

Kitchen Team Leaders Manual

This manual is to help prepare you for the meetings and weekend ahead. It is yours to keep. You may write in it and make any notes you choose to.

You will receive a hardbound manual at the adult leadership meeting. It will contain menus and other information you will need. Please do NOT write in that manual. It must be returned at the end of the weekend.

Things to Know Before the Weekend

1. There are three pre-weekend meetings. You are expected to attend at least two of the meetings.
2. The meetings are designed to prepare for the weekend ahead, but the most important thing is to **get to know your team**.
3. **Remember; this is a peer ministry.** Use your assistant team leader and ALL youth should participate equally.
4. During the team meetings you will hear practice talks by the youth who will be giving them on the weekend. Each team will give a written critique to the speakers after the talks are given.
5. Inventory the kitchen supplies on the TEC trailer during the 2nd or 3rd meeting (if an inventory list is not in the hardbound manual) to see what items you have and will not need to purchase.
6. Plan your menus and make out your shopping list.
7. The Kitchen Team has a budget of \$1,200.00.
8. You will be responsible to purchase all the groceries. Try to buy as much as possible before the weekend. **Sam's Club or Costco offer the best value.** Make arrangements with the host church to drop off and store your supplies.
9. You may order through Sysco or US Foods if you choose. Make sure someone from the church will be available to receive the food from these vendors (ordering information is found in the Kitchen hardbound manual).
10. **Keep ALL your receipts** and turn them in to the weekend treasurer on the Support team for reimbursement.
11. The assistant team leader or an adult team leader are the only ones who may make grocery runs on the weekend to re-supply perishables or pick up any additional items needed.
12. Meet with someone from the host church who is familiar with the kitchen and where everything is located. Get familiar with how things work and what is available for use. Do you have enough dishes? Can you use the dishwasher etc.?

13. The kitchen team wears white aprons. Team members are responsible to pay for their own aprons.
14. It may be easier to have one person purchase the aprons and have team members reimburse that person. They can be purchased through Strategic Equipment (612-381-3100) for \$3.50 each.
15. Decorate the aprons BEFORE the weekend.
16. Ask the Support team if Kitchen Team members will be needed to help with Stations of the Cross.
17. Ask team members to be ‘Guardian Angels’ for the conference room tables. ‘Wheat’ and notes may be left at the tables after the “God is Love” talk on Sunday morning.
18. **Remind the team that NO TEAM members are allowed in the conference room during talks.**
19. Check with team members for any food allergies or vegetarians during team meetings. You will get this information on the weekenders Friday night or Saturday morning.
20. **Remind ALL team members that they need to bring food/snacks for the conference room snack table.**
21. **Make arrangements at the last team meeting to have someone from each team bring a crock-pot of sloppy joes (2-3 lbs.) for the Friday lunch meal. (One pot from each of the Conference room, music, support, wheat and kitchen teams) Kitchen team will be responsible for the buns, chips and drinks.**

Shoes are to be worn in the kitchen at all times. No slippers or sandals.

Kitchen Team is NOT allowed in the conference room when the weekenders are present!!!!

The use of “Energy Drinks” (i.e. Red Bull) should be strongly discouraged.

Get plenty of sleep before the weekend.

Pray!! Pray for your team, the weekend and for yourself.

Friday – Die Day

- Arrive at church at 9a.m.
- Refer to the schedule in the manual for details.
- **Lunch is served Noon.** Get everything ready to serve before going on final grocery shopping run.
- Put any items brought for the snack table in a different area from the groceries.
- **Team commissioning starts at 1p.m.** Try to have everything cleaned up and put away as quickly as possible after lunch.
- Attend CoD talk at 2pm if work in kitchen is done.
- Attend the team meeting and Eucharist service at 2:30.
- PRAY WITH YOUR TEAM before Weekenders arrive.
- Weekenders are due to arrive at 4p.m. Many come early. Kitchen Team youth will help escort the weekenders (check with support) as they arrive. They may then participate in the get acquainted games until they are needed back in the kitchen to prepare for lunch.
- Meals for support and wheat should be served at least 15-20 minutes before the weekenders eat. Kitchen team will eat last.
- At dinner the Kitchen Team will introduce themselves to the weekenders. (Name, home church, etc)
- Before dinner is served the weekenders will be introduced to the concept of singing for their meals. They will need to sing for all meals until after their Agape dinner. This should be tough, but fun, encourage participation by all weekenders
- The Kitchen Team should stock the snack table AFTER dinner.
- Make sure to have a cooler of water in the snack area.
- Make any preparations for Saturday meals (i.e. baking cookies, muffins etc) during any down time. Keep your team busy.
- **No one should leave without telling you where they are going**
- Make sure everyone is aware of their assignments for “Stations” if they are needed by the Support Team.
- Participate in Ash Wednesday service. Take time with your team to write down sins/burdens they want to burn on the cross.
- Attend the all team meeting after burning of sins.
- Take time to **pray with your team** before bedtime and go over any details for Saturday morning.
- Get your rest.

