

UUCA's Wonderful Wednesdays Community Dinner

Note: Instructions for caterers begin on page 3.

Join us Wednesday nights between Labor Day and Memorial Day for a variety of programs we call "Wonderful Wednesday." Activities include adult religious education classes, Vesper worship services, music rehearsals, and children's and teen's activities. Childcare is available, by advance reservation, from 6:00 to 9:15 pm.

Community Dinner

The centerpiece of each week's programming is a community dinner beginning at 6:15 pm. Dinners are served by UUCA groups and families, and proceeds go to UUCA programs and other good causes. There are three ways for you to participate:

- **Join us!** Looking for a night off from cooking? UUCA's Community Dinners are a great way to connect with UUCA friends, meet some new ones, enjoy food and fellowship, and contribute to worthwhile programs and causes. Suggested donations: \$6/adult, \$3/child, \$15/family max.
- **Raise funds!** Would your group like to cater a Wonderful Wednesday dinner and make money for your program or favorite cause? Catering teams prepare a meal for 100 people and typically raise between \$200 and \$700 for their group or charitable cause. Contact Jerolyn Lowry at jerolyn.lowry@comcast.net or 770-455-6248.
- **Volunteer!** Are you looking for a way to contribute to our UUCA community? Great volunteers make our Community Dinners even better. We are always in need of help with preparation, set-up, and clean-up. It might not sound so glamorous, but we make it fun! Contact Rev. Jane Thickett at jthickett@uuca.org or 404-634-5134.

Fundraising

Per UUCA's "Fundraising Policies and Procedures Guidelines" and in order to maintain compliance with laws governing congregational finances, all recipients of UUCA fundraising via the Wonderful Wednesday Community Dinner must fall under one of the following categories:

- The UUCA operating budget, or a UUCA program
- A congregation or 501(c)(3) non-profit organization
- A direct program or service covered under an umbrella 501(c)(3) non-profit organization
- A department or operating function of a 501(c)(3) non-profit organization

UUCA fundraising proceeds may not be disbursed to the following:

- Individual congregants (funding requests for individuals will only be considered through the Minister's Discretionary Fund, and is governed by the rules and policies of that fund)
- Electoral campaigns or candidates
- Lobbyists and political action groups

Should any question be raised about the process and procedures for fundraising related to Wonderful Wednesday Community Dinners, including a group's eligibility to participate, the guidelines outlined in UUCA's "Fundraising Policies and Procedures Guidelines" will be followed.

Communications

To maximize participation by both attendees and fundraising groups, the following official UUCA communication channels can be used:

- The Weekly Update (use this tool to solicit fundraising groups, advertise about the group/cause, publish menu, encourage attendees)

- The Monthly Newsletter (“Community Dinner Corner” each month)
- UUCA’s Facebook page (Every Monday, post that week’s WW group/cause and the menu to encourage attendees)
- UUCA Announcements list (Every Monday, post that week’s WW group/cause and the menu to encourage attendees)
- Other ideas/channels?

UUCA’s Commitment to Ethical Eating

Aware of our interdependence, we acknowledge that eating ethically requires us to be mindful of the miracle of life we share with all beings. With gratitude for the food we have received, we strive to choose foods that minimize harm and are protective of the environment, consumers, farmers, and all those involved in food production and distribution. As Unitarian Universalists, we are called to address our relationship with food. Our Principles call for recognition of and respect for the other. As we search freely and responsibly for truth, meaning, and spiritual wholeness, we will make a variety of individual choices about food. Ethical eating is the application of our Principles to our food choices.

From the UUA’s 2011 Statement of Conscience “Ethical Eating: Food and Environmental Justice”

Discuss the idea to incorporate an “Ethical Eating Wednesday” where:

- that week’s group is willing to provide at least one of their dishes as locally and/or sustainably grown/sourced?
- education is provided and/or handouts are provided about ethical eating at that week’s dinner – maybe recipes, local resources, a talk from our CSA folks, Georgia Organics, etc.
- we “hype” that week as ethical eating week to draw a larger audience?
- Coordinate with the sustainability and ethical eating groups at UUCA.

UUCA Community Dinner
CATERING GUIDELINES

Please **scrape all food scraps into plastic bags** and place in the garbage, **not down the disposal**. Our old copper pipes are very narrow, and even run through the disposal, food has recently clogged the sink. Advice of the plumber is to **AVOID USING THE DISPOSAL**.

A. CATERER RESPONSIBILITIES (Individuals or Catering Group)

- **PREPARE** entrée(s), salad and/or vegetable(s), bread and/or starch, and dessert(s). **WE ARE A STRICTLY NUT-FREE BUILDING! PLEASE DO NOT USE NUTS IN THE PREPARATION OF ANY DISHES!**

(See "Food Quantity Guidelines" sheet for examples/suggestions.) Food especially for children is included in this.

