

Refreshment Procedures

The purpose of Refreshments is to promote the Walk by providing a venue for the Pilgrims to fellowship, re-nourish and observe the love and commitment of anonymous servanthood.

This guideline gives you general information and a checklist/timeline to help you accomplish your service.

GENERAL INFORMATION

Board Representative Coordination: The Board Representative responsible for this area of service will contact you before the walk to answer any questions and give you guidance. Additionally, the Board Representative will do a follow-up after the Walk to document any recommendations, concerns or general comments regarding the Walk. This important communication will insure that all aspects of the Walk are performed according to the Upper Room model and that any necessary issues are promptly addressed.

Responsibilities:

- Attend Team meetings as requested
 - Determine refreshments to be served
 - Determine decorations needed
 - Purchase of food
- **Obtain donations of food from Emmaus Community**
- Set-up and take down of Refreshment Café
- On-site food preparation
- Coffee service (Dorms/Support Team)
- Clean up and disposal of trash
- Inventory Supply Update
- Storage of Community supplies

Anonymous Servants: The refreshments/beverages are to be prepared by Refreshment personnel. The Refreshment Team is *not to be visible at any time when the Pilgrims are in the room*. This includes Saturday night after Candlelight. The ALDs will do whatever is required for the Pilgrims. It would be helpful and time-wise if ice was placed in the glasses before Pilgrims arrive.

Themes: Servant Heart Emmaus does **not** incorporate official themes other than the three day theme provided in Luke regarding the pilgrims experience on the road to Emmaus. However, you may want to check with the Lay Director to see if there is anything in particular he/she would like to have at various refreshment breaks, especially the Saturday night party. Always keep in mind the three day Walk to Emmaus themes (God, Jesus, Holy Spirit). This is a very busy job on an Emmaus Walk and early organization is very helpful. Remember, Thursday through Friday afternoon, keep it **simple**. Refreshments and decorations begin to build some, Friday night and Saturday **but don't let refreshments and decorations become the focus**.

Food Donations: Check with the Lay Director, Servant Heart Emmaus Registrar, or the current chairman of the Board of Servant Heart Emmaus for a list of updated Cluster contacts and addresses/e-mails. In order to prepare for the weekend, send a letter, six to seven weeks prior to the walk, requesting donations of baked goods and monetary support. Be sure to give them a deadline for their response to help you organize and have the funds in a timely manner. The purchase of stationary, envelopes, and stamps is the responsibility of the Refreshment Committee. Using E-mail is also effective without the cost associated with mailing. The Community Lay Director may be able to help you send out a cluster-wide appeal. *Heartbeat*, the Community newsletter is also a source for you to use.

Attached is a list of needs that may help you organize for the weekend. Suggested food items are for your information and can be substituted as you see fit. **Do not use all the items listed, as that would be too much food. Keep everything simple. REMEMBER, refreshments are NOT the focus of the weekend.**

Adjust the amount of food to the number of Pilgrims on the Walk. Your service will vary greatly from a minimum of 20 Pilgrims to a full Walk of 36. *The recommended numbers are based on a full Walk. Please stay within your budget.*

Team Meetings: Before team meetings, contact the Lay Director to see if help is needed for team meeting refreshments. This is a courtesy for the Lay Director as they have so many things to remember and the refreshment team can sometimes help.

At the team meeting, discuss with other refreshment team members your desire to have fun with them and how important it is for the Pilgrims to feel Christ's love on their weekend. Also, pass a list around among the entire Emmaus team for baked goods needed and any decorations you may need. Be sure to tell them if they are willing to lend decorative items to place their names on them for quick return. However, these items can often be costly. Therefore, it is important to handle them carefully and return them after use. Check the inventory sheet provided you to see what decorative supplies are currently on hand and stored in the Servant Heart storage area.

You may want to share the purchasing responsibilities with your committee. Just make sure you know who is purchasing what. Have them keep receipts for reimbursement from the funds you receive from the Clusters. This will greatly help cut down on your workload before the weekend.

Keep in mind you will want to have some items that are low fat and sugar free. You should have appropriate signs to indicate these snacks especially sugar free snacks.

Be sure it is announced at the team pre-walk meeting for all team members to bring two 2 liter drinks or a case of water.

