

# FIRST CHRISTIAN CHURCH HELPING HANDS: MEAL SERVICE GUIDELINES

## BEFORE SATURDAY

### 1. Pick Up Food from Love Chapel:

- Love Chapel often has extra food (bread, fruit, desserts, or dented cans) available for use.
- To check availability, call **812-343-5049**.
- Pick up food no later than **noon on Friday**.

### 2. Security Volunteer Required:

- Each Saturday team must assign a “**security person**” to monitor the hallway outside the Reception Room.

### 3. Pick Up a Key:

- A key must be signed out from the church office by **4:30 p.m. on Thursday**. The office is closed on Fridays.
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## ON SATURDAY

### 1. Meal Details:

- **Serving Location:** Meals are served in the Reception Room (or Room 111 if needed).
- **Time:** Serving runs from **4:00–5:00 p.m.**
- **Guests:** Attendance can range from 20–60 people.
- **Menu:** Provide a main dish (protein), vegetable, salad, dessert, and drinks (milk is appreciated).

### 2. Setting Up:

- Guests wait outside the Franklin Street doors until **3:55 p.m.**, then may wait in the Franklin lobby until serving begins at **4:00 p.m.**
- Use the **Helping Hands Sign-In Sheet** (clipboard, blank forms, and pen are behind the kitchen door in the Reception Room).
- Before serving, have someone lead a **prayer** for the meal.

### 3. Serving:

- Food should be ready and plated on the counter.
  - Start with smaller portions to ensure everyone is served. Offer seconds **starting at 4:45 p.m.**
  - **No takeout meals** are allowed (Health Department regulation).
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## SUPPLIES

### 1. Kitchen Supplies:

- Plates, napkins, cups, and plastic silverware: Cabinet to the left of the stove.
- Additional items (drink mixes, etc.): Reception Room closet or pantry in the Fellowship Hall back hallway.

## 2. Cleaning Supplies:

- Trash bags: Under the sink.
  - Sweeper: Behind the kitchen door.
  - Other cleaning items: Closet near the Women's Restroom.
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## Clean-Up

### 1. End of Meal:

- **Guests:** Thank everyone and let them know the meal is over.
- **Leftovers:** Take with you or donate to:
  - **Turning Point:** 812-379-5575 or 812-379-9844
  - **Horizon House:** 812-799-1062

### 2. Cleaning Checklist:

- Clean tables and kitchen.
- Take out trash (dumpster behind the Youth Center).
- Sweep floors and put away any supplies used.

### 3. Return Key and Forms:

- Place the key in the **Guest Center on Sunday morning** or return it to the office on Monday.
  - Place the **sign-in sheet** in the Helping Hands mailbox near the elevator.
  - Submit receipts with a completed **Request for Payment** form in the Helping Hands mailbox.
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## Additional Notes

- Report issues to the church office at **812-379-4491** on Monday.
  - For emergencies, call **911**.
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Thank you for being the hands and feet of Jesus!

***“The King will reply, ‘Truly I tell you, whatever you did for one of the least of these brothers and sisters of mine, you did for me.’ Matthew 25:40***