

Guidelines for Potluck Leaders:

Over view: Recruiting help. Getting food organized, setting up, cleaning up. The food organization can be done during Sabbath School; the pastor prefers that we do not miss church. Missing church is not necessary.

All the necessary supplies are supposed to be in the middle closet (potluck coordinator is responsible for keeping the supplies stocked).

We use kindergarten room as over flow. Do not open Youth room as trying to keep clean up to two rooms/areas. Due to fire code, we do not place tables in hallways.

~Ask for help 3-5 are adequate depending on the size of potluck. If it is a big one and you are not comfortable or you are new to leading, **ASK** some of those that are seasoned to help, as they know the drill. Do not be shy.

Getting Organized & some setup: Do this during Sabbath School, so starting 10 will help

~**Start** the oven at 215 degrees...Make sure that they are on convection. This will warm foods and keep them warm without compromising their quality or burning. As casserole arrive put them in ovens making sure then are covered with foil not saran wrap.

~**Cover** dessert table with cloth and put desserts there, cutting as necessary, and then cover over until ready to serve. Ask 2 people to serve desserts. Make sure there are dessert plates placed on the dessert table, and serving utensils.

~**Place** 2 Long rectangular tables so you can get them covered and set up to receive potluck foods.

Put hot pads in area for hot dishes...Distribute spoons and salad tongs on table so ready to serve when foods are placed. Sometime some serving pieces have to be shared. Do not use large stirring spoons as that encourages people to take large of servings. That is also, why we use the smaller size disposal plates. Place plate in 2 stacks for 2 lines on each food table with napkins in between. Plastic ware is put on the tables in baskets.

~**Beverage**...Fill water pitchers with water and put in lemon if available. Just before potluck begins and putt pitcher on table, add ice cubes to pitchers.

~**Breads** in the warming oven...bottom of stove. It doesn't hold a lot...Slice any that needs slicing.

Setting up between Sabbath School & Church: Ask for help setting up tables and chair's (this is the deacons responsibilities, but you may have to track down a few) then place the colorful mats on tables with salt & pepper shakers, cups, plastic silverware in baskets, centerpiece if you want. They are in the left hand closet. You are now ready for church...relax and enjoy...when closing hymn starts scurry down stairs to set out food.

~~~**Setting out food:** Usually the hot foods go at the beginning and the salads on the end, bread on island. Divide the selections for each table. Give the people about 15-20 min to arrive downstairs so they can visit a bit upstairs. Pastor says that we do not need to be rushed. Ask someone to have prayer and make sure they mentioned that visitor go first and children with parents. Otherwise, the kids rush to be first. Now just watch to replenish empty dishes. The soup potluck. we set up soups on round tables with a table for salads and bread on the island.

**Clean Up:** When everyone has gone through can consolidate to one table that clears a table for empty dishes. We do not clean the dishes, just set the empty dishes, covered with plastic wrap on the potluck table. The churches serving piece can be rinsed and put in dishwasher be sure to run the dishwasher before leaving. The dirty dish towels can be given to Denene or taken home to wash (just be sure to bring back the next week.). Also please save any food you can for the Street Feed. Please put the food items in baggies, and label for street feed. Place food in Freezer, and let Loretta or Linda McMilian know there is food for street feed.

~**Toward the end of potluck, hand out the wet wipes for people to clean the tables off. The wet wipes are located in the potluck supply cabinet. The deacons are responsible for taking the tables down and vacuuming the rooms used for potluck.**