

**SHEPHERD OF
THE VALLEY
LUTHERAN CHURCH**

**SERVANT
TEAM
GUIDELINES**

SERVICE GUIDELINES

Note for All Events

The circuits in the kitchen and Fellowship Hall are easily overloaded! There is one circuit in the kitchen and a separate circuit in the fellowship hall. Please watch to be sure all crock pots, coffee pots, or other items are working when they are plugged in. You may need to move some items if circuits are overloaded. The circuit breaker is in the kitchen on the wall nearest the freezer.

Sunday Morning

For the NARTHEX on Sunday morning use the stainless steel cart on wheels in the kitchen to take and serve in the Narthex.

See the instructions posted in the kitchen on how to make coffee and hot water for tea. During warmer weather, your team may also want to provide pitchers of ice water.

Set up cart on Saturday evening or early Sunday morning. The cart should have the two pots listed above, Styrofoam cups, full creamer and sugar containers, low cal sugar, stirrers, and a brown wooden box of variety tea. Place cups, supplies and coffee pots on one table to the right of the South exit doors.

Place two or three full glass trays of cookies and/or healthier finger food (cheese/crackers, fruit, etc.) on a second table to the left of the doors. It is best to set out cookies just prior to the end of each service.

For fellowship after the 11:15 am service, pour the remaining coffee from the kitchen counter (see below) into the large pot in the Narthex. Be sure to reserve 1-2 trays of cookies or healthier finger foods to put out just prior to the end of the service.

Check the freezer for back-up cookies when needed.

For the KITCHEN COUNTER on Sunday mornings during the school year.

Fill a smaller coffee pot with cold water, a filter and 1 1/2 cups of exchange coffee. Set out cups, supplies and a tray of cookies. This is for adult classes in this area, so only needs to be done during the school year.

For the LIBRARY.

Two white carafes of coffee, one other carafe of hot water, cups and coffee/tea supplies should be placed on the small table in the library. This is for adult classes in this room, during the school year only.

Providing areas for SEATING.

This is an optional possibility, if teams are willing and have persons who will both set up and take down tables and/or chairs. **During Sunday School**, do not be set up in the fellowship hall where classes are being held. **At other times when there is good weather** teams may consider setting up seating outdoors at the South end of the building, in the fellowship hall, and/or on the patio. **HOWEVER, THERE MUST ALWAYS BE COFFEE IN THE NARTHEX FOR GUESTS & VISITORS.**

Sunday CLEAN UP PROCEDURE.

- Clean up on Sunday after the 11:15 am service or Sunday evening.
- Rinse pots, store open to dry, they can be left on the cart, along with extra cups and coffee/tea supplies.
- Wrap and freeze any extra cookies.
- Empty dishwasher and tidy up kitchen.
- Take home laundry (dirty dish cloths, etc.) and return promptly during the week.

Additional Coffee Pots

Additional coffee pots are found in a labeled cabinet, between the two kitchen sinks. If coffee pots should need repair or replacement, please let the Fellowship Chair/s or Parish Administrator know.

Funerals

The team for the month will generally need to provide simple foods (salads, soups or sweet treats and bread) and assist in set-up, serving and clean up. There is a budget for funerals so team members can be reimbursed for store purchases. Pastor, the Fellowship Team Chair/s, or the Parish Administrator will call team leaders and coordinate the needs with them. Team leaders will call members with requests for assistance.

Weddings

Assist only in serving as needed; the wedding party is responsible for arranging food and set-up with the wedding coordinator. The Pastor and/or the wedding coordinator will call the team leaders and coordinate the service needs. Team leaders will call members to request servers.

Month-end kitchen cleaning

To be done the last week of the month your group serves.

- Clean refrigerators, dispose of outdated items, wipe down shelves.
- Clean stoves and self-cleaning oven (directions found in guide in drawer below

- the phone) as needed.
- Clean window.
- Sweep and mop the floor. NOTE: If a new mop is needed, please inform the Fellowship Chair/s or Parish Administrator.
- Check cupboards and straighten up. Cupboards and drawers are labeled as to what they contain.
- Make note of anything which is running short (like stirrers, sweetener, etc.).
- Defrost freezer if needed.
- If the trash can is full when you are done, take it out to the dumpster and put a new liner in the can. Liners are usually under the sink next to the sanitizer.

Servant Team Directory Changes

Team leaders: As you call members please make note of any information received such as incorrect phone numbers, members who have moved, etc. You may be the first ones to receive such information. Call the church office so this booklet and our database can be corrected. You may also receive personal information such as family illnesses or other difficulties. If you feel a member could use some pastoral care, please ask for permission and then share the information with Pastor and/or the Parish Administrator.

