

NEW COVENANT CHRISTIAN FELLOWSHIP
LEADERSHIP PLANNING GUIDE

Logistics

**SUNDAY LUNCH
FELLOWSHIP**

PURPOSE

- Promote fellowship and friendship within the body
- Welcome and reach out to visitors, enabling visitors and new members to be incorporated into the body

ROLES

- ELDER
 - **Steve Cowden**
- DEACON
 - **Marty Jasper**
- COORDINATOR
 - **Shaye Messenger**
- KITCHEN COORDINATOR / PURCHASER
 - **Sarah Crutchfield**

LOGISTICS

- **Announcement**
 - On Website - update as needed

- **Set-up**
 - In Social Hall, set up permanently - at Coordinator's discretion if they want to re-arrange for a season
 - Table cloths (vinyl or plastic) for easy cleaning and aesthetics
 - Decor: based on the season, up to the coordinator to set up

- **Menus**
 - 4 meals per Season (1 per Sunday), same Sunday every month (i.e. 2nd)

- **Schedule**
 - Jan-May and Aug-Oct (no meals for June-July and Nov-Dec)
 - Every Sunday (except Holidays – Easter, Mother's Day, Father's Day, Memorial Day, Labor Day, etc)
 - Start 5 min after the service concludes

- **Team Structure**
 - Each season (Spring, Autumn)
 - 1 Coordinator
 - 4 Team Leads (1 for each Sunday, 1st, 2nd, 3rd, 4th)
 - 8 Helpers (2 for each Sunday, 1st, 2nd, 3rd, 4th)
 - One couple/single "team lead" over a week each month (i.e. 1st Sunday)
 - One couple/single as a "helper" for a week each month (i.e. 1st Sunday) paired up with "team lead"
 - 4 teams for each Season (Spring, Summer, Autumn, Winter)
 - If one team cannot do an assigned Sunday, they are responsible for working with the deacon and coordinator to find a replacement (probably switch weeks for that month)

- **Clean up**
 - Cooking team & helpers
 - Also, encourage everyone to clean up their own plates, cups, tables
 - Consider putting up signs:
Help Clean Up "Do not look out for your own personal interests, but also for the interests of others. Have this attitude in yourselves which was also in Christ Jesus" -Phil 2:4-5

- **Plenty of Food, but not wasteful**
 - Cook for 60 for the foreseeable future
 - Cook 10+ more than we need & people can take leftovers home
 - Team/Helpers serve the food to ensure everyone gets some, then invite seconds
 - IF any food is left after seconds, pack it up for people to take home (plates and foil, or ziplock bags in the pantry)

- **Backup meals (ready if something is needed last minute)**
 - Papa Murphy's Pizza (order after 11 at 864-271-7744, go pick up immediately after service (@ Cherrydale) and bake in social hall ~15 min). Also pick up lettuce from Publix for salads.

- **How will large enough preparation pots/pans be obtained for the meals?**
 - Team must plan in advance to be prepared: borrow, obtain from church building Kitchen - *LET MARTY KNOW IF WHAT YOU NEED IS NOT AT THE BUILDING - we can purchase if deemed worth the cost for the church to own.

- **Weekly Purchases**
 - Costco if you have a card, anywhere else if you don't!
 - How to Get Reimbursed...
 - Purchase the food/materials
 - Keep Receipt
 - Fill out Reimbursement Form online: www.nccfonline.com/accountingandfinance
 - A reimbursement will be issued as soon as it has been processed.

- **Decorations**
 - Vinyl table cloths have been purchased for each season - responsibility of Coordinator to purchase and set up or assign a "decorator"

- **Setup Plan**
 - Plan to set up 1-2 table groupings for smaller groups eating together – promotes more intimate conversation

- **Payment**
 - Box out with 5\$/adult (12 and up) portion cost
 - First time visitors do NOT pay
 - Cooks do not pay to eat on the week they cook

SCHEDULE FOR EACH SEASON

Spring Meals	January 1-May 31 (excluding 5 th Sundays, Easter, & Mother's Day)
<i>Summer Break</i>	<i>June & July – NO MEALS</i>
Autumn Meals	August 1-October 31 (excluding 5 th Sundays, Labor Day Weekend)
<i>Holidays Break</i>	<i>November & December – NO MEALS</i>

2 months before first meal of the Season (i.e. ~November 1 for Spring)

- Coordinator to find volunteers to fill all the roles for that season
- Coordinator to get external door keys to each of the cooks
- Coordinator to set up a meeting with 4 teams (cooks and helpers) & Deacon:
 - Discuss purpose, structure, responsibilities, etc
 - Assign weeks and meals to each team
 - Give each team a packet:
 - Ingredients list & recipe for their meal
 - Team Lead Checklist
 - Show them where reimbursement forms are located
 - Answer any questions

TEAM LEAD CHECKLIST

ON THE SUNDAY 1 WEEK BEFORE YOUR SCHEDULED SUNDAY

- Pick up any cooking items required for your meal (i.e. pots for soups, skillets for sauteed meat, aluminum casserole dishes for casseroles, cooler for large “cold” items, etc)
- *IF you cannot cook/help your assigned Sunday, notify the Coordinator & Deacon ASAP

DURING THE WEEK BEFORE YOUR SCHEDULED SUNDAY

- Purchase all required supplies. Keep your receipt(s) & complete Reimbursement form:
 - www.nccfonline.com/accountingandfinance
- Prepare any food that needs prep work done at home (probably Saturday evening or Sunday morning so it is fresh)
- Plan to refrigerate a large amount of food, and large pots/pans if you prepare a soup or casserole the night before! Clear a spot in your fridge.

