

# Hope Lutheran Church Serving Manual

June, 2017 - July, 2018



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If you are a member of Hope Church over 18 years old, live in Fosston or the vicinity and are not in a nursing home, you are included as a member in one of our serving groups. Our congregation has been divided into 7 serving groups. Each group will have the responsibility of serving coffee hours and whatever else occurs during the month to which the group is assigned. The groups will be advanced so that they will serve a different month the following year. (These groups are family groups, and spouses and children are encouraged and expected to participate.)

Activities such as the Meatball Supper, the Cookies by the Pound sale, and the spring Spaghetti Supper will be the responsibility of the whole congregation and directed by the Women of Hope Board. The serving groups will be led by Co-chairs, so responsibilities can be shared.

If your name has been left out, if your contact information is incorrect, or if you wish to add contact information, please call the church office at 435-6765. If you have questions regarding your serving group, please call one of the co-chairs of your group.

### Procedure for Serving Coffee Hour

- Approximately 4 people are needed to serve.
- Plan to serve about 100 people, except for special occasions.
- Coffee, tea, hot chocolate, lemonade, and napkins are provided by the church.
- Individuals serving are responsible for providing food (cookies, breads, etc.) to go with coffee.
- Brew enough coffee to fill two servers for each table. Instructions for the coffee maker are posted in the kitchen.
- Place food on plates with enough for 8 people and cover. If you wish, you may have people come to the window to pick up their food.
- Make about 4 pitchers of lemonade before church and put in the refrigerator. Hot water for hot chocolate and tea may be taken from the middle spigot on the coffee pot. Hot chocolate mix, tea bags, lemonade, water, cups, glasses, cream or creamer, and sugar can be set at the serving window.
- Set tables with cups and napkins or have cups at the window to pick up. Any cups you put out on tables should go through the dishwasher before they are returned to the cupboard.
- The dishwasher needs to be turned on for 15 minutes before using.
- Please launder dirty towels and return to the church promptly.

### Helpful Hints:

- Please dispose of coffee grounds in the garbage, not down the drain.
- When washing out the coffee servers, do not immerse in water.
- Table linens, candleholders and possible table decorations are located at the back of the dining room in the cupboards below the bookcase.
- Tables can be set the night before if there are no activities scheduled at the church.

### Kitchen Clean-up Checklist:

- ✓ **Are all dishes washed and put away?**
- ✓ **Has the kitchen floor been swept?**
- ✓ **Are coffee pots cleaned and put away?**
- ✓ **Is the stove fan turned off?**
- ✓ **Are the counters wiped off?**
- ✓ **Are table linens put away?**
- ✓ **Are leftovers being taken home and not left in the refrigerator?**
- ✓ **Is the dishwasher turned off?**
- ✓ **Are dishcloths, towels & table linens taken home for laundering?**
- ✓ **Are the dining room tables wiped off?**

### Procedures for Serving a Funeral

Serving groups will rotate serving funerals. Group 1 will serve the first funeral, Group 2 the second, etc., until all 7 groups have served. At this time we will go back to Group 1 and start through the list again. This should prevent having to serve more than one funeral during a month and more equitably distribute this responsibility among the serving groups.

The co-chair of your group will be contacted by Sue Norquist or Ilene Sistad about the time of the funeral and the best guess as to how many people might be expected.

To serve 75-150 people, secure 6-8 people.

### Menu for a Morning Funeral

Hotdish (main dish salad in summer), Buns and Butter, Pickles, Cake, Cupcakes or Bars, Coffee & Lemonade

### For an Afternoon Funeral

Filled buns, Pickles, Cake, Cupcakes or Bars, Coffee & Lemonade

For a funeral of a non-member, the serving group will serve an afternoon lunch, but will not serve a noon meal.

When serving a funeral, order buns from the bakery. Generally it's better to call and order in advance instead of just taking them from the shelf because you are sure they're nice and fresh and exactly the size, etc., that you want. Buy butter if needed. (It's good to check the refrigerator because often there is some available.)

If you are serving an afternoon funeral, also order sandwich filling or have ham sliced thin. **These items may be charged to Women of Hope.** (The account number at Palubicki's is the church kitchen phone number: 435-1353.) Be sure to write "funeral" on the slip from the store, sign it, and leave it in the office.

If you are serving a morning funeral, hotdish or salad (depending upon the season) will be prepared at church with the basic ingredients provided. If you need help, contact one of the volunteers on page 4.

The Co-chairs will need to get sufficient cakes, cupcakes or bars from the serving group and workers.

#### **Schedule:**

- Set the tables. The funeral director will usually come down to tell you the attendance so you can make any adjustments necessary.
- Cupcakes/cake/bars and buns and whatever else you're serving should be picked up at the window.
- If you're serving hotdish, it's best to use the church dishes for everybody instead of paper plates.
- When serving hotdish, remember to put salt and pepper on the tables.
- Put trays of glasses at the window for your lemonade. (A couple pitchers of water are nice also.)
- Put cream, or a substitute, and sugar at the window.
- Make coffee and have 2 coffee servers for each table ready to fill.
- Make lemonade and refrigerate.
- See that extra food is sent home with the family and not left in the kitchen refrigerator.

#### **Helpful Hints:**

- Select a hostess from your servers. She can help direct people to fill the tables rather than serving half full tables.
- Have water, glasses, lemonade, cream and sugar available at the serving window.
- Make sure the people at the tables have everything they need.
- The dishwasher needs to be turned on 15 minutes before using it.
- Towels should be taken home, laundered and returned to the church promptly.

**Please review the kitchen clean-up checklist on the page 2 before leaving the church.**

**It is sometimes difficult to find people to serve at a funeral with so many people working. The following people have volunteered to help with any funeral if needed:**

Nancy Andree	435-6349	ndandree@gmail.com	
Kathy Carlson	435-1814		
Helen Mae Frethem	435-6850		
Judy Halvorson	435-1750		
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Phyllis Malwitz	435-1677	pmalwit@gvtel.com	
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Sandy Riveland	435-1956		
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Mary Steinbrenner	435-6245	mearly@gvtel.com	
Jeanie Stout	435-1921	tjsto@gvtel.com	
Hazel Trogstad	435-1731		
Mary Tronerud	218-694-2421	218-431-0480	
Mavis Veum	435-6649	mveum@gvtel.com	Cell: 218-280-0581
Carol Wold	435-6674	clwold@gvtel.com	

#### **GROUP 1 - JUNE, 2017 & JANUARY, 2018**

##### **Chairpersons:**

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## **GROUP 3 - AUGUST, 2017 & MARCH, 2018**

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#### **GROUP 7 - DECEMBER, 2017 & JULY, 2018**

##### **Chairperson:**

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