



St. Andrew's United Church of Pakenham

Catering and Special Events

Team Leader Tool Kit



April 2014

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1 Your Role as Team Leader

Thank You

First and foremost, we want to thank you for agreeing to help with the new catering activities at St. Andrew's. Volunteers such as you make it possible for us to do the work of the church in the beautiful community where we live. **We truly appreciate your efforts and dedication!**

Helping to Make Us Financially Viable

Renovation of the kitchen was undertaken, partially, with just this kind of catering activity in mind. It was our hope that the kitchen would help us maintain the financial viability of the Church. When we cater events for special occasions like birthdays, Christmas parties, wedding and baby showers, receptions or meetings we are creating an additional flow of money that helps us to operate and maintain the Church.

Welcoming Our Guests

We hope to provide all those who enter our Church with friendly hospitality. We want our guests to feel welcome and at home. Part of your role as Team Leader, is not just to ensure that the event runs smoothly, but to ensure that our guests feel the welcoming spirit that makes our Church such a great place to spend time.

Rental Documents

The rental documents that we use with our Renters are included in this Tool Kit. These documents will be signed before you are called to work on an event. You need to understand what is expected of us and our Renters as described in these documents. If, based on your experience running an event, you find serious circumstances that are not covered in the documents please call Rhonda Tees at 624-5593 to discuss.

As stated in the Agreement, it is the responsibility of the Renter to leave the kitchen and dining hall as they found it - clean and undamaged. Specific details of these responsibilities are outlined in the *Rental Agreement Addendum A*. It is up to you to do an inspection of the facility at the end of the event so that the damage deposit may be returned to the Renter. Once you have inspected the facility call Debbie at 624-5400 to advise what you have found.

Supplies

St. Andrew's supplies chairs and tables and ensures a supply of paper towels, toilet paper, dish detergent, liquid bathroom soap and garbage bags. **We do not supply table linens.**

Your Input is Valued

If you choose to use this Tool Kit to help you run an event we would greatly appreciate your input on improving it. Are there things that we missed? Have you found a better way to do something? Did you need volunteers we did not define job descriptions for?

If you have any comments about this Tool Kit, or would like to pass along comments and feedback from Renters, please call Rhonda Tees at 624-5593 or fill out the Comments Form at the back of the kit and leave it under the door of the office.

2 Rental Documents

The privileges, limitations and expectations related to rental of our facilities are outlined in two documents. The first one is an information one-pager called “*Renting Our Facility*” and the second is the “*Rental Agreement*” which includes the “*Rental Agreement Addendum A - Renter’s Check List*”. These documents are included below. If you have any questions about these documents please contact Rhonda Tees at 624-5593.

Rental Agreement - Information One-Pager “*Renting Our Facility*”

St. Andrew’s United Church of Pakenham

Renting Our Facility

Welcome

Thank you for considering St. Andrew’s for your function. We hope to provide those who enter our Church with friendly hospitality. We strive to make all feel welcome and at home. We trust that you will enjoy and respect our facilities and leave it clean and in the condition you found it.

Facility

We have an affordable, comfortable space that is available for day and evening rental. Our facility features a big, newly renovated kitchen. The dining hall has ten tables, and several serving tables, that comfortably hold up to 100 people for a sit-down meal. The kitchen and dining hall are both wheelchair accessible. There is a wheelchair washroom and large coat room. We rent to individuals, families, clubs, businesses and other organizations. We are not licensed to serve alcohol.

Staffing

Church staff will open and close the building before and after your event.

We provide a facilities manager who knows where everything is and can safely run equipment such as the industrial dishwasher. This individual also has contact information in case of equipment malfunction or emergencies.

Supplies

Chairs and tables are provided (Tables are 8’ long and 30” wide). They must remain in the building at all times.

Supplies such as paper towels, toilet paper, dish detergent, liquid bathroom soap and garbage bags are supplied by St. Andrew’s.

Table linens are not provided.

Food

When you rent our kitchen and/or dining hall, you can bring your own food, hire a caterer or have us provide the food for you. Check out our [catering menu](#) for a wide variety of delicious options. If we cater your event the rental rates quoted below are included in the catering price.

Rental Rates

Dining Hall Rental...\$50

Kitchen Rental...\$50

Facility Manager (*Required when renting the Kitchen*)...\$25

Sanctuary Rental - 1st three hours...\$150

Sanctuary Rental – Per hour after 3 hours (*To a maximum of \$300*)...\$50

Wedding (*Includes rehearsal*)...\$300

Discount for Frequent Rentals

After 5 consecutive rentals in a calendar year the sixth rental is free.

