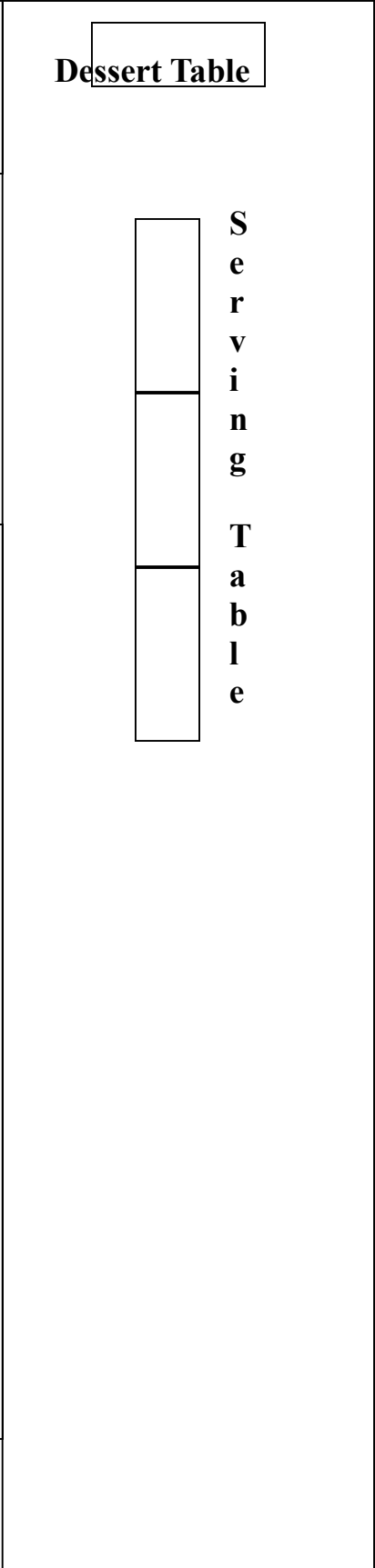
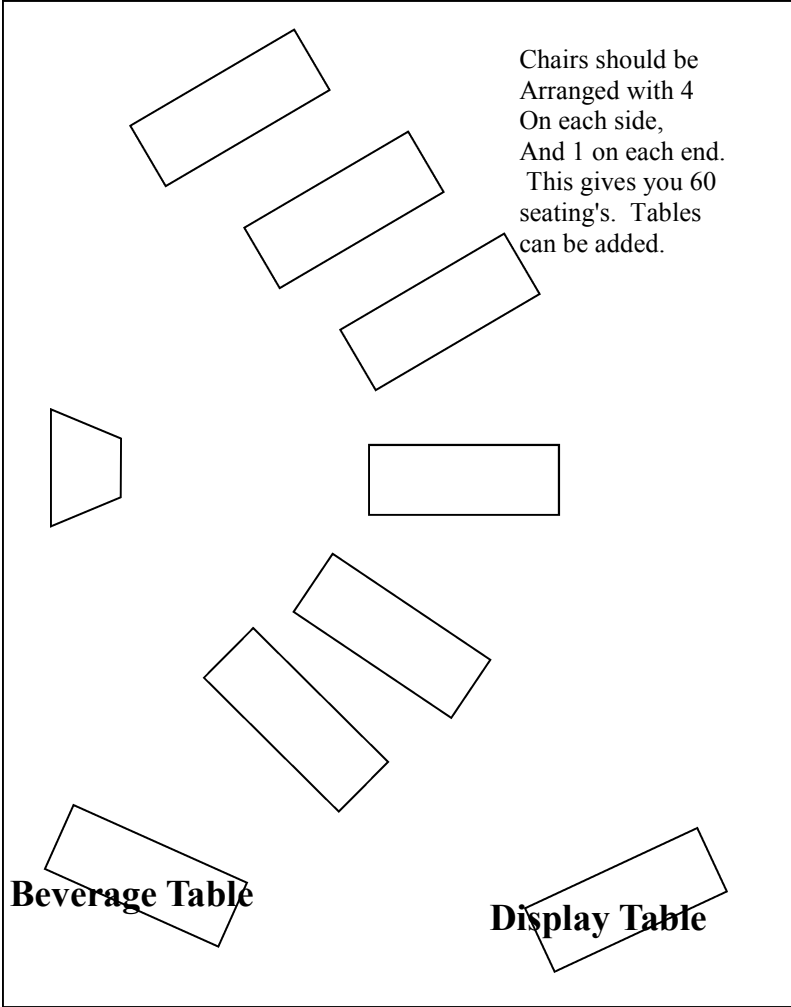


Kitchen

Luther Hall— 6 tables for eating
Two table already exist—use 1 for beverages and 1 for Informational Display.

No library setup at these functions

Hall way— 3 tables for serving
1 for dessert



Pot Luck Dinner Setups

Normal attendance ranges between 40+

PFLAG provides

1 Meat Dish

For December— (2) Hams

For August— (8) Roasted Chickens from Costco

Since we are never sure of what items will be brought PFLAG should provide at least one of each side dishes of Potatoes, Vegetables, and a dessert.

The PFLAG Closet, located in the board room, should be checked by the Decoration's person to see what supplies we have regarding Paper Plates, Plastic Ware, and Napkins. Social Committee, who handles the regular Sunday Meeting social, should be aware of Pop, Hot and Cold Cups, required for this function.

Coffee needs to be made. Coffee machine is located in the Welcome Center, instructions are on the wall. Plug the machine in first and wait 10 minutes for water to heat to boiling. Coffee comes in pre measured foil bags. Simply put a filter and 1 bag in the container, place on pot under the container. With another pot, fill with water up to the metal ring on the pot and pour in the top. Make sure that there is a pot underneath, hot water starts pouring out immediately. Wait at least 5 minutes before doing another pot. There are 3 serving containers, 2 for regular coffee and 1 for Decaf. Creamer, sugar, and coffee are in various cabinets in the room.

Set up

Normal time to set up should be around 1 PM. Set up the room like the diagram provided. The membership will meet at these tables for the beginning of our meeting. When the form their groups and

head to the various rooms, Pam will decorate the tables. If you are not with a group or working the kitchen, helping her would be appreciated.

Clean up

Usable left over items can be packaged and sent with Ray & Viviane Kell for the soup Kitchen. They do Manna Meals every Monday Morning. Alternative would be to send items with somebody going to Dignity that day for their after mass social. Gladware should be purchased for small leftovers.

Dishes should be removed as they are emptied, washed and set on the kitchen counter. When space becomes available, place on the serving table for membership pickup.

UNPLUG the coffee machine. It can NOT be left plugged in, as it will not be used again until the following Sunday. If left on, all the water will evaporate and burn up.

Garbage bags are located in the Custodial Room located in the hallway by the Sanctuary. The Co Presidents keys fit that room. Use the heavy duty black bags. (There are 2 styles, one with red tie strings and the other without—heavy Duty is without). They are sturdy and won't leak. All garbage needs to be taken out of the church and home with someone. **It can NOT be left at the church.**

The vacuum cleaner is located in the custodial room and all used areas should be vacuumed.

Kitchen Area—the kitchen is primarily used by the Somerset School which rents from the Church. Please make sure all the areas are clean and returned as you found it. Make sure all garbage is removed and new bags put in. Large garbage bags are in the custodial closet.