Room Set-up and Take Down: Check to be sure the Set-Up Team has placed the plastic covers over all windows. If not, please be sure this is done. They are stored in the storage

room in a labeled storage bin. The covers are to remain over the windows the entire weekend. The open window area and door between the kitchen and the large café room must also be covered. There are purple curtains on rods which can be used for this purpose. They are stored on the top shelf above your storage bins in the storage room. Simply lay the rods on the shelf over the windows and attach the rod to the nails at the door.

Table arrangements may be changed for each break. After the Walk, the tables must be returned to the arrangement they were in when you arrived. The Camp will permit you to remove their items from the shelving in the room adjacent to the kitchen to allow you to organize your food products. If you choose to do this, pack their items away carefully and return them as you found them at the end of the Walk. You may want to contact the Camp office in advance to ask if they will have time to do this before you arrive.

Precut pieces of plywood to cover the bowling table, pool table, and foosball table are located in the storage room, if the Setup Team has not already placed them on the tables.

Schedule: Post a copy of the three-day schedule for handy reference where it can be easily viewed in the kitchen area.

Proper Food Preparation: It is very important that you store and prepare food properly. Wash your hands often. Hand sanitizer would be a good idea to have. Be sure cold items are kept cold and all open bags are closed tightly between uses. Opened food should be kept in sealed containers or zip lock bags. Be sure to wash and dry ALL utensils between refreshment breaks. Wash down preparation area or use anti-bacterial spray to keep area as clean as possible.

There are dish cloths and dish towels in storage or you may bring your own. The Camp will allow you to wash and dry towels Sunday after lunch so they will be clean for the next walk. Coordinate this with the Camp Kitchen supervisor. Wash and dry ONLY kitchen towels in their machines.

Purchase plenty of paper towels, Ziploc bags (of various sizes), wax paper, aluminum foil, and plastic wrap (*check inventory sheet before purchasing*). Tooth picks are needed as well. You will need approximately 7 cases of water. Your inventory sheet is a good place to start. Check the quantities on hand for the following items: stir sticks, spoons, coffee filters, plates, napkins, cups, plates, napkins, coffee, tea, juices, hot chocolate, etc. Please use existing supplies first.

Supplies: Supplies for Refreshments are in storage bins in the Servant Heart Storage Room, left side. It is your responsibility to be sure the next walk is aware of general supplies that are needed. If, at the end of the weekend, you do not have sufficient quantities of general supplies on hand for the next team, you can alert them by completing the inventory sheet provided. For your convenience, a *current inventory* list (based on the inventory taken at the end the last walk) is provided in the Team Chair folder to give you the items on hand and help you assess the needs. Use this sheet to show updated quantities and the list of needs. The current inventory should be updated for the next walk, and placed in the file folder marked "INVENTORY" located near the laptop computer in the Agape Room. The Community

Agape Chair will take care of providing the next team with the updated inventory for their use in preparing. You may have liters of soft drinks, cases of water, or non-perishable foods left over. If the next walk is within a month, you may store these in the bins provided being sure to note them on the inventory sheet so the next team will be aware they are in storage. If the next walk is not for several months, you should properly dispose of these items.

Refrigerators: There is a refrigerator available in the kitchen. Any overflow you have may be stored in the Camp Kitchen walk-in refrigerator. You should check in advance with the Camp office to determine if space will be available for you in the storage room refrigerator. Ask the Kitchen staff to show you which shelf you should use in the walk-in refrigerator. This can be accomplished when you are at Camp for a team meeting. If you use this storage room refrigerator, you must not leave any food in there after the Walk and you should be sure that it is as you found it (or an agape better than you found it). *Note that you may need to clean this refrigerator before using it.*

Serving Trays/Dishes: Servant Heart has a good supply of serving dishes and decorations. These are stored in bins on the left as you enter the storage room adjacent to the café. For easy access, these supplies are organized by type/color and should be placed back in that same order when you return them to storage. The inventory sheet will help you accomplish this.

Clean Up: Sweep the floor often as a lot of dirt gets tracked in. A broom is in the kitchen. Make sure garbage cans are empty for the beginning of each break.