Rental Agreement

Rental Agreement

Agreement made this _____, day of _____, _____

Between

The United Church of Canada, as represented by:

St. Andrew’s United Church, PO Box 224, 2585 County Road 29, Pakenham ON K0A 2X0

(Hereinafter called the “Church”)

And

(Hereinafter called the “Renter”)

For rental of the:

- The Sanctuary Kitchen Dining Hall Kitchen and Dining Hall

On _____
Date(s)

Between the hours of _____
Hours of Use

For \$ _____
Rental Costs

The parties agree as follows:

1. Booking Requirements and Charges

- a) Any group with outstanding charges from previous events will not be allowed to use or rent the facilities until such charges are paid in full
- b) The full amount is due 48 hours before the rental date.
- c) To cancel the contract, a minimum of 48 hours advance notice is requested.
- d) The Renter understands that a reservation does not guarantee availability of the Church. Occurrences beyond the control of the Church, such as fire, flood, etc., may render the Church unavailable. If the Church is unavailable on the reserved rental day for any reason, the Church will return any rental fee paid by the Renter, and this will be the entire liability of the Church. Except for return of the rental fee, the Renter agrees to hold harmless and fully indemnify the Church from and against any and all damages, claims, demands, judgments, expenses (including but not limited to reasonable attorney’s fees) and injuries arising from or in any way related to Renter’s reservation and/or use of the Church.
- e) Renter agrees to comply with the terms outlined in Addendum A: Renter’s Check List.

2. Terms of Usage

The following terms apply to the Renter and all persons attending the function.

- a) The Renter acknowledges that they are renting a church and that the Church operates the facilities primarily for use by members of the Church and for others who agree to abide by the terms of this agreement and act in accordance with the lifestyle guidelines consistent with the Church’s religious beliefs.
- b) Use of the facility must not interfere with Church activity.
- c) The name of the Church shall not be used as an endorsement.
- d) Rental to any group does not mean that the Church endorses the beliefs and practices of the rental group.
- e) Smoking, the consumption of alcohol, and the consumption of non-prescription drugs is prohibited on the Church property.
- f) There is no obligation on the part of the Church to provide medical personnel or medical supplies. If any person attending a rental function has an accident, medical emergency or requires medical attention of any kind, the Renter will bear full responsibility for such event and its cause and consequences.
- g) The Church is not responsible for any damages to, or loss of property, of the Renter or attendees.
- h) All members of the rental party must stay in the areas designated for the event.
- i) Children must be supervised at all times.
- j) The kitchen facilities can only be used under the supervision of a Church appointed Facilities Manager.
- k) Any relocation of equipment or furniture must be done in consultation with Church personnel.
- l) Music for parties, receptions and other social events will be permitted, provided such music is maintained at a reasonable level and does not disturb the peace.
- m) If the Renter breaches the terms of this agreement, the event may be cancelled without notice, even if in progress, without refund of fees.

3. Insurance and Liability

The church’s insurance covers church hosted events only. Because we want our guests to be protected in case of accidents or mishaps, we strongly recommend renters acquire their own liability insurance. The options you can pursue are:

- adding a rider to your homeowner policy;
- using your business or organization insurance; or
- purchasing special event insurance such as PAL (Party & Alcohol Liability Insurance).

Sign here indicating understanding of Section 3 _____

The Church by its authorized signatory:

Renter by its authorized signatory:

Authorized Signatory

Authorized Signatory

_____/_____/_____
Day Month Year

_____/_____/_____
Day Month Year

Rental Agreement Addendum A – Renter’s Check List

Renter will:

- ▶ be responsible for having a primary contact present in the facility during the rental period
This contact shall be responsible for monitoring occupancy and all activity of Renters during the event.
- ▶ consider having their own liability insurance as they have been made aware that, as well as the church itself, they could also be personally liable in the case of any accidents or mishaps.
- ▶ be responsible for decorating the rental space, subject to approval by the Facilities Manager
No scotch tape, nails or tacks of any kind may be used on walls. We recommend using either blue painters tape or StickyTac™ for hanging decorations. Loose confetti and glitter may not be used as decoration.
- ▶ ensure that the facility is in the same condition as it was when it was rented
The cost for any extra time spent by Church Staff cleaning up after an event will be deducted from the damage and cleaning deposit or, if the amount exceeds the damage deposit, billed to the Renter.
- ▶ report, and pay for, any equipment or property damage incurred by Renters during event
Some or all of the damage deposit will be withheld if there is damage to the building or equipment.
- ▶ not bring any pets or animals onto the premises except for Service Animals
- ▶ enter and vacate the facility within thirty (30) minutes of the start and end of the rental period, ensuring that all participants have departed from the facility
- ▶ adhere to an attendance capacity of:
 - ▶ no more than 100 people for a sit-down meal; and
 - ▶ no more than 125 people for a reception or party.
- ▶ not touch any temperature or other equipment settings in the facility; and
- ▶ ensure that any and all equipment, decorations, or any item(s) not belonging to the United Church are removed at the end of the event.

3 Job Descriptions

This section of your Tool Kit includes job descriptions for the volunteers who may be needed to run an event. There are 18 functions detailed in this section. You may decide to assign more than one function to the same person, leave out functions entirely or add others that are not defined in this Tool Kit. These job descriptions are offered as a guide only.

If you have suggestions about these job descriptions, or any other items in this Tool Kit, you can:

- › jot it down in the “Comments and Suggestions” notebook in the kitchen;
- › fill out the form *Comments on Tool Kit* in the back of this book; or
- › call Rhonda Tees at 624-5593.