Saturday – Rise day

- Refer to the manual for details.
- Team wake up at 6a.m. Kitchen team should be dressed BEFORE they go to Easter Vigil because they will need to be in the kitchen immediately after the service to get breakfast ready.
- Continue to use any ‘down time’ to bond with your team. **Decorate “Happy Wheat bags” and hang them up.**
- Make sure snack tables are stocked and water cooler filled.
- Help Support and Wheat teams begin setting up the Agape dinner as soon as possible.
- **No one on team leaves to shower until the set up is completed and you say it’s OK to go.**
- If this is your home congregation, try to arrange for several members of the congregation to take team members to their homes to shower. If this is not your church, try to find someone on team to arrange for team showers.
- **It is very helpful to have 6-8 people or a Cursillo group to come and help with the meal preparation around 4p.m.** Make sure they are aware that the meal is not over until around 8.
- Anyone that is not on team who wants to help set up should arrive around 4:30. Those who want to serenade should be in the dining area BY 6p.m. Encourage these people to stay for the “Living Wheat” service.
- **The doors to the Agape dinner should be opened for the Weekenders as soon as they begin singing their dinner song a second time.**
- The Kitchen Team will serve the Agape meal unless outside help is available. Often TEC youth from prior weekends want to help.
- **ALL non-conference room teams need to go to the sanctuary as soon as they finish eating to participate in “Living Wheat”.**
- Make sure that the dining hall and kitchen get cleaned before letting your team go for free time.
- Attend the ‘End of the Day’ service and the team meeting right after.
- Take care of any last minute things for Sunday breakfast.
- Pray with your team

Monday – Go Forth Day

- Refer to your manual for details.
- Get all your gear out of the sleeping areas and to your cars before serving breakfast.
- **Inventory all remaining supplies and leave your dated inventory sheet in the boxes for the next weekend team.**
- Begin to pack up the kitchen boxes and get them to the trailer as soon as they are no longer needed. Leave an updated inventory in the hardbound Kitchen Manual.
- Sub sandwiches work best today because the tables will eat at different times after they are each commissioned.
- Make sure to have snacks available during slide show.
- Put any unopened snacks aside to be eaten at the reunion.
- Divide any perishables up and offer them to team members to take home at the end of the day.
- Be ready for an ALL team picture at 2:30.
- Make sure all receipts have been turned in to treasurer.
- If all the kitchen work is done, attend the “Beyond TEC” talk by the CoDs, the slide show and group sharing time.
- Attend the closing service.
- **EVERYONE help to clean the church and put it back in order.**
- **Pass out Wheat to your team after all cleaning is done.**

Thank You

After the Weekend

- Attend the reunion
- Put out left over snacks

Menu suggestions and recipes

Friday lunch Meal

Sloppy Joes (Have each team bring one crock pot of sloppy Joes ready to serve) or

Pizza (**Only if donated**)

Buns

Chips

Breakfast suggestions

Cereal

Fruit

Muffins/cinnamon rolls

Milk

Juice

Coffee/tea/Hot chocolate

Lunch suggestions

Potato Bar

Tacos

Italian Dunkers

Hot Dogs

Sub sandwiches for Monday lunch

Veggies & dip

Lemonade/Kool-aid

Milk

Dessert (cookies/bars/ice cream)

Dinner suggestions

Spaghetti

Lettuce salad with dressing

Garlic bread

Milk

Lemonade/Kool-aid

Dessert (cookies/bars/ice cream)