Ice: Fill ice chest with ice for each break. You will probably need to purchase ice as the ice machine in the Dining Hall cannot keep up with the demand. Discuss this with Meal Service Chair to be sure the ice machine is supplying enough ice for dining needs and for refreshments. If not, then you will definitely need to purchase as the ice machine is primarily for use in the Dining Hall.

Water for Conference Room: One of the ice chests is used in the Conference Room for bottled water. Coordinate with one of the ALD's for when it needs to be refilled with bottled water and ice throughout the weekend.

Meals/Refreshments: All support personnel will eat their meals at a "second seating" after the Pilgrims have eaten and left the Dining Hall. The Meal Chairperson will let you know when it is time for you to eat.

Invite the remaining support team into the Refreshment Café when the Pilgrims have left the break area so refreshments can be made available to them. **You do not have to replenish refreshments for the support team.** On Saturday night, **ONLY THE CONFERENCE ROOM** is invited to the Party. The support team is not invited after the Pilgrims leave. This is a late night for you.

BE SURE to pay Registrar for meals and housing prior to the Walk weekend.

Devotional: Support Team devotionals are held in the Refreshment Room at 7:00 AM each day. It is suggested that you have coffee available for the support team at that time.

Speakers Prayer Chapel: Team members are invited to the Speakers Prayer Chapel to pray with the speakers as time allows in the schedule. This should be coordinated to be sure all team responsibilities are covered.

Be willing to assist other support areas when needed, with a Servant Heart.

THANK YOU FOR SERVING THE LORD.

4/25/09 Update implements compliance changes from Upper Room Training session
8/16/12 Update for Thursday night schedule change and revision for providing water for conference room.
2/1/14 Updated to ensure times are consistent with the Weekend Schedule

THURSDAY**ORGANIZATIONAL CHECKLIST/TIMELINE**

3:00 PM Thursday - Arrive at Camp

Unload and store all food and decoration items

Check to be sure window coverings are in place

Hang curtains over window/door between kitchen and break area before morning break

Check in with Registrar if you have not paid. Do this BEFORE Pilgrims arrive or at some other point in the weekend. Do not attempt to pay Registrar during the Opening.

Hang sign on door "Do Not Enter". Laminated sign available from Agape.

Prepare and set food for Opening refreshments which is served in Dining Hall. *Remember the amounts below are based on 36 Pilgrims. Adjust accordingly.*

▪ **Set-up**

- Tables: 2 tables set end to end
- Decorations: None
- Table cloths: None
- Ice: In ice chest
- Napkins: White
- Plates: None
- Cups: 9 oz. plain
- Cups-coffee: Styrofoam, plain

▪ **Food**

- 5 dozen store bought cookies on simple trays – some sugar free with appropriate signage
- 2 bags plain potato chips
- 1 bag pretzels

▪ **Drinks**

- 9 soft drinks
- Coffee – regular and decaf
- Condiments – sugar, artificial sweeteners, creamer

▪ **Notes:**

6:30 PM

Attend Opening – it is recommended the entire team attend. Do not serve.
Clean up and store remaining food

7:30 PM After Opening

Prepare coffee urns for delivery to dorm

Prepare coffee urn and timer (5:00 AM) for Support Friday AM devotional

Set room for morning break

Select plates/napkins

If time permits, begin prep of food

THURSDAY

9:00 PM

Coffee Prep - While Pilgrims are watching the film in Chapel, take the coffee urns **with timers** to the dorms. Set timers for 5:00 AM. Coordinate this time with ALD.

▪ **Set-up**

- Tables: Use wooden TV trays that are in storage room
- Cups Styrofoam coffee cups, plain
- Napkins White cocktail
- Condiments Sugar/creamer/artificial sweeteners
- Other Stir sticks

Prepare for Team Meeting (9:45 PM)

Only Conference Room Team attends the meetings. Those waiting to assist in cleaning should wait in the kitchen.

▪ **Set-up**

- Cups
- Napkins

▪ **Food**

- Light snacks – use leftovers from Opening and a few additional treats

▪ **Drinks**

- Assorted soft drinks
- Small pot of coffee with condiments
- Ice

Clean up after team meeting before going to bed or coordinate the clean up with ALD.