Team Leader

Number Needed: One per event

Prior to Event

- › Understand the general requirements of our Rental Agreement (*See Section 2*).
- › Contact the Renter and determine the layout they would like for tables and when they need access to the church to decorate. Please ensure that they refer to the guidelines about decorating our facility outlined in the *Renter’s Check List* (*See Section 2*).
- › Let the people on the Emergency Contact List (*See Section 8*) know that there will be an event.
- › If we do not cater an event and people are simply renting the kitchen and dining hall, we require them to have a Facilities Manger on site. You should use one of your team members to fill this role or, if no one on your team is available, see the Facilities Managers in Section 7 of this Tool Kit.
- › Determine the number of volunteers needed for event.
- › Call a meeting of your team if needed.
- › Refer to Volunteer Contact telephone list in this binder should you require more assistance than your team can provide.
- › Ensure volunteers are contacted and assigned jobs.
- › Make sure to contact Rhonda Tees or Margie Argue to discuss publicity if needed.
- › Offer to send Job Descriptions to volunteers by e-mail before the event. These will be provided to Team Leaders by e-mail.
- › Determine shopping list for food.
- › Assign shopping to volunteers.
- › Oversee food preparation in church.
- › If you use recipes not included in this Tool Kit please send a copy of the recipe to Rhonda Tees at rjtees@hotmail.com so that it can be included here for other teams to use.
- › Put up Tea and Coffee Signs (See signs in the back of the kitchen copy of the Tool Kit).
- › Make sure Church is clean and ready for event.

During Event

- › Coordinate with Kitchen and Dining Hall Managers to ensure Volunteers have everything they need to do their jobs and that food and dining hall prep is complete. Oversee activities and be the primary interface with Renter to ensure that everything is running smoothly.
- › Take charge of the thermostat to ensure a comfortable temperature for our guests and volunteers.

After Event

- › Make sure that Renter is given the opportunity to take home extra food if they wish. Make sure there are Take Out containers available for this purpose.

- › Check church after event and make sure that it is clean and undamaged. Advise Debbie Roi that you have inspected the church and that the damage deposit can or can not be returned to the Renter.
- › Return Tea and Coffee Signs to the kitchen copy of the Tool Kit.
- › Get receipts from shoppers.
- › Give receipts to the Special Events/Catering Treasurer, Margie Argue and ask that reimbursement cheques be given to shoppers.
- › Submit any money that may have been collected at the event to the Special Events/Catering Treasurer, Margie Argue, at margue@storm.ca along with a summary indicating your revenue and expenses. If you do not have e-mail please leave it in an envelope addressed to Margie's and leave it under the door of the admin office.
- › If you have used volunteers who are not on the Volunteer Call List and they are willing to help out at other times, please send these names and numbers to Rhonda Tees at rjtees@hotmail.com for inclusion on the volunteer list.
- › If supplies such as paper towels, toilet paper, dish detergent, liquid bathroom soap and garbage bags etc. are running low please contact Verna Humphries at 624-5565 to advise her that supplies need to be purchased.
- › Finally, in the format shown in the sample below, prepare a report/summary of your event. **It is critical that this report contain the names of all volunteers who helped with your event.**

Bowes Brothers Concert: Net Proceeds \$1,652.93

- › **Date:** Sunday, November 20, 2011
- › **Team Leaders:** Shirleen Duncan
- › **Volunteers:** Marilyn Snedden, Helen Myers, Marion Snedden, Sheila Baron, Joan Gillan
- › **Number Served:** Prepared for 300. Served 175.
- › **Menu:** Tea/coffee/cold beverage and squares
- › **Summary:** The band was well received and we had very positive feedback about the event. Volunteers prepared squares and treats in their own kitchens and brought them to the church.
- › **Financial Summary:**

Income	Total Revenue	\$2,610.00
Expenses	Total Expense	\$957.07
	Net Proceeds	\$1,652.93

IMPORTANT NOTES

- › **We are required to have permission to publish identifying contact information for our volunteers. Please make sure that all of your team members have signed the volunteer list in Section 9 – Meeting Privacy Requirements of the kitchen copy of the Tool Kit. Please also ask your volunteers to check the contact list to ensure that their information is correct. Corrections can be made by hand directly on the kitchen copy of the Tool Kit.**
- › **To meet Public Health Unit requirements you must keep track of any food that is prepared outside the church kitchen. Please keep a list of names, numbers and what was prepared by each person.**
- › **Please check the fridge for any perishables that you have used for your event and ensure that they are removed.**
- › **In case Renter forgets to bring linens, we have an emergency supply of plastic table cloths that can be used. These are only to be offered in case the renter forgets their linens. We do not normally provide table coverings. In the event they are borrowed by Renters they must be wiped with soap and water, dried, folded and put away.**

Facilities Manager

Number Needed: One per event

A **Facilities Manager** is needed when the kitchen is rented and the renters are not using us to cater their event. In this instance we require someone on the premises for the duration of the event. This individual is our point person with the Renter.

Prior to Event

- › Arrange access to church.
- › Help renter set up steam trays and sterno cans if they are being used.

During Event

- › Show renters where dishes, glasses, carafes, cutlery etc is stored.
- › Run the dishwasher and help renter put everything away.
- › Call emergency contacts if something arises that can not be handled by the Facilities Manager.
- › Inspect the kitchen and dining hall after the event and report your findings to Debbie Roi at 624-5400.

Shopper

Number Needed: Based on Shopping List and Volunteers Available

- › Buy items as indicated by Team Leader.
- › Submit receipts to Team Leader.