Sunday is Agape dinner (see menu page)

Chicken Breasts (BONELESS)
White/wild rice
Green bean
Lettuce salad with dressing
Dinner rolls
Punch
Dessert/Sherbet with wafer cookie

Sloppy Joes

15 pounds hamburger
2-½ cups ketchup
10 tsp. Vinegar
10 cans tomato soup
10 cans chicken gumbo soup
2-½ cups brown sugar
2 ½ cups chopped onion
10 tsp. prepared mustard
2 ½ to 5 cups bottled chili sauce
Brown hamburger and onion: drain fat. Add remaining ingredients.
Simmer 30 to 45 minutes.

Buns (approximately 6 dozen)

Chips (3—2pound boxes)

Breakfasts

Cereal (10 boxes or 5 large bags per breakfast)

Instant oatmeal is nice to have available

Juice (Plan on 6 gallons per breakfast)

Fresh fruit (40 bananas cut in half & 20 oranges quartered)

May substitute any fruits in appropriate amounts

Yogurt (buy approximately 100 – 4 or 6 ounce containers)

Milk (4 gallons per breakfast normally)

Coffee/tea/hot chocolate

Cinnamon Rolls

100 frozen cinnamon rolls

4# powdered sugar

Milk

2-3 tsp. vanilla

- Place frozen cinnamon rolls 2-3 “ apart on baking sheets to rise over night. Bake according to directions. Cool before frosting.
- Frosting: Mix powdered sugar and vanilla. Add milk until desired consistency.

Muffins

2-5# boxes Kruestez basic muffing mix (or similar product to make 100-110 muffins)

100-110 muffing papers

Prepare according to instructions. Add cinnamon & Sugar, blueberries, or chocolate chips as desired.

***Note: Make sure you have adequate muffin pans for baking.**

Optional Lunch menus

Tacos

15 lbs hamburger

1 #10 can nacho or cheddar cheese

10 lbs shredded cheddar cheese

2- 5lb bags shredded lettuce or 6 heads of lettuce shredded

12 tomatoes

6 cans black olives

2 quarts sour cream

4-6 onions

100 soft shells

2 boxes nacho chips (Sam's club) or 6-8 large bags nacho chips

3 jars jalapeno peppers (optional)

1 large canister of taco seasoning (Sam's club) or enough packets for 15# hamburger

Brown hamburger and drain. Add seasoning mix, cook according to package directions. Heat nacho cheese in crock-pot. Prepare all other items as needed for tacos.

Potato Bar

100-110 baking potatoes

Vegetable oil

2 #10 cans cheddar cheese sauce

3 quarts sour cream

3 pounds of butter or margarine

2 large onions; chopped

3- 5-pound bags frozen broccoli

1 64 oz. bottle salsa (optional)

Scrub potatoes and brush lightly with oil. Puncture potatoes with fork and bake at 350 for 2- 2½ hours. Heat cheese sauce in a crock-pot.

Steam broccoli according to package directions. Set out the remaining condiments.

Italian Dunker with Spaghetti sauce

14 loaves French bread (cut each loaf into 8 -6" open faced slices)
4 -64oz. jars spaghetti sauce or 2 #10 cans
20 pounds of shredded Mozzarella cheese
Margarine

Spread margarine on bread and top with shredded cheese. Place on foil and bake at 350 until cheese is melted. Serve with warm spaghetti sauce for dipping. (It is nice to have small bowls or plastic serving cups for spaghetti sauce.)

Hot Dogs

100-110 hot dogs and buns
Catsup and mustard
1-gallon pickle spears
Chips (3- 2pound boxes)

Sub Sandwiches for Sunday

100-110 Kaiser rolls
7# sliced ham
7# sliced turkey
6# American cheese slices
3 heads lettuce
13 tomatoes; sliced
4 onions; sliced
Mustard & Mayo
1-gallon dill pickle spears

- **Note: Teams will be eating at different times. Place meat & cheese on buns ahead of time. Have sandwiches and condiments on trays that can be refrigerated between serving times.**

For all lunches serve:

Veggies (carrots / approximately 10# per meal & celery / 1 bunch)
Ranch dressing for vegetable dip
Lemonade or kool-aid

