastic table cloth, simple decorations
- 65 napkins, 65 small colored plates, 65 cups, lids and straws, stirrers, straws
- Coffee cake or pound cake, sliced
- Fruit tray- apples, oranges, bananas, grapes, pineapple, strawberries with Fruit Dip
- Left over sweets
- Cheese Ball and crackers
- Prunes if available
- **Be sure to add Gluten Free and Diabetic items**
- Soft drinks, coffee, hot water, tea, cocoa, bottled water
- Fresh brewed Coffee and set up as previously
- Pitcher Lemonade
- **Bottled Water and Ice in ice chest (24/7)**

Please make sure you have water, drinks and ice out on table after lunch for their long break.

Friday Afternoon:

3:40 Second Refreshment Break (This break is only about 2 hours before dinner. This will be much reduced break and at times may be eliminated due to time restraints. All items should be pre-package for the pilgrims to be able to just “grab and Go” if needed. Please put these items in the baskets.

- Colored tablecloth, very simple decorations to tie in with Lay Director Walk Colors.
- 65 mixed colored napkins, cups, lids and straws
- 3 doz Pre- packed individual peanut butter or cheese crackers, pretzels or popcorn
- 3 doz Pre-packaged Cookies
- 3 doz Pre-packaged candies such as M&M
- **May need to consider gluten free or sugar free pre-packaged items as needed.**
- Soft drinks, lemonade, coffee, water, hot water with tea, cocoa, etc. Set up as previously.
- **Bottled Water and Ice in ice chest (24/7)**

FRIDAY NIGHT PARTY:

This event is handled by a separate committee. Coordinate with Friday night party Chair about Saturday morning coffee set up.

Saturday Morning Coffee Setup

- Regular coffee (60 cups)
- Decaf coffee (40 cups)
- Hot Water Pot (30 cups) (especially during cold months)
- Soft Drinks (6-8) ..(tea, apple cider, cocoa in basket)...(especially during cold months)
- Sugar, sweeteners, creamers, stirrers, straws
- 65 Cups and Lids (**coffee size cups ONLY**)
- **Bottled Water and Ice in ice chest (24/7)**
- Light snack option for diabetics (crackers, etc.)

Saturday Morning:

Set up out in foyer outside of conference room during breakfast. Keep it very simple.

- Ice, cups, lids, straws, water, drinks (refresh as needed until afternoon) Use bottled water if possible and put in ice chest. Logistics will clean this up.
- **Put any leftover items in baggies and put on table in foyer for pilgrims. Put the fresh veggies as well as salty items in baggies. Have a variety of sweet and salty.**
- **PLEASE DO NOT PUT ANY PRE-PACKAGED ITEMS ON TABLE UNLESS THEY ARE NEEDED (they can be saved for the next walk) (check expiration dates)**
- Small white napkins
- **Begin packing all refreshment items for Logistics to take to storage. Be sure containers are washed and dried thoroughly to avoid mold and mildew. Compile written inventory of food and drink to give to Refreshment Board Rep along with list of everyone who worked refreshments.**
- **Bebe orders 16 oz. drink cups, lids for drink cups and coffee cups, stirrers, straws and white small plates. These items need to be added to her inventory, so communication is important.**

Please make sure all items that cannot be saved for the next walk are not wasted. Give to background workers. Pack up items that can be saved for the next walk and check with Bebe to see where you need to store them.

Please remember to email Board Rep the inventory and worker list. Also turn in any receipts for reimbursement. Send worker list to Rita Carswell @ ritacarswell14@yahoo.com or 538 Winding Road, Dadeville, AL 36853

DeColores and Thank you for your service!!!

Refreshment Inventory – These items are usually purchased by the Chair of Refreshments if needed. Please indicate on the inventory sheet at the end of the walk if these items need to be purchased for the next walk.

	On Hand	Needed
Snack Baggies		
Medium Baggies		
Large Baggies		
Toothpicks		
Plastic Wrap		
Aluminum Foil		
Colored Small Plates		
Colored Napkins		
White Small Napkins		
Packing Tape		
1 doz Apple Cider Packets		
Box of individual tea bags		
Box of individual packets of Cocoa		
Lemonade		

Refreshment Sign-up & Inventory List (Pass this around at the first team meeting)

NEED all items at the Camp Wednesday night if at all possible

Items in RED we MUST have Wednesday by 5:00p.m. Because they are served at Send off

ITEM	Name	Email	Phone
Store Bought Cookies 3 doz. **			
Store Bought Cookies 1 doz.(Sugar free if needed) **			
Store Bought Cookies 1 doz.(Gluten free if needed) **			
Store Bought Cookies 2 doz.			
Store Bought Cookies 2 doz.			
Store Bought Cookies 2 doz.			
Store Bought Gluten Free 2 doz. If needed			
Store Bought Sugar Free 2 doz. If needed			
Homemade Cookies 2 doz			
Homemade Cookies 2 doz			
Homemade Sugar free 2 doz (if needed)			
Homemade Gluten Free 2 doz (if needed)			
Apples – Green – 12			
Apples – Red - 12			
Bananas – 4 lbs.			
Bell Peppers, 2 red, 1 green, 2 yellow			
Broccoli 1 medium head			
Brownies (2 large pans)			
Cake (Pound or Coffee)			
Caramel Dip – 1 container			
Carrots (Baby) – 1 lb.			
Cauliflower – 1 medium head			
Celery – 3 heads			
Cheese Ball – 1 large			
Cheese Cubes (Cheddar) – 1 lb.			
Cheese Cubes (Pepper Jack) – 1 lb.			
Cookie Bars (2 large pans)			

Crackers – 3 boxes (not saltines)			
Cream Cheese –3 - 8 oz pkg.			
Fruit Dip 1 container			
Grapes Green - 4 lbs			
Grapes Red - 4 lbs			
Nuts – assorted 1 large can			
Olives - Green – 2 – 6 oz. jars			
Onion Dip 1 container			
Oranges – 16			
Pimento Cheese			
Pineapple (Chunk) – 2 – 20 oz. cans			
Pineapple Juice- 2 large cans			
Potato Chips-dip style 1 large bag			
Pre-packaged individual peanut butter or cheese crackers 3 doz			
Pre-packaged individual cookies 3 doz			
Pre-packaged individual pretzels 3doz			
Pre-packaged Popcorn			
Pre-packaged candy such as M&M's 3 doz			
Prunes 2 bags pre-wrapped if available			
Rice Krispy Treats			
Salsa – 1 large jar			
Strawberries – Fresh 2 quarts			
Tortilla Chips – 1 large bag			
Vegetable dip- 1 cup			
Bottled water 2 cases			
Bottled water 2 cases			
Bottled water 2 cases			
Bottled water 2 cases			

Central Alabama Emmaus Community Refreshment Sign-In Sheet

Walk # _____

Chairperson(s): _____

Co-Chairperson(s): _____

PLEASE PRINT YOUR NAME and Walk Number and current contact information.

Name	Walk #	Phone #	Email Address

Note to Chairperson: Please see that each person who serves in your area logs in. Give the completed log to any member of the CAEC Board at Candlelight or Closing or mail to Rita Carswell, 538 Winding Road, Dadeville, AL 36853 or email to ritacarswell14@yahoo.com