

Lunch Bunch Guidelines **Georgetown Presbyterian Church**

Coordinating Lunch Bunch is a fun way to meet people at Georgetown Presbyterian Church. Many members look forward to Lunch Bunch each Sunday and enjoy the fellowship. Thank you for participating in this fine tradition.

THE DEACON COMMITTEE COORDINATOR – DUTIES

- The Deacon in charge for the month recruits volunteers (both a Lunch Bunch coordinator and servers) to help with Lunch Bunch. It's best to recruit volunteers three to four weeks before the date you are coordinating Lunch Bunch.
- One week before check the kitchen to ensure there are enough condiments (mayo, ketchup, mustard, jelly, peanut butter) or anything else you'll need.
- Check the sign up sheet located on top of the podium just inside the entryway in the Georgetown Room for folks who have signed up to volunteer.
- If you are short of volunteers, try recruiting your Parish Zone, friends and family from GPC. Everyone loves to be needed!
- If you are still short of volunteers, contact the Deacon's Hospitality Committee.

LUNCH BUNCH COORDINATORS, PREPARERS AND SERVERS (4-5 people including the overall Coordinator for the week) – Duties

- The Lunch Bunch Coordinator for the week is responsible for planning the menu, buying all the ingredients, and assembling and serving the meal. In terms of what needs to be purchased, this would include the main dish, salad (other than tuna), fruit, dessert, and the beverages (other than coffee and tea).
- Preparers should arrive at church between 9:00-9:30 am to make sandwiches, heat the soup, dish the salad and help setup for the Lunch Bunch.
- During Lunch Bunch, you will need two cashiers and probably two servers to ensure that things get refilled and to help serve the soup.
- Servers should leave the church service during the last hymn to get to the Georgetown Room to serve the food, and should expect to be busy until 12:30pm. The hungry crowd seeking food and fellowship comes quickly!
- After everyone has gone through the line, and members seem to be at the end of their lunch, clear the buffet table of all remaining food and take to the kitchen. Aside from deciding what to do with the leftovers, coordinators, preparers and servers are not responsible for cleaning up. This is the custodian's job and will usually be in the kitchen cleaning up as the food is served. If there are any accidents during lunch bunch (big spills, broken dishes, etc), the custodian will be available to help clean up.

HOW TO PREPARE LUNCH BUNCH

The Basics

- We serve about 50 - 80 people, depending on the season and weather.
- Preparations can be done at home, but you can also prepare everything at the church. The church has an extensive supply of large serving bowls, platters and utensils so you do not need to bring your own.
- Condiments are supplied by the church and include mustard, ketchup, mayonnaise, peanut butter, and jelly.
- If you would like to drop anything off on Saturday, the church is usually open until about 3:00pm. Please call before Saturday to coordinate getting in to the church. On Sunday, the church opens at 8:00am.
- The tables will already be setup and the serving table will have table clothes. Soup mugs, utensils, plates, napkins and trays will be setup.

Soup

- Prepare the Soup First – Soup is provided by the church and is stored in the cabinet to the right of the refrigerator.
- There is a large double boiler, which will prevent the soup from burning and will keep it warm during the service. The custodian usually has this setup on the stove for us before we arrive on Sunday. Lower the heat once the water in the double boiler begins to boil.
- Leave the soup over low heat during church.
- You will find the soup in the cupboard above the microwave. Usually 3 – 4 large cans of soup will serve 60 people.
- The Custodian will place the soup on a serving cart so that it can be wheeled out to the table just before the people arrive after the church service. If you prefer, feel free to make your own soup.

Sandwiches

- We usually make about 40 whole sandwiches for adults and 15 sandwiches for children, and then cut them in half. A large loaf of bread will generally yield about 15 sandwiches, so you will need to purchase 3 - 4 loaves of bread (or 60+ rolls). Feel free to use white, wheat, rye or other breads. Keep in mind that some folks can only eat dark bread, and that children generally prefer white.
- Please do not use the “heels” of the bread.
- Try to have at least two kinds of filling.
- IDEAS: tuna salad, egg salad, chicken salad, turkey and provolone, ham & swiss, Italian cold cuts and cheese. If you plan to use meats and cheese in ALL your sandwiches, you will need to purchase about 3 - 4 lbs. of lunchmeat and 2 - 3 lbs. of cheese in order to make 60 sandwiches.

- If you plan to make tuna, egg or chicken salad, you will need to make about 1 - 2 gallons of salad to make 60 sandwiches. Just cut these numbers in half if you want to make ½ the sandwiches with lunchmeat and cheese and the other ½ with some kind of salad. Mayonnaise and tuna are provided by the church. Check the refrigerator at church in advance to see if you need to purchase mustard or any other condiments you would like to put on the sandwich. (Lettuce and tomato are a nice touch, but sometimes make the sandwiches harder to handle).
- Please make 15 sandwiches for the children, such as PB&J, PB & honey, cream cheese and jelly, or cheese sandwiches.
- Slice all of the whole sandwiches in half diagonally, and place in rows on the two large metal trays located next to (or on top of) the refrigerator. Put any additional sandwiches on smaller trays.
- Cover all sandwiches with wet paper towels so they do not dry out.
- Place the trays on the serving table just before you go into the service.