Put up Tables

Number Needed: Up to four per event

- › Arrange access to the church by calling Verna Humphries at 624-5565.
- › Put tables up in dining room per instructions from Team Leader.

Set Tables and Steam Trays

Number Needed: Up to two per event

- › Set tables with cutlery, serviettes, salt and pepper etc.
- › Set up steam trays including bottom trays and sterno cans.
- › Get dessert and beverage carts ready for use.

Pre-Event Food Preparation

Number Needed: To be determined by Team Leader depending on menu.

- › As directed by Team Leader depending on menu.
- › Team Leader can decide if volunteers will cook all or part of the food at the church or in volunteer homes. We encourage teams to use the church kitchen for food prep. It is set up to easily handle preparation and cooking of large quantities of food and any food prepared in our kitchen is covered by our Public Health Unit exemption.
- › Duties may include: peeling vegetables, cutting and preparing meat, preparing sauces, making desserts.

Trainer

Number Needed: One per event. (Team Leader may choose to perform the trainer role.)

- › Point out the bulletin board where people can confirm their roles from posted job descriptions.
- › Quickly review roles.
- › Remind people about sanitation and the need to wash their hands.

- › Remind people that we are on a septic system and point out the “Fat Pots” under the sinks for things that should not go down the drain.
- › Remind the volunteer responsible for the dishwasher to check that the water temperature reaches 180° during the wash cycle.

Kitchen Manager

Number Needed: One per event. (Team Leader may choose to perform the kitchen manager role.)

- › Communicate with the Team Leader during the event to ensure that everything runs smoothly.
- › Oversee and answer questions from kitchen volunteers during event.
- › Make sure that volunteers are washing their hands as needed.
- › Check the temperature of food and meat.
- › Ensure that the dishwasher washer operator checks the temperature of the water during the wash cycle.

Dining Hall Manager

Number Needed: One per event.

- › Communicate with Team Leader during event to ensure that everything runs smoothly.
- › Oversee and answer questions from dining hall volunteers during event.

Event Cooks

Number Needed: To be determined by Team Leader depending on menu.

- › As directed by Team Leader, may be asked to prepare salads and vegetables and boil, bake, heat and roast food.
- › Take hot items out of ovens and place on stainless steel counters under heat lamps.
- › Transfer hot items to portable containers that Food Table Runners can carry to food table in dining hall.
- › Make coffee and tea and place them in carafes on “pass through” under the sign that says “Full Tea & Coffee”.
- › Refill carafes on “pass through” under the sign that says “Empty Tea & Coffee”.

Hostess

Number Needed: One per event.

- › Greet guests.
- › Show them where coats can be hung and location of washroom(s).

Food Table Server

Number Needed: One per item of food being served.

- › Just before dinner hour, add 1” of **boiling** water to steam trays and light sterno cans.
- › Serve food from steam trays.
- › Cut buns and/or meat as needed.
- › Ask Food Table Runner for more food as needed.
- › Keep an eye on sterno cans to ensure that they remain lit.
- › Ask Food Table Runner for sterno cans if more needed

Food Table Runner

Number Needed: One per event.

- › Get fresh food from the kitchen when requested by Servers.

- › Get sterno cans from hall cupboard when requested by Servers.

Dish Cart Manager

Number Needed: Two per cart.

- › Decide with your partner which tables you will be responsible for. E.g. split dining hall in half.
- › Carts should be parked in the hallway not in the dining room.
- › Remove dirty dishes from tables as people finish their meals.
- › Scrape and pile dirty dishes on cart (disposable gloves are available).
- › When cart is full take it to kitchen. Park cart between the pass through and the first sink.
- › Help the Dishwasher Assistant remove dirty dishes from cart.
- › Wipe the shelves of your cart with a wet cloth.

Beverage Cart Manager

Number Needed: Two per cart.

- › Fill your cart with glassware and beverages including milk, juice, water, tea and coffee.
- › Serve beverages to diners as requested.
- › Return empty carafes and replenish supply of beverages from pass through.

Dessert Manager

Number Needed: Two per event.

- › Arrive early to cut pies or desserts (use pie cutter to cut pies in 6 pieces).
- › Place desserts on trolley and take to dining hall.
- › Place plates of dessert on dessert table.
- › Sit at dessert table in the dining hall to help people with desserts.
- › Ensure table and trolley are replenished.

Dishwasher Operator

Number Needed: One per event.

- › See instructions for operating dishwasher on cupboard door above the unit.
- › With help from the dishwasher assistant, remove dirty dishes from dish cart and help to fill dishwasher trays
- › At end of event, put away all clean dishes, glassware, cutlery, cookware etc.

Dishwasher Operator Assistant

Number Needed: One per event.

- › Remove dirty dishes from Dish Cart and help to fill Dishwasher trays.
- › Help Dishwasher Operator empty trays of clean dishes and put them back out for use by the Dish Cart managers.
- › At end of the event help Dishwasher Operator put away all clean dishes, glassware, cutlery, cookware etc.

