



## GUIDELINES FOR GROUPS PROVIDING MEALS



Share a Meal was started in 1988 by a group of concerned citizens to address the needs of the hungry in Little Falls area. It is designed to provide simple, nutritious meals and create fellowship among people of various backgrounds. We encourage the volunteers and the guests to share dinner in a family style setting.

Currently meals are served each Thursday at 6:00 p.m. at First Lutheran Church, 2100 Riverview Drive, in Little Falls. Experience has shown that 7-8 people are needed to work on site for each meal. Children are also welcome, but must be supervised. Please do not come if you are ill or have a bad cold. Meals are served in the church fellowship area from the church kitchen and are served by the Serving Group. **All other areas of the church are off limits.** A Share a Meal coordinator will be present to assist with the meal.

### PLANNING/PREPARING THE MEAL:

1. Decide on the menu --- plan a simple, well-balanced, nutritious meal.
2. Plan to provide enough food for 70-80 people, which does not include the serving group.
3. Meals are prepared at the serving group's facility. For heating and serving, First Lutheran has available a refrigerator, two ovens, a few kettles and an assortment of utensils. First Lutheran's electric roasters cannot be used but you may bring your own roaster to the church and plug it in to keep food hot.
4. Dishware (plates, silverware, bowls, cups, etc.) are available on site.
5. Share a Meal provides coffee, napkins, sugar, creamer and dish cloths and dish towels.

### SET UP MEAL SITE:

1. If the entire meal is already prepared, preparers should arrive by 5:15 p.m. to begin set-up. Empty cups and silverware are picked up by the guests when they arrive. This is set up by the church liaison.
2. Begin an Inkind Log provided by Share a Meal. All serving group members should fill out the Inkind Log with their name, cost of dish prepared, and the time donated as appropriate. Those who bring food but do not stay to serve it, should complete the log as well. Please write the evening's menu on the back of the Inkind Log.
3. Decide which members of the group will serve the food, etc. Coffee, milk, and water are served at the tables as soon as serving of the meal begins.
4. Enrichment programs and speakers are periodically offered by Share a Meal. These are conducted in Stoltz Hall from approximately 5:30-5:55 p.m.

## **ENJOY THE MEAL:**

1. A simple grace is offered by the Serving Group or guests as appropriate.
2. A few volunteers are encouraged to eat first while the remainder of the serving group serves, in order to be available to serve seconds and to assist with dishing up leftovers after the meal. The Serving Group is encouraged to dine with the guests. This facilitates fellowship.

## **CLEAN UP:**

1. If the serving group doesn't want to take the leftovers, it can be offered to the guests. This is done by random drawing. Plastic containers are provided by Share a Meal for the guests to take leftover food home.
2. First Lutheran has a dish washer. Dishes are washed by the serving group.
3. Tables are washed by serving group volunteers. Please designate someone from your serving group to vacuum the dining area and to take the garbage to the dumpster.
4. Please make sure the kitchen is left as it was found. If dishes or equipment is broken or damaged, please alert the Share a Meal coordinator. Clean up is generally completed by 7:15-7:30 p.m.

If the meal must be cancelled or you have any questions, please call Oasis Central Minnesota at 320-632-9140.

## **SAMPLE MENUS:**

(Example of amount of food: 7-8 large hotdishes)

Hot dishes (similar types)	Chicken or Turkey
Salads (similar types)	Potatoes
Bread	Vegetable
Cookies	Bread
Soup or Chili	Lasagna
Sandwiches	Salad
Relish	Garlic Bread
Dessert	Dessert
Ham	Meatballs
Scalloped Potatoes	Mashed Potatoes
Vegetable	Salad or Vegetable
Rolls	Dessert

These are merely some ideas. Feel free to use your imagination and creativity in meal planning. 4-5 gallons of milk is provided by the serving group. Dessert is optional but encouraged.

**THANK YOU FOR SERVING!!!**

Revised: 10/18/2012