▪ **Notes:**

FRIDAY

FRIDAY – GOD DAY (DECORATION – HEARTS/LOVE – COLORS SHOULD BE RED AND WHITE)

7:00 AM Morning Devotional in Refreshment Café

8:00 AM

After your breakfast, pick up coffee urns from dorm. Clean.

Prepare and set food for morning refreshments (Approx. 10:15 AM)

Remember, food items are suggestions and you do not need to use every item mentioned; also adjust according to the number of Pilgrims as list is based on 36.

▪ **Set-up**

- Tables: 2 tables set end to end
- Decorations: Very simple
- Table cloths: None
- Ice: In ice chest
- Napkins: 4” X 4” White
- Plates: None
- Cups: 9 oz. plain
- Cups-coffee: Styrofoam, plain

▪ **Food**

- 5 dozen store bought cookies on simple trays, some sugar free with appropriate signage
- 1 fruit tray – sliced or in halves, very simple
 - 6 red apples
 - 4 green apples
 - 4 bananas
 - 4 oranges
- 20 donuts, store bought
- 20 muffins, store bought
- 1 coffee cake, cut into 30 pieces
- 1 bowl potato chips and 2 cartons of dip

▪ **Drinks**

- 9 soft drinks
- Coffee – regular and decaf
- Condiments
- 2 Pitchers of water with lemon slices

Clean up

Begin prep for afternoon break

You might want to think about starting your inventory update as you store away items or specific bins. Don’t wait until the last day to begin this big job.

▪ **Notes:**

FRIDAY

- **Drinks**

- Assorted soft drinks/Ice
- Small pot of coffee with condiments (optional)

Prepare coffee/timer for morning devotional

Clean up and dispose of garbage after team meeting before going to bed.

SATURDAY

SATURDAY – Night

10:00 PM Party – **this party is for Conference Room only**

While we do not have a *theme* other than Emmaus, it is traditional to use special decorations and special food at the Saturday night party. Food requirements for tonight will depend on what your special plan is. By now, you should have an idea of the quantities required. No list will be included here. REMEMBER, keep it simple – do not get overly elaborate. It is very late to be eating a lot of food. Some ideas from the past: ice cream social, beach party, hunting lodge, Fall festival, western theme. There are a number of decorations and serving dishes already on site for these ideas. Check your inventory sheet for specifics.

Be sure to have sugar free or low fat food with appropriate signage

You may use agape.

Prepare coffee/timer for morning devotional

Clean up and dispose of trash before going to bed

▪ **Notes:**

SUNDAY**SUNDAY – After lunch****Break – Place cart at 2:15 PM (break is approx. 3:15PM)**

- This break is served on a cart on the porch outside the Conference Room after the Fourth Day Talk. Place it there after they return to the Conference Room from lunch (2:15PM should be a time when a Talk is not in progress). **Please be mindful that the Pilgrims are in the Conference Room and make as little noise as possible when placing the cart on the porch.** Someone will need to clean this up when the Pilgrims go back inside the Conference Room for the cross ceremony. You will need to do this quickly and proceed to Closing.
 - Small candy bars (include sugar free candy)
 - Assorted soft drinks; water in an ice chest
 - Napkins (may use an assortment of “leftovers”)

Be sure all leftovers are packed and ready for Closing Refreshments Committee. If you have time, you may take them to the Dining Hall. Otherwise, they will pick them up.

You may choose to laundry dish towels at this point

Discard any unattractive cookies or other foods that will not be suitable for serving.

Any storable food should be inventoried and stored in the large ice chest. Be aware of the date and do not store it if the date will expire before the next walk. Do not store any packages that have already been opened. Do not leave packaged food on the open shelving because there may be “critters” who would like to have it. Anything in boxes/bags must be stored in containers that can be snapped shut.

Complete inventory and put all bins back in storage in the spaces allocated for them. It is an effort to keep organized so your help will certainly be appreciated.

Place updated inventory sheet in the Agape Room in the file folder near the laptop computer.

Clean café

Restock shelves if you moved the Camp’s supplies.

Clear all refrigerators of food

Be sure all coolers are clean and dry

Sweep, wipe tables, empty all garbage.