4 Catering Menu and Recipes

Catering Menu

Option	Menu Selections	Description	Included	Price *
1	Cookies & Squares	Assortment of cookies and squares.	Coffee, tea, punch, water	\$3.50 / Person
2	Muffins	Selection of muffins	Coffee, tea, water	\$3.50 / Person
3	Sandwiches	Assortment of sandwiches on white and brown bread.	Coffee, tea, punch, water	\$5 / Person
4	Soup and Scone or Bun	Soup and scone or bun	Coffee, tea, punch, water	\$4 / Person
5	Soup and Sandwiches	Soup and assortment of sandwiches on white and brown bread.	Coffee, tea, punch, water	\$7.50 / person
6	Ham and Bean Buffet	Ham and beans, scalloped potatoes, salad.	Bun, coffee, tea, punch, water, dessert	\$12 / person
7	Chili Buffet	Chili and salad.	Bun, coffee, tea, punch, water, dessert	\$12 / person
8	Beef Stew Buffet	Beef stew, made with local beef, and salad.	Bun, coffee, tea, punch, water, dessert	\$15 / person
9	Lasagna Buffet	Lasagna and Caesar salad	Bun, coffee, tea, punch, water, dessert	\$15 / person
10	Chicken Pot Pie Buffet	Chicken Pot Pie and salad.	Bun, coffee, tea, punch, water, dessert	\$15 / person
11	Chicken Dinner Buffet	Roast, spiced chicken, vegetables, potatoes and salads.	Bun, coffee, tea, punch, water, dessert	\$20 / person
12	Roast Pork Dinner Buffet	Roast pork (local pork), roast potatoes, vegetables and salad.	Bun, coffee, tea, punch, water, dessert	\$20 / person
13	Breakfasts	Sausage and pancakes – or - Bacon, eggs and toast	Coffee, tea, punch, water	\$7 / person
14	Funeral Receptions	Assortment of sandwiches on white and brown bread, vegetable trays and pickles	Coffee, tea, punch, water	\$7.50 / person

Cheese, fruit and vegetable trays are also available. Price is based on season and tray size.

Catering minimum is 35 people.

** Prices are all inclusive – there are no additional charges or taxes*

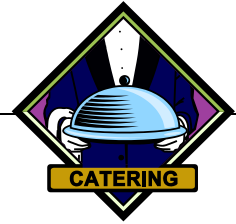
If you are ordering more than one meal for an all-day event there is a \$1 per person discount on your total bill.

Meal prices include rental of the facility.

Prices and menu are subject to change.

Food may contain nuts and gluten.

We are not licensed to serve alcohol.



Recipe: Hors d'œuvre

Hot Artichoke Dip

Ingredients

- › cans artichoke hearts, drained and chopped
- › cups parmesan cheese, grated
- › cups mayonnaise or Miracle Whip, light
- › garlic cloves, minced
- › 1T. lemon juice

Method

- › Mix all ingredients.
- › Bake at 350° for 10 minutes.
- › Serve with pita pieces or crackers.

Serves 60



Recipe: Hors d'œuvre

Stuffed Mushroom Caps

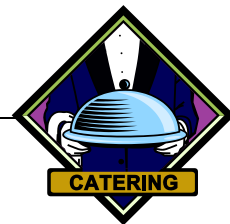
Ingredients

- › 120 whole large, fresh mushrooms
- › 12 T. canola oil
- › 3 large sweet onions, finely chopped
- › 1 ½ lbs. ground beef
- › 12 slices ham, coarsely chopped
- › 2 cups dry sherry
- › 1 ½ cups dry fine bread crumbs
- › tsp. garlic salt
- › salt and pepper
- › 1 ½ cup finely grated, mixed cheese

Method

- › Carefully remove stems from the mushrooms.
- › Chop the stems finely and reserve.
- › Place mushroom caps on a cookie sheet.
- › Heat oil in a large skillet over moderate heat, cook onion and beef until lightly browned, stirring frequently.
- › Add the chopped stems, ham and sherry and cook 5 minutes. Add crumbs and seasonings and mix well.
- › Stuff the mixture into the caps.
- › Sprinkle with the cheese.
- › Broil in a preheated broiler, 3" from the element for 3-5 minutes.
- › Serve hot!

Serves 60



Recipe: Main Dish

Chicken Pot Pie

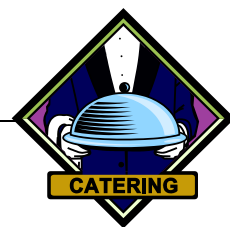
Ingredients

3-3 ½ lb chickens
4 cups water
3 cups broth from the cooked chicken
2 onions cut into wedges or chunks
6 potatoes, cut into pieces
2 cups sliced carrots (3-4 large)
3 stalks celery, cut into small pieces
1 ½ cups frozen peas
pie pastry (see recipe on package of lard)

Method

- › Boil the chicken in a large, covered pot in about 4 cups of salted water.
- › Boil until tender, about 1 ½ hours.
- › Pre-boil the onions, potatoes, carrots and celery until almost tender. Drain.
- › Melt the butter in a Dutch oven over medium heat. Blend in the flour, salt & pepper, thyme, Worcestershire. Sauce and the broth.
- › Stir constantly until smooth and thick.
- › Add the peas first and then add the chicken and the other vegetables.
- › Mix well and heat through.
- › Pour into a large stainless steel pans in church pantry.
- › Cover with pastry, slashing the top to allow the steam to escape.
- › Bake at 400° for about 40 minutes, or until the crust is golden brown and the chicken mixture is bubbly.