- **CONTACT YOUR WW COORDINATOR**, when you know **YOUR MENU** plan:
- **SERVE** dinner from the kitchen counter, from the self-service table in the social hall, or a combination of both. (There will be 4 serving tables in the hall center: one for beer & wine, one for other beverages, one for kid's food, one for self-service including flatware, etc.)
- **COLLECT** dinner money, reimburse caterer(s) for expenses, pay the dishwasher \$35, fill out the caterer's accounting report and hand it in with the cash and checks to or her rep. **DO NOT** collect the beer/wine money. That is the coordinator's responsibility.
- **CLEAN UP**
 - a. **Wash, dry, and store pots and pans, cooking utensils**, and all other kitchen items used; do general kitchen clean-up of stoves and countertops. Will Baker is employed to wash the dishes and flatware, using the industrial dishwasher. His compensation will be paid through UUCA payroll, and **IS NOT** to be paid in cash by the caterer. Plates, bowls, flatware, and tumblers must be hand dried.
 - b. Place wet and **dirty dish towels** in the mesh bin beside the window counter.
 - c. **Extra food may be sold**. There are baggies and take-home containers available. An announcement may be made for this during the meal (tell the Coordinator).
 - d. **Leave the kitchen as you found it, or better**--this kitchen is a volunteer operation except for Stephen, the dishwasher, and our sexton who sets up and takes down the tables and chairs.

e. **Do not leave food in the refrigerator** without making arrangements for someone to pick it up by Friday and clearly labeling it (the refrigerators are cleaned out once a week).

B. FOR YOUR INFORMATION (Things You Don't Have to Worry About)

The UUCA Coordinator (or staff)---

- Will help with the menu, kitchen procedures, or serving suggestions prior to your catering date, if needed—please ask the Coordinator for any help needed.
- Will inform you of the attendance at the previous week's dinner for planning purposes.
- Will provide the caterer(s) with dishes, flatware, cups, napkins, ice, beverages (beer, wine, lemonade, coffee, tea, water), as well as butter/margarine and salad dressing, as needed.
- Will provide soy-nut butter & jelly and sandwich bread for kid's table.
- Will set up, break down, and store tables & chairs, tablecloths, salt & pepper.
- Will provide name tags, pens, and a metal cash box at the collection/cashier table.
- Will collect the beer/wine money placed in a basket (\$2.00 per glass).
- Will wash the dishes and flatware.
- Will ensure that someone will make announcements for the evening, including any "credits" for dinner that you would like to be made (see the Coordinator for this).
- Will provide the caterer's accounting form to be filled out.

Current Coordinator: Rev. Jane Thickstun (UUCA Staff); Jerolyn Lowry and Dana Taylor (UUCA Members); Dishwasher: Will Baker (UUCA Member); Dining Room Set-up: Bo Gaiason or Dan Moore (UUCA Staff Building Attendants)

C. HELPFUL HINTS (for the Catering Chairperson)

- **PLANNING.** Use the following forms to assist you in planning ahead: Food Quantity Guidelines, Volunteer Jobs Sign-Up Sheet, and Food Volunteers Sign-Up Sheet.
- **FAMILIARIZE YOURSELF** with the UUCA kitchen. Go by the church to check on where items you will need are stored and be sure to attend at least one meal prior to your catering date.
- **FOOD PREPARATION.** Prepare the cooked part of your meal at home(s), unless you have plenty of time. (i.e. Spaghetti is easy to cook at home and warm up at the church.)
- **MEAL ALTERNATIVES.** Prepare a alternative menu/food for children and vegetarians. Plan for about 20-30 vegetarian servings (usually about a third of attendees), labeled "FOR VEGETARIANS ONLY." Plan for about 15 servings for kid's

food. For children, macaroni and cheese is a good standby, but ravioli, Spaghetti-O's (anything with cheese), in addition to carrot and celery sticks, or a plain "kid" vegetable (corn, green beans, etc.) are recommended by the Child Care Committee.

- **SERVING.** Plan the dinner so that you are ready to **serve promptly at 6:15 p.m.** All food should be prepared and on hand by 6:00 pm. (In an effort to serve people more efficiently, it is recommended that families with children go to the head of the line.)

- **EQUIPMENT.** If you need equipment (large pots, bowls, rice cookers, soup warmers, etc.) from the pantry before 5:00 p.m. on Wednesday, you may get a key from the office. The Coordinator should arrive by 5:00.

- **HELPERS.** If needed, recruit help with **cooking & food preparation.** Enlist volunteers for **serving and clean-up.** It's best if the serving crew and clean-up crew are NOT the same people, because clean up WORKS BEST by beginning at the same time as serving, continuing until completion of the meal. Therefore, assigning 2 shifts for clean-up is helpful (6:30-7:30, and 7:30-8:30).

- **CASHIER.** Enlist someone as cashier to take up money, hand out plates, and to encourage people to wear nametags. Have some small bills (\$1's & \$5's) available for the cashier to make change.

- **MEAL COSTS.** Cost of meals is: \$7.00 for adults, \$3.00 for any child under 12 who gets a plate, with a maximum family charge of \$17.00 (immediate family). Checks should be made out to UUCA. ***As a courtesy and to encourage our ministers and full time church staff to be present whenever they can without concern for cost, we suggest that they, as well as the lay-minister on vespers duty, not be charged for their meal. Often when offered, they will pay anyway.