YOUR SCHEDULED SUNDAY MORNING*

**Plan to complete before or after the Main Service - this should not keep you from attending services*

- **Bring** all purchased and prepared items (food, drinks, condiments, etc)
- Complete any required preparation (**before or after service - not during**)
 - Gas valve is under the stove to the left (if stove is required)
- **Set up plates/bowls & prepared food** in kitchen area for serving
- **Set out drinks** (beverages, cups)
- **Set out salad fixins** (sliced almonds, raisins, cheese, croutons, salad dressing, etc...) in an orderly manner, all lined up and spread out to allow multiple people access at once
- **Serve the food** (small enough portions to ensure everyone is fed, then invite seconds), salad and prepared food (serve the lettuce/spinach from the back, allowing toppings and dressings to be added from the table by each person as desired)
- **Invite people for seconds** once everyone has been served
 - Set aside 2 plates for the Cowdens – they usually run late to lunch
- **Give any purchased food** away as leftovers (use ziplocks/foil in the pantry)
 - **Give away any leftover ingredients & prepared food (in the past, we have gathered way too much food in the fridge that spoils and is thrown away!)
- **Put away all leftover food/drinks** in pantry/fridge
- **Wipe off all table cloths** - DO NOT REMOVE AS WE REUSE THEM EVERY WEEK
 - Talk to coordinator if they are damaged and need replacing
- **Clean the kitchen**, social hall (vacuum/sweep around tables), and wash all pots/pans/serving spoons/tongs etc.
- **Turn off gas valve** (under stove to left)
- **Gather up and take out trash**
- BEFORE LEAVING: **Lock the exterior door** (key is in cabinet above stove) and **turn off all the lights**

2018 Spring Season (Jan-May)

Coordinator: Shaye Messenger

Deacon: Marty Jasper

CONTACT INFO: <http://nccfonline.com/church-directory> Password: NCCF2018)

Sunday	Meal	Team	Helper
1st	Pulled Pork Sandwiches, Chips, Potato Salad, Salad, Pie	Schadts	Paula
2nd	Chicken Caesar Pasta Bake, Bread, Salad, Cookies	Cashmans	Zach
3rd	French Dip Sandwiches, Salad, Cake	Parhams	Ben & Brendon
4th	Taco Soup, Tortilla Chips, Salad, Brownies	Barretts	Gwen

1st Sundays (Jan 7, Feb 4, Mar 4, No Easter Sunday, May 6)

Meal: Pulled Pork Sandwiches, Chips, Potato Salad, Salad, Pie

Items from NCCF Kitchen: 2 Large Crockpots, Large Aluminum Pan, Foil (if you don't have any)

Ingredients:

Supplies	Unit	QTY for 60 ppl
Pork Shoulder (butt)	lbs	20
Buns	Bag (8 ct.)	8
BBQ Sauce	Large bottle	1
Potato Salad	Large tubs	2
Salad lettuce	Large bag/bin	2
Pie	a pie... mmm	2

Spice Paste: 1/4 cup brown sugar, 2 tsp black pepper, 2 tsp salt, 2 tsp ground mustard, 2 tsp ground ginger, 2 tsp chili powder, 1 TBS garlic powder, 2 tsp oregano, 2/3 cup per crockpot Apple Cider Vinegar

Recipe:

Steps @ home (Saturday evening/Sunday morning):

1. Mix spices together in a small bowl.
2. Remove any excess fat from pork.
3. Use hands to rub pork butt with spices. Rub excessively until all spice paste has been used.
4. Divide pork evenly and place in 2 crockpots. Pour 2/3 cups apple cider vinegar in each crockpot.
5. Cook on low for 7 to 8 hours (or overnight)
6. Next morning: turn off crockpots, shred meat.

Steps @ NCCF Building (Sunday morning):

7. 11:00am – Plug in crockpots and turn on LOW to heat meat.
8. 12:15am – Start serving plates, putting meat on buns AS THEY ARE GIVEN TO PEOPLE – if you try to do it early, they get soggy. Gross. ☹
9. 1:00pm - Call for seconds and dessert!