Serves up to 30 depending on serving size



Recipe: Main Dish

Simply Lasagna

Ingredients

- › 1 lb ground beef
- › 1 medium onion, diced
- › ½ tsp cinnamon
- › Salt and pepper, to taste
- › 2½ c mozzarella cheese
- › 1 container of cottage cheese
- › ½ c grated parmesan
- › ¼ c chopped fresh parsley
- › 1 egg, beaten
- › 1 jar spaghetti sauce
- › 2 Tsp sugar
- › 1 c water
- › 12 lasagna noodles, uncooked

Method

- › Preheat oven to 350°.
- › Brown meat on medium high heat with onion, salt and pepper and tsp cinnamon.
- › Mix 1¼ c mozzarella and cottage cheese and ¼ c parmesan, parsley and egg until well blended. Set aside.
- › Drain meat and return to skillet.
- › Add sugar to spaghetti sauce and stir into drained meat.
- › Add 1 c water to empty sauce jar, shake well and stir into meat mixture.
- › Spread 1 cup meat sauce on bottom of 13 x 9" baking dish.
- › Top with 2 layers of: three lasagne noodles; 1/3 c of cheese mixture; and 1 cup of meat sauce.
- › Top with remaining noodles, meat sauce and cheese mixture.
- › Cover with greased foil.
- › Bake 1 hour.
- › Remove foil and leave uncovered for 15 more minutes.
- › Let stand 15 minutes before cutting.

Serves 12



Recipe: Dessert

Caramel Citrus Tiramisu

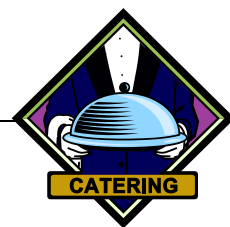
Ingredients

- › 1 cup white sugar
- › ¼ cup water
- › ¾ cup whipping cream
- › 1 tsp. vanilla
- › finely grated zest of one orange and one lemon
- › 1 and ½ 250g packages light cream cheese
- › 2 ¼ cups whipping cream
- › ¼ cup white sugar
- › 1 tsp. vanilla
- › ½ cup sour cream
- › 2 tsp. cornstarch
- › 3 pkgs. Giant lady fingers

Method

- › In a med. Saucepan, combine 1 cup sugar and ¼ cup water. Bring to a simmer over med. Heat, stirring until the sugar is dissolved. Increase the heat to high and boil without stirring, until the syrup turns a deep caramel colour (watch it doesn't burn). Remove from the heat and while whisking, carefully pour in ¾ cup of whipping cream, then 1 tsp. Vanilla. Whisk until blended. Let cool.
- › Strain the orange segments and keep the juice. Reserve some segments to decorate.
- › Combine the cream cheese and the sour cream until smooth. Stir 1 cup of the caramel sauce into the cream cheese mixture. Add the combined zests.
- › Beat 2 ¼ cups of whipping cream into soft peaks; add ¼ cup sugar, 1 tsp. Vanilla and 2 tsp. Cornstarch and beat until firm peaks form.
- › Layer half the ladyfingers in the pan or serving dish. Drizzle with ½ the reserved juice. (Grand Marnier would be a nice addition!). Spread with half the cream cheese mixture; top with half the mandarin oranges; spread with half the whipped cream. Repeat the layers, ending with the whipped cream. Cover and refrigerate for up to one day.
- › Cover and refrigerate the remaining caramel sauce and orange segments.
- › Drizzle each piece with the caramel sauce and an orange segment.

Serves 12 / Make 5 Recipes in 13" x 9" Pans to Serve 60



Recipe: Dessert

Italian Trifle

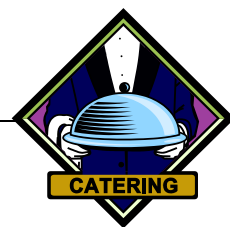
Ingredients

- › 1 large or 1 pkge of small raspberry jelly rolls
- › 1 c slivered almonds
- › 1 large can of fruit cocktail and fresh fruit of your choice
- › 2 c prepared whipping cream or Cool Whip
- › cherry brandy to taste
- › 1 pkge. Amaretti cookies, crushed
- › 2 pkges. instant vanilla pudding

Method

- › Slice jelly rolls ½” thin and line the bottom of a pan 13” x 9”.
- › Sprinkle with Cherry Brandy, some slivered almonds and crushed cookies (Crush them with your hands so they are coarsely crushed)
- › Cover with a layer of fruit.
- › Spread the vanilla pudding over the fruit.
- › Cover with the whipped cream or topping
- › Decorate with slivered almonds and fruit.
- › Chill for a few hours.
- › Cut into squares, approximately the size of a slice of jelly roll and serve on a plate with a sprig of mint, or a little sprinkle of silver dragees.

