

PLEASE READ CAREFULLY

**Food Service Procedures and Protocol
Reid Temple AME Church
Scheduling of Events**

The initial request...easy as 1,2,3,4...!

**Lead time for requesting Fishes and Loaves Food & Beverage Service
30-60 calendar days.**

1. After gaining approval from your Commissioner, please review the 'Fishes and Loaves Menu' to choose the menu of your choice.
2. **After deciding on the guest count and menu, please submit the provided document entitled 'Fishes and Loaves Ministry Food and Beverage Service Request' thirty (30) calendar days in advance of your planned event. For 100 or more guests, please submit sixty (60) calendar days in advance.**
3. Please submit the hard copy of the "Fishes and Loaves Ministry Food Service Request" to the 'Fishes and Loaves' mail-box located in the 'Go Tell It' thirty (30) – (60) calendar days in advance of your planned event. Electronic copies of your request can be sent to Fishes & Loaves fishesandloaves@reidtemple.org. We advise that your e-mail should be copied to your Commissioner and the Director of Ministry and Outreach.

The Process...

1. You will receive the '**Fishes and Loaves Food Service Request Acknowledgement VIA Email** within 7 days of receipt of your hard copy /e-mail note if Fishes and Loaves is able to service the event. The menu selected/guest count will be confirmed at that time and it is necessary to sign off on the form agreeing with the menu/invoice and hardcopy placed in the 'Fishes and Loaves' mailbox or email to fishesandloaves@reidtemple.org, however verbal confirmation are **not** acceptable for our record keeping and will not be honored. Events are serviced on a first come, first serve basis and you will be immediately notified of any reason Fishes and Loaves is unable to service your event.
2. **A hospitality team is required on behalf of your ministry to help set-up, serve and clean area of guest seating i.e. removal of discarded food/trash and clear linens. If additional help is required of the ministry being served, Fishes and Loaves may assist as needed.**
3. **All events and activities will be billed for the guest count provided and/or confirmed even if actual attendance is lower. Please ensure that all meals that are to be served including those for special guests and children are considered. (The ministry will be billed for all meals served in excess of the amounts confirmed.)**
4. Fishes and Loaves accepts final count (guest count) no later than the Monday prior to the event.

Revised – September 3, 2014

Relevant Guidelines to be Followed

Outside Food:

No outside food will be permitted. In certain limited cases, Fishes and Loaves will purchase baked goods from Costco, Sam's or BJ's and/or secure the services of approved 'licensed' and 'insured' caterers to meet those ministry requests that cannot be handled internally. A listing of approved vendors will be developed. For all approved vendors a file containing current licenses, food service certifications, insurance certificates as well as other relevant documents must be on file prior to event(s). The following guidelines are also to be followed:

1. **The practice of ministries bringing in food for meetings and events is not permitted. This action avoids all the risks associated with such a practice.**
2. **We must enforce the existing directive from our Pastor and endorsed by the Stewards and the Official Board concerning ministry activities that are for less than four (4) hours duration should be planned without the serving of food.**
3. **Requests for food service are to be planned and coordinated with Fishes and Loaves thirty (30) days prior to the event.**

Take Out Food:

In general, Fishes and Loaves will no longer provide take out boxes for food due to possible food borne illnesses occurring when individuals travel with food for a prolonged period of time outside of the proper temperature constraints. Instead the ministry will look to identify and develop relationships with local charities and organizations where excess food can be contributed. In such cases the ministry can monitor and provide against food borne illnesses and reduce the risks to RTAME.

Placing Orders for Food/Supplies:

Fishes and Loaves continue to work on streamlining our processes for better supporting the ministries in their events and activities. At the same time we are determined to be even better stewards over the resources that the ministry uses. Our biggest challenge is inventory management. We have identified opportunities to reduce the amount of funds lost due to waste as a result of highly optimistic guest counts; waste due to improper food handling; waste resulting from ordering excess inventory that sit unused for significant time periods. We are also concerned about unauthorized removal of inventory items such as juices, water and sodas from the kitchen.

Fishes and Loaves

Ministry Food & Beverage Service Request

MINIMUM OF 30 CALENDAR DAYS ADVANCE NOTICE REQUIRED PER EVENT
100 OR MORE GUESTS MINIMUM OF 60 CALENDAR DAYS ADVANCE NOTICE PER EVENT

Please fill in the information requested below and submit a minimum of 30 days in advance of the event. **If food or beverage services are to be provided to more than 100 persons, this form must be submitted a minimum of 60 days in advance.** The completed form should be placed in the Fishes and Loaves Mail box in the GO TELL IT Center and send corresponding e-mail to fishesandloaves@reidtemple.org.

You will receive a return acknowledgement within 5-7 days, once the request is received. Your ministry will be billed based on the menu selected and the number of guests indicated below or confirmed 14 days prior to the event.