A new Shepherd’s Servant Team directory will be published each time new members join our ministry. Names of new member households will be bolded in the lists so leaders can easily identify them. Each version is dated on the bottom left of the cover.

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**LENTEN SOUP SUPPERS
TO DO LIST FOR SHEPHERD’SERVANT TEAMS**

TABLES AND CHAIRS

- Prepare for 125 people.
- Set up one “beverage” table to the side of the kitchen away from the fellowship hall entry.
- Set up three “buffet” tables for the soup and breads, parallel to the kitchen, so people can go down either side.
- Set up four rows of four tables each, perpendicular to the kitchen with chairs on either side. Be sure there is enough walking room between rows with the chairs pulled out.
- Put high chairs at the ends of the rows.

TABLE SETTING

- **Tables** should have salt & pepper, a pitcher of ice water, several knives and paper or Styrofoam water glasses placed so they are easily accessible to all.
- **Buffet tables** should have bowls, soup spoons, napkins, soups with ladles, bread and/or crackers, pats of butter.

BEVERAGES OTHER THAN WATER

- Make a large pot of coffee and smaller pot of hot water (as on Sunday morning).
- Use the large orange insulated container (found in a cupboard between the refrigerator and freezer) to make Kool Aid or Tang. Sugar for this can be found in the cupboard at the end of the kitchen nearest the fellowship hall entry.
- Place pots and supplies on beverage table with hot drink cups and coffee/tea supplies.

SOUP AND BREAD/CRACKERS FROM SERVANT TEAM

- The team needs to provide 14 pots of soup which serve 10-12 people each.
- The team also needs enough sliced bread and/or crackers for 100 people (200 slices bread or 500 crackers or a combination).
- Soups can be brought in early to be refrigerated and heated later, made in the kitchen the day of the supper, or brought in a crock pot and plugged in a kitchen outlet on low.
- Soups should arrive at least 15 minutes before serving time.
- Soups should be hot and placed on the buffet tables 10 minutes prior to serving time.

FELLOWSHIP MINISTRY PROVIDES

- Chicken Noodle or Spaghettios for children.
- Pats of butter (stored in the refrigerator).
- Ice (stored in the freezer).
- Coffee, tea, Kool Aid or Tang.
- Hot drink and paper cups.

Please let the Fellowship Chair/s or Parish Administrator know if anything is running out.

CLEAN UP

- At the **beginning of the meal**, set out the large garbage can and a rolling cart from the kitchen to the side of the kitchen nearest the entry to the fellowship hall.
- Put an oblong plastic container of warm, soapy water on the cart for collecting and soaking silverware. The container and soap should be in the cupboard under one of the kitchen sinks.
- At the **end of the meal**, make a verbal request for help in putting up chairs and/or tables. Having specific team members responsible for taking down tables is best, while all members can stack their own chairs on the way out of the fellowship hall.
- Wash out bowls and silverware in the kitchen sink, then use sanitizer. Instructions for sanitizer will be placed on the wall right above. If they are missing, the instructions

are also kept in a notebook in a cupboard at the end of the kitchen nearest the fellowship hall entry.

- Dishes will need to be dried after using the sanitizer before being placed back in drawers or cupboards.
- Tidy up kitchen, sweeping and/or mopping floor as needed.
Take home any laundry (dish cloths and dish towels used) and return promptly during the week.

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AUGUST COFFEE ON THE PATIO

Sundays in August, the Women’s Ministry (WELCA—Women of the ELCA) groups provide coffee and treats on the patio between services. Shepherd’s Servant Teams assist in set-up and clean-up and still provide beverages after the 11:15 am service.

Specific duties for the August coffees include:

- SWEEP PATIO and WIPE DOWN PATIO TABLES before 9 am service (Saturday afternoon or evening is usually fine). **SERVANT TEAM**
- PUT OUT ADDITIONAL TABLES AND CHAIRS, arranging as space allows. Leave space for service tables by windows of the Matthew room. **SERVANT TEAM**
- PUT OUT SERVICE TABLES. **WELCA GROUP.**
- SET OUT GARBAGE CANS. **SERVANT TEAM**
- PREPARE COFFEE / TEA pots as is usually done before 9 am service. These should be kept on a cart for transport to the patio when they are done brewing. **SERVANT TEAM**
- PREPARE COLD BEVERAGES / ICE WATER. **WELCA GROUP**
- PREPARE AND SET OUT TREATS. **WELCA GROUP**
- SERVE REFRESHMENTS. **WELCA GROUP**
- CLEAN UP PATIO AND KITCHEN. **WELCA GROUP AND SERVANT TEAM**
- TAKE DOWN TABLES AND CHAIRS. **SERVANT TEAM AND WELCA GROUP**