FOOD LIST

This is an *estimated* list of foods/amounts that you will need, and it is based on a full walk of 36 Pilgrims. Adjust it according to number of Pilgrims and your plans. You do not need to use all of the food items suggested. This is a strictly a suggestion list.

<p>Candy</p> <ul style="list-style-type: none"> 2 boxes small chocolate mints, make 1 sugar free, if possible Small candy bars, several bags, include some sugar free Large bags M&M, plain and peanut <p>Cheese</p> <ul style="list-style-type: none"> 4 lbs assorted cheese Pimento cheese (for celery filling) <p>Chips</p> <ul style="list-style-type: none"> 3 king-size bags of potato chips (at least 2 bags plain) 3 king-size bags Fritos 3 king-size bags Doritos or corn chips 1 small Chex Mix 1 large bag pretzels <p>Crackers</p> <ul style="list-style-type: none"> 2 boxes Ritz or other crackers 1 box butter fly crackers 1 box Wheat Thins <p>Dip</p> <ul style="list-style-type: none"> 3 pkgs. French Onion Soup Mix 3 pints sour cream 5 prepared dips in assorted flavors 3 pkgs. Spinach Dip for veggies 2 Salsa <p>Fruit</p> <ul style="list-style-type: none"> 1 container caramel for fruit dip 1 container chocolate for fruit dip 18 large red apples 9 large green apples 9 oranges 9 peaches or nectarines when in season 9 bananas 3 pounds red grapes 3 pounds green grapes 6 lemons 1 watermelon when in season 	<ul style="list-style-type: none"> 4 kiwis 2 cantaloupes when in season Strawberries, very fresh as they do not store well over two days Pineapple chunks (canned works better for fruit bowl than fresh pineapples) <p>Homemade</p> <ul style="list-style-type: none"> 2 homemade coffee cakes or breads 45 dozen homemade cookies 5 dozen homemade brownies 2 9x13 homemade cakes 1 layer cake, frosted <p>Meat</p> <ul style="list-style-type: none"> 3 packages salami or summer sausage <p>Miscellaneous</p> <ul style="list-style-type: none"> 2 boxes raisins 1 large jar peanuts, salted 1 large jar peanuts, unsalted 1 small jar peanut butter 1 cream cheese (celery filling) Sugar free cookies <ul style="list-style-type: none"> 1 small jar Maraschino cherries 2 boxes pitted prunes 1 medium bottle green olives 2 cans black olives Pineapple juice to keep apples from turning brown – 1 or 2 six packs <p>Store Bought</p> <ul style="list-style-type: none"> 10 packages store bought cookies <p>Store Bought, continued</p> <ul style="list-style-type: none"> 2 store bought coffee cakes <p>Vegetables</p> <ul style="list-style-type: none"> 4 bunches broccoli 2 heads cauliflower 1 bag ready to serve baby carrots 3 zucchini; 3 yellow squash 2 large cucumbers 1 large bag radishes
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- 1 large bunch celery
- 4 green peppers

Check the inventory sheet before determining how much of the following to purchase:

Drinks

- Coffee, regular
- Coffee, decaf
- Tea bags, regular
- Tea bags, decaf
- Tea bags, flavored
- Hot chocolate

You will not have control over the variety of beverages that the team members provide. Just graciously accept what you receive. You do need, though, a variety of the following.

Soft Drinks:

- Lemonade
- Cranberry juice
- 6 diet Cokes
- 6 caffeine free Diet Cokes
- 8 caffeine free Cokes
- 8 classic Cokes
- 5 Diet Pepsi
- 5 Pepsi
- 5 Diet Sprite
- 4 Sprite
- 3 Diet Ginger Ale
- 3 Ginger Ale
- 3 Orange
- 5 Dr. Pepper
- 5 Diet Dr. Pepper
- 5 Diet 7-Up
- 4 7-Up
- 4 Root Beer

Water

- 7 cases water

If you choose to have an ice cream party on Saturday night, the following is the suggested quantities:

- 4 gal. ice cream (includes 1 gal. sugar free)
- 2 chocolate syrup (includes 1 bottle sugar free)
- 1 caramel syrup
- 1 strawberry syrup
- Bananas
- Strawberries
- Nuts
- Whipped cream
- Cherries
- Rainbow sprinkles