- **INCOME & EXPENSES.** As caterer you (or your group) are entitled to reimburse yourself (or group) for meal expenses from the money collected for the meal. Plan on a payment of \$35 to the dishwasher. Ten percent (10%) of your net receipts (after reimbursements) is contributed to the Kitchen Support Fund. You will be asked to

stipulate what you would like to do with the balance of the income (donate it to the church, a church organization, or your favorite 501-C 3 charity) and a check will be forwarded to that end. If you choose, the recipient of your donation will be announced during the scheduled announcements—let the Coordinator know your wishes.

D. EQUIPMENT AVAILABILITY & USE (in kitchen & pantry)

- **2 STOVES, 2 OVENS, and a MICROWAVE** – remember that large quantities take much longer to heat than normal “family quantities.”
- **THREE SOUP WARMERS**—heats up and keeps soups, sauces, chili, as well as pre-cooked rice, warm without burning. Pour 1 to 1 1/2 cups water in bottom of warmer and turn temperature gauge on. Pour soup into removable pots and place over water.
- **LARGE POTS, LARGE to SMALL METAL MIXING & SERVING BOWLS, BAKING SHEETS**
- **LARGE ASSORTMENT OF COOKING UTENSILS SMALL APPLIANCES & KNIVES**

FOOD QUANTITY GUIDELINES FOR 50

MENU ITEMS	SERVES 50 PEOPLE
ENTRÉES	
Pans of lasagna or baked casseroles	Four 5lb. pans, or four 9"x13" pans
Turkey	3-12lb. turkeys (approx. 35-40 lbs. whole/with bone-in)
Hearty soups/stews	4 gallons
Spaghetti sauce with meat	8 quarts
BREADS AND STARCHES	
Rice	8 lbs. dry
Bread	6 long French loaves, or approx. 7 lbs. bread
corn bread	3 pans, 9"x13"
Spaghetti noodles	6 lbs. dry
SALADS AND VEGETABLES	
Salad	Three-four 3-lb. bags ready-to-serve salad, or 4-5 heads lettuce with desired garnishes.
Vegetables	3- #10 cans, or ___ lbs.
DESSERTS	
Cakes	3 to 4
Cookies	50 large
ice cream	5 half gallons
Brownies	3 pans, 9"x13"

Want MORE PEOPLE at Your Dinner?

PUBLICITY might be the answer.

PUBLICIZE your dinner in the **UUCA Newsletter**, the **Weekly Update**, or **both**.

It is recommended that you submit an article for the Newsletter and Weekly Update that precedes your date by 1 to 2 weeks. You may want to focus on the menu, your group or council, how the funds raised will be spent, or any other information you think would be relevant to Community Dinner attendees. Please see newsletter for **submission** and **deadline information**, or ask the Coordinator.

REMEMBER, when you KNOW YOUR MENU, contact your COORDINATOR:

VOLUNTEER JOBS SIGN-UP SHEET

RESPONSIBILITY	NAME AND PHONE NUMBER	TIME COMMITMENT
CATERER/FOOD PREP Chairperson	COORDINATE food preparation and oversee serving	5:00 or so, until meal is served (approx. 7:15)
(1)	1.	
CLEANUP Chairperson	OVERSEE cleanup	6:30 to COMPLETION (about 8:15-8:30)
(1)	1.	
FOOD PREPARERS (see volunteer sheet)	PREPARE food either at home(s) or at UUCA	Varies depending on menu. ALL FOOD should be ON HAND by 6:00
(Number will vary)	1.	
	2.	
	3.	
CASHIER	COLLECT money & make change, RECORD # meals sold; MAKE reimbursements, \$35 to dishwasher, fill out form provided.	6:00-6:45 approx.
(1)	1.	
SERVERS	SERVE food from Kitchen windows or REPLENISH self-serve table	6:15 to 7:00 or slightly later
(2-3)	1.	
	1.	
CLEAN-UP CREW (number varies depending on menu)	WASH, DRY, STORE pots & pans, cooking utensils, serving containers; CLEAN UP KITCHEN (sink, stoves, countertops) Dry dishes, tumblers and flatware TWO SHIFTS recommended	6:30 to 7:30, and 7:30 to 8:30, approx.
6:30-7:30	1.	
	2.	
	3.	
7:30-8:30	1.	
	2.	
	3.	

FOOD VOLUNTEERS SIGN-UP SHEET

MENU ITEM	NAME of VOLUNTEER	PHONE NUMBER
ENTRÉE(S)	Hearty main dish(es) usually containing meat	
1.		
2.		
3.		
4.		
ALTERNATIVE ENTRÉE(ES)		
VEGETARIAN	Main dish(es), plant based	
1.		
2.		
KIDS FOOD(S)		
1.		
2.		
SALAD (S)		
1.		
2.		
3.		
4.		
VEGETABLE(S)		
1.		
2.		
3.		
4.		
BREAD and/or STARCH(ES)		
1.		
2.		
3.		
4.		
DESSERT(S)		
1.		
2.		