Dinner suggestion for Friday

Spaghetti – garlic bread- salad

15 # spaghetti

15 # hamburger

6- 64oz. cans of spaghetti sauce or 3-#10 cans

Parmesan cheese

Italian seasoning for sauce

12 loaves French bread

Garlic salt or powder

2-5# bags mixed salad

Dressing (ranch or Italian)

- Brown hamburger and drain: Add to the spaghetti sauce and season to taste. **(Keep some spaghetti sauce plain for vegetarians)** Simmer about 1 hour. Cook spaghetti noodles according to package.
- Cut French bread lengthwise. Spread with margarine and sprinkle with garlic powder or salt. Wrap in foil and warm in oven until margarine is melted. Cut each loaf into 12 - 2" pieces.

Agape Dinner (Saturday)

Chicken breasts with rice

100-110 boneless chicken breasts

6 large boxes of white rice or a white & wild rice mix (**do not use Minute Rice**)

24-10 ½ oz. cans cream of mushroom soup

24- equal parts milk (use empty soup cans to measure)

12 envelopes dry onion soup mix

- Mix soup, milk and dry onion soup mix thoroughly. Put half of this mixture aside. To the other half add rice. Pour rice mixture in bottom of pans, place chicken breasts over top of rice mixture. Pour remaining liquid mixture over chicken.
- Bake covered at 350 for approximately 1 hour. Uncover and bake approximately 20 minutes longer until brown.

Lettuce salad

2-5# bags lettuce mix

1 large bag croutons (Sam's club)

Grape tomatoes

Ranch dressing

- Have dressing on salad before serving

Green Beans

15# frozen green bean

Prepare as directed

Dinner Rolls

100-110 dinner rolls

*Place in baskets on tables with butter or margarine.

Punch

5 packages pre-sweetened Strawberry Kool-aid

5 packages pre-sweetened Cherry Kool-aid

3 large cans frozen orange juice

10 quarts of water

2- 2 liter bottles ginger ale

3 small cans frozen lemonade

- Mix all ingredients except ginger ale.
- **Add ginger ale just before serving**

Dessert

6 ½ gallon containers of Rainbow sherbet

100-110 wafer cookies

Desserts

Chocolate chip cookies

6 $\frac{3}{4}$ cups flour
3 tsp baking soda
3 tsp salt
3 cups (6 sticks butter or margarine, softened)
2 $\frac{1}{4}$ cups granulated sugar
2 $\frac{1}{4}$ cups packed brown sugar
3 tsp vanilla extract
6 large eggs
6 cups (36oz) semi-sweet chocolate chips
3 cups chopped nuts (optional)

Preheat oven 375

Combine flour, baking soda and salt in bowl. Beat butter, granulated sugar, brown sugar, and vanilla in large bowl until creamy. Add eggs one at a time, beating well after each addition. Gradually beat in flour mixture. Stir in chocolate chips and nuts. Drop by rounded tablespoon onto ungreased baking sheets.

Bake for 9 to 11 minutes or until golden brown. Cool on baking sheets for 2 minutes; remove to wire rack to cool.

Makes about 5 dozen

Rice Krispie Bars

1 pound butter
5-10oz.bags marshmallows
30 cups rice krispies
Pam spray

- Melt butter and marshmallows. Remove from heat and add Rice Krispies. Mix well. Spray pans with Pam and spread mixture into pans. Let stand and cut into 2" squares
- You will need 100-110 bars

Ice cream sundae bar

4-5 quart pails Vanilla ice cream
2- 64oz.bottles Hershey's chocolate syrup
2 jars butterscotch topping
2 large bags frozen strawberries (optional)
2 cans Spanish peanuts

Monster cookies

12 eggs

4 cups brown sugar

4 cups white sugar

1# butter

3# peanut butter

2 tbs. Corn syrup

2 tbs. Vanilla

8 tsp. baking soda

18 cups uncooked oatmeal

1 ½ # chocolate chips

1 ½ # M&M's

- Cream together sugars and butter. Add eggs, peanut butter, corn syrup and vanilla. Stir in baking soda, oatmeal, chocolate chips and M&M's.
- Drop on ungreased cookie sheets.
- Bake at 350 for 10 -12 minutes



Kitchen Manual