Sometimes, especially in winter, lunch bunch volunteers prefer to make a hot meal (lasagna and garlic bread, chili and corn bread, etc.). This is fine. However, PBJ or other sandwiches still need to be made for the children.

Salad

- Make 1-2 salads (the choice is yours) which total about 60 half-cup servings.
- IDEAS: tossed green salad, Caesar salad, cole slaw, potato salad, fruit salad, three bean salad, spinach salad, etc.
- We've found that using the preparing "salad in a bag" products makes it very easy because you just open the bags, rinse the leaves, toss them in a bowl with some vegetables, dressing, crotons and/or cheese and you're set.
- Fruit salad is especially popular because it is a healthy and delicious choice (and some folks can't have sweets like cookies, etc.).
- After you're prepared the salad(s), put them in individual serving bowls and carry them out to the serving table just before you go into the service. Or you can make a couple of big salads and serve the salad as the members go through the buffet line.

Dessert

- Plan to make or buy about 60 - 70 servings of dessert.
- IDEAS: cookies (usually 2 per person), brownies, cakes, pies, etc.
- Cut up the desserts (if necessary) and put them on small individual plates. Small sizes are popular. Place them on the table before going to the service.

Beverages

- You will need to purchase about 1 gallon of juice (fruit punch, lemonade, apple juice, etc.) and 1 gallon of milk to serve each Sunday. Coffee and tea are provided by the church.
- Transfer the juice into serving pitchers (available in a kitchen cabinet) so that it is easier to pour into the small paper cups.
- Wait until the last hymn to pour the beverages so they do not get too warm.

PRICING

- Please try to break even on expenses. Following is a suggested guide. If you are having an expensive item, you may need to set a higher price. Please charge enough to cover the cost of the materials provided by the church as well as the cost of the food that is prepared by the volunteers. Price each item to end in zero to make it easier for the cashiers.

Sandwiches:	\$1.00 - per half (more if you use more expensive filling)
Soup:	\$0.50
Salads:	\$0.50
Desserts:	\$0.50
Beverages:	\$0.50

- Write the menu on the white board on the stage listing each item and its price in large legible writing.

SERVING LUNCH BUNCH

Preparers:

- Leave the sanctuary at the beginning of the last hymn so you will have time to pour the beverages, uncover the sandwiches, and get a head start on ladling the soup into soup cups. People come out quickly once the services ends.
- Please set aside three trays of food for the minister and associate pastor. They arrive late sometimes and all the food is gone.

Suggestions:

One person can serve the soup, one can pour beverages, one can keep an eye on the food and replenish as needed, and one to watch over the table and do quick clean-up.

Cashiers:

Cashiers should also leave the church early and obtain the cashier box from the kitchen closet. The box contains a form showing the amount of cash in the box. After lunch, cashiers should count the money, reimburse the preparers (please leave a record of what was reimbursed) and fill out the accounting form.

AFTER LUNCH BUNCH

- Preparers should make sure that the serving table is cleared.
- **Please make every attempt to not leave any leftovers.** Be sure to take, distribute, or give-away the leftovers. If you truly believe they can be used for the next Sunday, please make sure you mark the date on the package and indicate that they're for Lunch Bunch.
- Make sure the next week's coordinator is aware of any extra food. If the leftovers are appropriate for the staff lunch throughout the week, please make sure one of the church staff is aware of the food left in the refrigerator.
- You may call one of the following shelters to see if they would take a donation:
 - Aged Woman's Home, 1255 Wisconsin Avenue, NW (202-333-7148); located at Wisconsin and N Streets.
 - Zaccheaus Kitchen, 945 G Street, NW (202-393-9144).
 - Many homeless folks congregate at McPherson Square on Sundays (weather permitting) and welcome leftover sandwiches.
 - If it's just a little leftover, kindly offer to the custodian or other members of the church to take home with them.
- Present receipts as an account of your expenses to the cashier and you will receive your money the same day you work Lunch Bunch, or attach the receipt to a pink "Register for Payment" slip and leave in the secretary's mail box downstairs, or send to the secretary in the mail.
- Remind the cashiers to sign their names to the final ledger turned into the church (give the box to the custodian) after Lunch Bunch.

Thank you very much! Lunch Bunch is a favorite tradition for many GPC members and we truly appreciate your time and efforts in supporting this fine tradition at Georgetown Presbyterian Church.