

FOOD FROM THE HEART-MINISTRY ACTION PLAN
Saved by GRACE...for WORKS (Eph 2:8-10)

PURPOSE

1. As sinners saved and humbled by the grace of Almighty God, the people of Palmyra Grace seek ways to glorify His name and share his love.
2. FFH is designed to provide our church family with opportunities for fun, fellowship, and hands-on mission work by preparing and distributing meals to our friends, neighbors, and others in our community who are in need.
3. In both preparation and distribution, emphasis is on relationships and mission.
4. "Red tape" is to be kept to a minimum while insuring the safety of the food and the integrity of the ministry.
5. Assistance is intended to be short-term/temporary/sporadic.
6. NOT intended to replace program already in place in which congregants provide food to each other (eg., new baby, illness, death in family).

PREPARATION

1. Any group affiliated with Palmyra Grace (eg., Grace Group, Bible Study, Youth) is welcome to prepare/freeze food for FFH use by:
 - a. Scheduling use of kitchen through church secretary or online (palmyragrace.org-resources-facility use).
 - b. Contacting FFH Coordinator to advise of intent to prepare/store food and reviewing FFH FOOD SAFETY AND USER RESPONSIBILITY (copy available from Coordinator or church office).
2. Group preparing food is responsible for purchasing food. If financially unable to do so, can apply for assistance by contacting member of committee.
3. Only freshly-made foods are to be placed in the freezer for distribution.
4. Simple, nutritious meals are best, especially those which are kid-friendly and can be cooked frozen or quickly thawed (eg., mac & cheese, soups, stews, casseroles, chili). Desserts welcome!
5. All food must be stored in containers designed for freezing; containers must be appropriately labeled (details in FFH Safe Food Practice Policy).
6. Food going into freezer must be recorded on the FFH LOG (date, name, description of food) on front of freezer.

DISTRIBUTION

1. Anyone who is in need or knows of someone in need may take a meal and dessert (if available) from the freezer, which is located in the large maintenance closet across from the nursery.
2. For record-keeping purposes, food leaving the freezer is to be logged on the FFH LOG (date, description of food).
3. Person removing food to distribute should take along a Palmyra Grace card to deliver along with the meal. This card contains a prayer of thanksgiving, church website, information about how to request prayer, and open space to accommodate a personal note.

MISCELLANEOUS

1. Structure: Coordinator and 2-3 others as committee members.
2. Minimum budget needed for storage containers, cards, and scholarships.
3. Freezer to be inspected (for old food/frost build-up) and organized approx. every 3 months by committee; defrosted and cleaned when necessary.
4. If food runs low, committee responsible for recruiting/scheduling new food preparation.

FOOD FROM THE HEART-FOOD SAFETY AND USER RESPONSIBILITY

Food From the Heart (FFH) is committed to providing safe, healthy meals to people in need. To ensure safe food practices, please comply with the following guidelines and THANK YOU FOR SERVING!

1. Users are responsible for arranging ACCESS to church and securely closing facility if last ones to leave.
2. Children/Youth must have adult supervision.
3. Food/ingredients should be fresh (not past "use by" date), obtained from reputable sources, and stored at safe temperature prior to use at FFH.
4. Certain foods must be time/temperature controlled for safety and require extra care (milk/dairy products, meat, poultry, fish/shellfish/crustaceans, and eggs). For these foods, harmful bacteria grow more rapidly in what is referred to as the Temperature Danger Zone (TDZ) of 41-135 degrees (F). It is important to limit the amount of time that these foods remain in the TDZ. The range of 70-125 degrees is particularly dangerous and should be avoided whenever possible.
5. Good personal hygiene is the critical to keeping food safe; the best hygiene practice is thorough HAND-WASHING.
6. Food handlers must wash hands (with soap!) BEFORE preparing food or BEFORE touching clean equipment/utensils. All handwashing should be done only in the small sink located just inside the kitchen door. This sink should ONLY be used for handwashing.
7. All food handlers should wear clean clothing and a clean hair restraint (including beards more than 1 inch in length). Long hair should be pulled back into a ponytail. Restraints available in church kitchen.
8. A variety of sizes of single-use gloves is available in the kitchen (near the stove). Use of gloves is recommended. If utilized, gloves should be changed when they become torn, dirty, or AFTER handling raw meat, seafood, or poultry.
9. People who are ILL (with something contagious) should not participate.
10. The following are discouraged for food-handlers: false fingernails and eyelashes, gum chewing, sleeveless shirts, open-toed shoes, and jewelry (except a plain wedding band or other item that could not end up in food).
11. Food must be discarded if it becomes contaminated by any object, such as metal shavings from cans, wood, staples, bandages, glass, etc.
12. Wash, rinse, and dry all work surfaces, equipment, and utensils before and after use.
13. Cleaning chemicals should not be permitted to come into contact with food.
14. Acidic foods, such as tomato sauce, should not be used in pewter, copper, or zinc pots/pans.
15. Use separate cloths for drying hands/dishes.
16. Please do not place food into the FFH Freezer while it is still hot. Cool food as rapidly as possible by dividing into smaller containers, submerging containers in ice water, and stirring frequently.
17. Only storage containers/bags which are designed for freezing should be used (preferably freezer-to-microwave). A variety of appropriate containers can be found in the kitchen walk-in closet.
18. ALL ITEMS PLACED IN THE FREEZER MUST BE LABELED with the following information:

- a. Date prepared
 - b. Contents
 - c. Approximate number of portions
 - d. Any special cooking instructions (eg., temperature and length of time for a casserole).
19. ALL ITEMS PLACED IN THE FREEZER should be “logged in” on the FFH LOG on the front of the freezer.
20. Abide by all church policies pertaining to use of church kitchen, including CLEAN-UP:
- A. Kitchen should be left in the condition in which it was found.
 - B. Any cooking utensils or dishes used from the kitchen should be washed and put away before leaving. If you don’t recall where a particular item belongs, leave it on the counter.
 - C. Wipe clean the countertops, stovetop, ovens, and sink
 - D. Soiled dish cloths, tea towels, and hand towels should be taken home, laundered by user, and returned to kitchen as soon as possible.
 - E. Please pick up items off the floor; sweep the floor if there is excessive debris.
 - F. Refuse bags must be tied and taken to the dumpster in the northeast corner of the parking lot. New trash bags should be placed in cans.
21. Please do not leave leftover food (any food NOT placed in FFH Freezer) behind unless it is to be served at a specific event and is so marked.
22. Any damages to kitchen or equipment must be reported immediately.