2018 Spring Season (Jan-May)

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4th	Taco Soup, Tortilla Chips, Salad, Brownies	Barretts	Gwen

2nd Sundays (Jan 14, Feb 11, Mar 11, Apr 8, No Mother's Day)

Meal: Chicken Caesar Pasta Bake, Bread, Salad, Cookies

Items from NCCF Kitchen: 3 Large Aluminum Pans, 1 large pot

Ingredients:

Supplies	Unit	QTY for 60 ppl
Bakery Bread (buy within 1 day so it's fresh)	loaf	6
Lettuce/Spinach/Mixed Greens	large bag/bin	2
Chicken Breast	breasts	12
Mini Bowtie Pasta (Farfalle)	oz.	62
Alfredo Sauce	oz.	75
Heavy Cream	cups	4.5
Lemon Juice	Tbsp	18
Ground Black Pepper	tsp	4
Frozen chopped spinach (thawed)	oz.	30
Shredded Cheese (Italian Blend)	cups	12
Italian breadcrumbs	cups	6
Dried Parsley	Tbsp	6
Salad Lettuce/Spinach/Mixed Greens	large bag/bin	3
Cookies	ct.	100

Recipe:

Steps @ home (Saturday evening/Sunday morning):

1. Begin to thaw frozen chopped spinach
2. Boil chicken breasts. Set aside to cool.
3. Mix together heavy cream, alfredo sauce, lemon juice, and pepper.
4. Shred chicken. Stir in chicken and thawed spinach to cream mixture. Refrigerate.

Steps @ NCCF Building (Sunday morning):

5. Cook noodles according to package directions.
6. In 3 large greased aluminum pans, layer: noodles first (bottom) then chicken/cream mixture, then cheese, noodles again, chicken/cream again, cheese on top (total of 6 layers).
7. Sprinkle tops with breadcrumbs and parsley. Cover with foil.
8. Bake at 350°F for 35 minutes, uncover and bake 10 more min. Let cool 10 min before serving.

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3rd Sundays (Jan 21, Feb 18, Mar 18, Apr 15, May 20)

Meal: French Dip Sandwiches, Salad, Cake

Items from NCCF Kitchen: 1 large aluminum pan, 2 large skilletts, 1 large pot, McCormick taco seasoning

Ingredients:

Supplies	Unit	QTY for 60 ppl
Beef Roast	lbs	12
Beef Broth	Cans	6
Soy Sauce	Cups	1 1/2
Worcestershire	TBS	8
Honey	TBS	6
Liquid Smoke	Tsp	6
Onion Powder	Tsp	8
Garlic Powder	Tsp	6
Hoagie Buns	Buns	40 (Will cut in half)
Provolone Cheese	Slices	40 (Will cut in half)
Chips	Bags	3 Large or 6 Small
Salad Lettuce/Spinach/Mixed Greens	large bag/bin	2 Large
Cake	Cake	1 Medium

Recipe:

Steps @ home (Saturday evening/Sunday morning):

0. Get crockpots from building the Sunday prior.]
1. In large mixing bowl combine beef broth-garlic powder.
2. Stir well and divide between 2 crockpots.
3. Divide roast evenly in crockpots (approx 6lbs each). Cook on low 8 hours or overnight.
4. Sunday morning, shred meat and leave in juice.

Steps @ NCCF Building (Sunday Morning):

5. Plug in crockpots and set to warm.
6. Line up small plastic ramekins and fill approx 40 with juice from crock pots (this is au jus).
7. Cut hoagie rolls. Cut cheese slices in half.

Serve as people come to ensure buns don't get soggy. Place 1/2 slice cheese on top of meat.

Offer ramekin of au jus sauce if people want.

2018 Spring Season (Jan-May)

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4th Sundays (Jan 28, Feb 25, Mar 25, Apr 22, May 27)

Meal: Taco Soup, Tortilla Chips, Salad, Brownies

Items from NCCF Kitchen: 2 Large Skillets and 2 large pots

Ingredients:

Supplies	Unit	QTY for 60 ppl
Ground Beef	lbs	6
Diced Tomatoes (large can)	Large Can	6
Light red kidney beans (drained)	Cans	6
Pinto beans (drained)	Cans	6
White hominy or great northern beans (drained)	Cans	6
Black beans (drained and rinsed)	Cans	6
Lima beans (drained)	Cans	6
Whole kernel corn (drained)	Cans	6
MILD Rotel	Cans	6
Taco Seasoning	Packages	4
Ranch dressing mix	Packages	4
Sour Cream	~12 oz tub	4
Shredded Cheese	large bag	2
Tortilla Chips	Large bag	2
Salad Lettuce/Spinach/Mixed Greens	large bag/bin	3
Brownies	QTY Indiv	100 minis Or 60 regular

Recipe:

Steps @ home (Saturday evening/Sunday morning):

1. Heat a large skillet over medium heat; cook and stir beef until meat is browned. Drain grease. Store in fridge overnight.

Steps @ NCCF Building (Sunday Morning):

2. Divide the meat between the two large pots.
3. Evenly divide all remaining ingredients between the two pots. Heat until boiling, stirring regularly to ensure nothing sticks to the bottom of the pot.
4. Reduce heat, simmer until ready to serve.
5. Serve with sour cream, cheese, and corn chips (and a green salad... and dessert... and drinks).