

Guidelines for Monday Lunch Program Leaders

1. Three weeks before your Monday Lunch date, get in touch with the buyer for the month. Go over what you will need for food.
2. Two weeks before the Monday Lunch submit an article for the bulletin (deadline is Thursdays, 9:00 AM), asking for donations for desserts, if needed, and for volunteers. This notice should run for 2 weeks.
3. Before your Monday Lunch day, check the plastic MLP boxes (in the church basement) to make sure you have a supply of dish soap, scrub pads, dish towels, PAM, Mrs. Dash, etc.
4. Monday Lunch day:
 - Be sure to bring the four plastic boxes with you.
 - Also bring the sign-up sheet on the bulletin board. Use it to add any names of volunteers who come who had not already signed-up, to make notes on how many people were served, and to make any other helpful comments about the meal.
 - Arrive at the church early enough (about 8:30) to load the car with the food. Plan on leaving the church at 9:00.
5. At the Cathedral:
 - Take the food in by the door to the right of the steps.
 - Put all the bags and boxes by the elevator (on the left inside of the door), go to the receptionist and ask her to page Charlie or Bob, who will come unlock the elevator.
 - Put someone in charge of the next steps, while you park your car --either in the underground parking garage under the Common, or at the open-air lot behind the cathedral (Take the 1st left after the Cathedral (West St). At the light at the end of the block, turn left onto Washington St, and the parking lot is immediately on your right. To get back to the Cathedral, walk down Washington to Temple, turn left, and at the end of Temple, turn right, and you're back at the Cathedral.)
6. First steps in the Kitchen:
 - Turn on both ovens to 450.
 - One person should start making the soup. (See recipe sheets)
 - One person should start making the coffee and tea. Fill one coffee pot for coffee (adding about 6 1/2 cups of coffee to the filter), and fill another one for tea, using 25-30 tea bags. (Coffee, tea and other supplies are found in the cupboards beyond the stove in the far left top cupboard). Put the tea bags in the large stainless ball found in one of the plastic boxes. Place the coffee and tea urns out in the dining room on the counters to the right, as you come down the stairs. Plug in under the counter, and turn them on to start perking. Fill 1 pitcher with milk (after Leslie arrives with it!), and put it and the milk container (with the rest of the milk in it!) out on the coffee/tea table. Fill 2 bowls with sugar, put a plastic spoon in each and put them on the coffee/tea table. Make sure there are cups on the table (about 150). Put out stirrers in a cup, some packages of artificial sweetening; (all found in the far left upper cupboard of the set of cupboards to the right of the ovens).
 - Another person should start the meat entree, so that it gets into the oven by about 10:30.
 - Fill 2 large pots about 1/2 way with water for vegetables, put on lids, and turn on the burners.
 - In the dining Room: Bob usually sets up the tables and chairs, and there are usually other regular volunteers who help set the tables. But if no one else is there, we must do this. Napkins, forks, cups, plates and other supplies are usually found on top of the freezer or refrigerator in the room next to the kitchen. Look inside the chest freezer, if you cannot find supplies. If you still cannot find enough, check the storage room under the stairs on the other side of the dining room (through the door to the right and straight ahead).

7. Second steps in the Kitchen:

- Dessert (except for ice cream) should be prepared. Cut if need to, and then put 1 or 2 (depending on quantities) cookies/brownies/pieces fruit bread, etc. in cups, or on small plates. If none of the above are available, use napkins.
- If serving rolls, split them, if needed.
- Set up the serving table by putting out plates, serving trays, cups (set these up on trays for soup) and serving utensils.
- At 11:15 (earlier if making potatoes: see recipes) put vegetables in boiling water.

8. Serving the food:

- At 11:30 the guests come in for coffee and tea, so 2 volunteers should be at the coffee/tea table to serve the guests, putting milk and sugar in the cups for them. (HINT: if you put the sugar in first, then the liquid, it doesn't splash!!)
- At about 11:50 take the soup on the cart, down the elevator (Leslie and Bob have keys for it), and someone can start pouring it into the cups. (HINT: it is easier to scoop up the soup in a pitcher and then pour it into the cups. Fill cups half to $\frac{3}{4}$ full).
- At 12:00 Leslie welcomes the guests, says a prayer, and we start serving the soup.
- Bring out the rest of the food, serve it onto plates, and take the trays full of plates to the guests at their tables. If we have enough food for seconds, we make an announcement, and the guests line up at the serving table for seconds. Set aside 12-18 plates of food, (with another plate on top to keep it warm) in case of late-comers.
- Serve dessert.

9. Clean-up:

- There are usually enough servers, so 1 or 2 people can start doing the dishes in the kitchen.
- Most guests throw away their plates, and then we need to wash down the tables. Often some of the guests will take down the tables and chairs, but this is not our responsibility.
- If we have leftovers that have not been used, we can bring them back, freeze them, and put them in next month's soup! But be careful that the food has not been contaminated.
- Remember to bring back all of St. Michael's supplies!
- Please wash and return dirty dish towels, sponges, cloths, aprons, pot holders!

10. Submit a short notice for the next Sunday's bulletin, listing and thanking the volunteers who worked that day. You can email this directly to Nancy in the Saint Michael's office mail@stmichaelsmilton.org. Email me if you'd like a template for the notice.

Any questions, comments, additions to these notes??? Please call me!!

And many, many thanks to you for doing this wonderful service!

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