Serves 12



Recipe: Dessert

Moist Caramel Apple Cake

Cake

Ingredients

- › 1 package (2-layer size) yellow cake mix (No-name brand is best)
- › 1 pkge (4-serving size) vanilla instant pudding
- › 1 cup water
- › large eggs
- › 1/3 cup Crisco Oil
- › 3-4 spartan apples, peeled and coarsely chopped

Method

- › Preheat oven to 350°. Spray a large Bundt or angel cake pan with Pam.
- › Beat the cake mix, dry pudding mix, water, eggs and oil in a large bowl with an electric mixer on low speed until blended. Beat on high speed 2 minutes.
- › Gently stir in the apples to completely blend.
- › Pour into prepared pan.
- › Bake 50-60 minutes or until a toothpick inserted in the centre comes out clean.
- › Cool 20 minutes. The cake will probably settle a bit.
- › Remove from the pan and cool completely on a dinner plate on a wire rack.
- › Cake can be wrapped and frozen until needed. Serve at room temperature with warm caramel sauce.

Caramel Sauce

Ingredients

- › cup **dark** brown sugar
- › Tbsp flour
- › 2 cups water
- › ½ cup butter
- › 1 ½ tsp vanilla

Method

- › In a large saucepan, combine **dark** brown sugar and flour.
- › Mix well.
- › Slowly add 2 cups water, whisking well so there are no lumps.
- › Heat over medium-high heat, stirring constantly, until the mixture comes to a boil and is then thickened.
- › Add ½ cup butter and 1 ½ tsp. Vanilla.
- › Stir until the butter is melted.

Tips

If you want a bit more sauce, do 1 ½ times the recipe.

Use a gravy boat or a pretty bowl and ladle to serve warm over the Apple cake.

If you are going to serve this fairly soon after making, I leave it in the fridge in the saucepan and then reheat it on low, stirring occasionally.

Serves 10 – 12 Depending on Serving Size



Recipe: Dessert

Pineapple Cake

Cake

Ingredients

- › 2 eggs
- › 2 tsp. baking soda
- › 1 ½ cups white sugar
- › ½ tsp. Salt
- › 19 oz. can NOT drained, crushed pineapple
- › 2 c all purpose flour

Method

- › Mix 1st five ingredients together well.
- › Add 2 cups All Purpose flour.
- › Combine well.
- › Place in greased 9 x 13 pan
- › Bake for 40-45 minutes at 350°.

Method for Finishing Up

- › When the cake comes out of the oven loosen around the edges and prick it all over the top.
- › Pour the milk mixture all over the top.
- › Let cool.

Serves 12 / Make 5 Recipes in 13" x 9" Pans to Serve 60

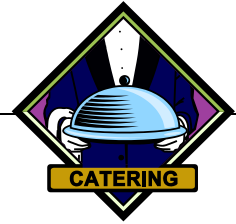
Topping

Ingredients

- › ¾ cup white sugar
- › ½ cup butter or margarine
- › ½ cup milk
- › 1 tsp vanilla

Method

- › Near end of the baking time boil sugar, butter and milk together in a sauce pan.
- › Once the mixture comes to a boil, remove from the stove and **add 1 tsp. Vanilla.**



Recipe: Miscellaneous

Newfie Scones

Ingredients

- › ½ lb. shortening
- › 4 cups flour
- › 1 tsp. Salt
- › 1 tsp. baking soda
- › 1 T. baking powder
- › ¾ cup sugar
- › ½ cup currant, raisins or cranberries, optional
- › 2 cups buttermilk

Method

- › Combine shortening, flour, salt, baking soda, baking powder and sugar.
- › Work just until the mixture resembles oatmeal.
- › Add the fruit, if using.
- › Stir in the buttermilk, just until ingredients are combined.
- › Drop by spoonful onto greased cookie sheet.
- › Bake at 400° for 15 minutes.

Serves 30

Notes

A Newfie Scone makes an excellent base for individual strawberry short cakes.

5 Dishwasher Operating Instructions

Preparation

1. Turn on the hot water faucet at the sink until hot water is obtained. This ensures that hot water is available for the dishwasher. Turn off the faucet.
2. Open the dishwasher door and ensure that the filter screen at the bottom is clean. Remove and rinse if necessary, then close the door.
3. Flip the **POWER** switch to the “**I**” position. The switch will light and water will enter the wash compartment. Heaters will begin to heat both the wash and rinse water.
4. Scrape or flush scraps from dishes before loading them onto a rack. It is not usually necessary to pre-rinse slightly soiled ware. Use the cutlery racks for cutlery.
5. After a 10-minute wait period, the dishes can be loaded, one rack at a time.

Washing

1. Slide the rack into the dishwasher and close the door. Press and hold the **START** button for one second. The green CYCLE light will illuminate and the wash cycle will begin.
2. The rinse cycle requires water temperature of **180°F**. This unit has a flash heater that heats the water quickly, but there may be a short delay until the required temperature is reached. This temperature sterilizes the contents and must be reached before the rinse cycle will begin.
3. When the green CYCLE light goes out, the rack can be removed and another rack inserted. Place the clean rack on the drip pan and let air dry. **It will be HOT!**

Shutting Down

1. Flip the **POWER** switch to the “**O**” position and close the door to drain the tank. The green CYCLE light will come on and the machine will drain for about 90 seconds.
2. After the green CYCLE light goes out, check the filter screen and clean if needed.
3. Leave the dishwasher door ajar briefly to allow the inside to dry. Be sure it is safe to do so. When dry, close the door.