A hospitality team is required on behalf of your ministry to help set-up, serve and clean area of guest seating i.e. removal of discarded food/trash and clear linen.

Day/Date of Event: _____ Space Approved: _____

Ministry: _____ Commissioner: _____

Ministry Contact: _____ Day Time Number _____

Alternate Contact _____ Day Time Number _____

Menu Selection (e.g. Option "D" Dinner): _____

Number of Guests: _____ Guests Arrive @ _____ Guests Depart @ _____

NOTE: No food or beverages will be removed from the church facility premises.
What time during meeting/program are guests to eat. Please select (X) one option.

1) Upon Arrival _____ 2) Middle of Program _____ 3) End of Program _____

Please Specify Time: _____ AM _____ PM

Room Layout: i.e. Buffet set out in hall, Buffet set inside room, podium front of stage, etc.

Additional Instructions/Special Requests: _____

Requestor: _____ Email: _____ Date: __/__/____

Commissioner's Signature _____ Date: __/__/____

Fishes and Loaves Menu

Breakfast

Continental Breakfast

Assortment of Pastries, Muffins and or Bagels w/ Cream Cheese

Assorted Yogurt or Fruit when available

Coffee, Hot Water for Tea, Cocoa

Assorted Juice and Bottled Water

Packaged Oatmeal

\$5.00 per person

Hot Breakfast

Cheese Eggs

Bacon

Turkey Sausage

Grits

Biscuits

Coffee

Hot Water for Tea, Cocoa, and Oatmeal

Assorted Juice and Bottled Water

\$7.00 per person

Breakfast Additions

Fresh Fruit Salad or Sliced Fruit Display-When in Season - \$2

Baked Apples - \$1

Breakfast Potatoes - \$1

Boiled Eggs - \$1

Egg Whites - \$1

Choice of Cereal-Frosted Flakes, Cheerios, Raisin Bran

Granola Bars - \$1

Baked French toast

Hot Pancakes with Maple Syrup

\$2.00 per person per item

Fishes and Loaves

Menus

Lunch

Make Your Own Sandwiches-Served Family Style

Assorted Deli Platters (Turkey, Ham and or Tuna) w/ Kosher Pickles
Assorted Breads, Cheese and Condiments
Potato Chips
Assorted Cookies
Assorted Soft Drinks or Iced Tea
\$6.00 per person

Boxed Lunch

Assorted Sandwiches (Turkey, Ham and or Tuna) w/ Kosher Pickles
Cheese Condiments
Potato Chips
Assorted Cookies
Assorted Soft Drinks or Iced Tea
\$8.00 per person

Hot Lunch

Turkey Spaghetti
Garden Salad w/ Choice of Dressing
Rolls w/ Butter
Desserts
Sweet Tea / Punch
\$8.00 per person

Lunch Additions (to be added to Make Your Own Sandwiches)

Soup-Chef's Selection
Salad w/ Choice of Dressings
\$1.00 per person per item

Fishes and Loaves Menus

Dinner/Banquet

Dinner Package A

Fresh Garden Salad w/ One Choice of Dressing
Baked Chicken (Boneless Skinless Breast **\$ 1.00 additional** per Person)
Rice Pilaf
Green Beans
Assorted Rolls w/ Butter
Desserts
Iced Tea
Bottled Water
\$ 10.00 per person

Dinner Package B

Fresh Garden Salad w/ One Choice of Dressing
Slow Roasted Top Round of Beef
Mashed Potatoes w/ Gravy
Mixed Vegetables
Assorted Rolls w/ Butter
Desserts
Iced Tea
Bottled Water
\$ 10.00 per person

Dinner Package C

Fresh Garden Salad w/ One Choice of Dressing
Broiled Tilapia w/ Herbed Butter
Rice Pilaf
Mixed Vegetables
Assorted Rolls w/ Butter
Desserts
Iced Tea
Bottled Water
\$ 13.00 per person

Fishes and Loaves Menus

Dinner/Banquet

Dinner Package D

Fresh Garden Salad w/ One Choice of Dressing

A duet of the aforementioned entrée's

Rice Pilaf

Green Beans

Assorted Rolls w/ Butter

Assorted Desserts

Iced Tea

Bottled Water

\$ 15.00 per person

Dinner Package E

You create it, we will provide an estimate if available!

Once these items become regularly requested, they will be added to the official menu for distribution!

Dinner Additions

Caesar Salad w/ Fresh Croutons (Salad equivalent)

Three Cheese Macaroni - \$1.00 additional per person

Candied Yams (Starch equivalent)

Collard Greens (Vegetable equivalent)

Buttered Corn (Vegetable equivalent)

Fried Fish - \$2.00 additional per person when replacing entrée item

Fried Chicken - \$1.00 additional per person when replacing entrée item

Cornbread - \$1.00

Bottled Soft Drinks - \$1.00 additional per person when replacing Iced Tea

Fruit Punch (Iced Tea equivalent)