PROBLEMS?

Contact: Dave Wilson (832-1026) or Barb Armstrong (624-9233)

6 Catering Team Leaders

There are Catering Team Leaders and Special Event Team Leaders. Catering Team Leaders are responsible for catering rentals and funerals. Special Event Team Leaders are generally members of the Special Events Committee and are responsible for events such as the September Fish Fry, the October Anniversary Supper etc.

2015 Special Events Catering Team Leaders					
January Shirleen Duncan 623-6679 <i>Confirmed</i>	February Margie Argue 623-3823 <i>Confirmed</i>	March Vacant <i>TBD</i>	April Arlene Gillan 832-2827 <i>TBC</i>	May Marilyn Snedden 256-3130 <i>Confirmed</i>	June Vacant <i>TBC</i>
July Marilyn Snedden 256-3130 <i>Confirmed</i>	August Marilyn Snedden 256-3130 <i>Confirmed</i>	September Barb Armstrong Lisa Gillan 256-8190 <i>Confirmed</i>	October Arlene Gillan 832-2827 <i>TBC</i>	November Margie Argue 623-3823 <i>Confirmed</i>	December Joan Gillan 832-2556 <i>Confirmed</i>

2014 Special Events Catering Team Leaders					
January Margie Argue 623-3823 <i>Confirmed</i>	February Margie Argue 623-3823 <i>Confirmed</i>	March Shirleen Duncan 623-6679 <i>Confirmed</i>	April Arlene Gillan 832-2827 <i>TBC</i>	May Marilyn Snedden 256-3130 <i>Confirmed</i>	June Vacant <i>TBC</i>
July Marilyn / Margie Snedden 256-3130 <i>Confirmed</i>	August Marilyn Snedden 256-3130 <i>Confirmed</i>	September Barb Armstrong 256-8190 <i>Confirmed</i>	October Arlene Gillan 832-2827 <i>TBC</i>	November Shirleen Duncan 623-6679 <i>Confirmed</i>	December Joan Gillan 832-2556 <i>Confirmed</i>

2013 Special Events Catering Team Leaders					
January Margie Argue 623-3823 <i>Confirmed</i>	February Margie Argue 623-3823 <i>Confirmed</i>	March Shirleen Duncan 623-6679 <i>Confirmed</i>	April Arlene Gillan 832-2827 <i>Confirmed</i>	May Marilyn Snedden 256-3130 <i>Confirmed</i>	June Vacant <i>TBC</i>
July Marilyn / Margie Snedden 256-3130 <i>Confirmed</i>	August Marilyn Snedden 256-3130 <i>Confirmed</i>	September Barb Armstrong 256-8190 <i>Confirmed</i>	October Arlene Gillan 832-2827 <i>Confirmed</i>	November Shirleen Duncan 623-6679 <i>Confirmed</i>	December Joan Gillan 832-2556 <i>Confirmed</i>

As at March 17, 2015

7 Emergency Contacts

The following numbers are provided in case there is an emergency that you cannot resolve yourself. To ensure that someone is available to help you, please remember to call the following people and advise them of the date and time of the event that you will be managing.

Name	Home Number	Other Number	E-Mail
Bruce Hudson	839-2346		panmure@xplornet.com
Rob McCann	624-5924	624-5250	robarm.mccann@yahoo.com
David Wilson	832-1026	797-5048 (Cell)	dandhwilson@gmail.com

8 Feedback Forms

Your input and comments are important. We want to provide you with all the information and tools you need to host successful events. To that end please let us know what you need. Do you need additional information? Are there other things that we can provide to help you manage your events?

FORM – Comments on the Tool Kit

For Rhonda Tees: Leave Under the Church Office Door

Thank you for taking time to give us your input on the Team Leader Tool Kit.

1. Please provide any general comments you have about the Tool Kit. Do you like the layout? Is there additional information that would be helpful? Is it easy to reference and use? Is it useful? etc.

2. Do you have any input about the introductory section on “*Your Role as Team Leader*”?

3. Are you clear about the *Rental Documents* that we use to rent the facility? Do you need more information about these documents?

4. Are the *Job Descriptions* complete? Are any jobs missing? Are the tasks clear? Are they useful?

5. Do you have any comments on the *Menu and Recipe* section? Would you like to contribute recipes to the Tool Kit for other teams to use?

6. Are the Dishwasher Instructions clear? Was your volunteer able to use them to easily run the dishwasher?

7. Was it helpful to have a list of all the *Volunteer Teams* for the year? Do you think you would contact other Team Leaders to talk about issues you may have encountered? Might you want us to organize this for you?

8. Did you add people to your team who were not on the original list? Can we add those folks to the master list?

9. Do you think a "*Frequently Asked Questions*" section would be helpful? What questions should we include?

10. If you used the Emergency Contact List, was it complete? Were you able to reach someone quickly? Did they help you resolve the emergency?

FORM – Comments and Feedback from Renters

For Rhonda Tees: Leave Under the Church Office Door

Thank you for taking time to pass along comments and feedback from renters.

1. Have your Renters given you any general comments or feedback?

2. Have your Renters commented on the facility?

3. Any comments on rates?

4. Any comments on the food?

5. Any comments on responsiveness and service?
