

Esther Lutheran Church

Potluck Guidelines

Chairwoman will call the members of the circle from the church directory to let them know your circle needs to work the potluck.

The circle will set up the tables, table clothes or placemats as you choose. Put on seasonal center pieces from the selections located in the tubs in the storeroom behind the kitchen or if a member has some fresh flowers etc. Pull the tables slightly away from the wall so more people can be seated at the tables. If tables are pulled away from the wall, you can get 5 chairs per side.

Someone needs to bring: ice for water and/or lemonade and eggs for the coffee. May need to bring lemonade or drink if you chose to serve it also. If you bring extra eggs and leave for future use, please date the eggs.

Circle will need to put on the tables in the fellowship hall:

Pitchers of ice water; coffee urns; salt & pepper; sugar & cream; and glasses for the water. You may want to put a glass of spoons on each table for those who will have sugar or cream in their coffee. (check dates of cream... it does get outdated)

Disposable plates, glasses and cups are acceptable to use. Preferably use the 10 inch heavy duty PAPER plates.

Set up serving table with the plates, if possible putting a napkin between each plate so quicker and easier for everyone to go through the line. If large crowd, set up the serving line to serve from both sides. Silverware as needed for the potluck dishes provided on a tray or in oval trays located in the lower south cabinet.

Put hot water in the coffee servers to warm them while making the coffee. Make the egg coffee as needed for the size of group. Recipe is above the stove. Fill the white enamel coffee pots about $\frac{3}{4}$ full of water and put on stove to boil. Strain the grounds from the coffee into the warmed carafes. (you can empty the hot water from the coffee carafes in the dish washing sink to be used for washing dishes) Strainer and coffee are in the microwave cabinet. Use the stainless steel sink to strain and fill the carafes so do not have steam in your face.

If doing lemonade, you will need to make ahead of time as well. Serve usually from the serving table. If someone wants to include milk, this is fine as well. There is a large 5 gallon igloo type cooler under the cupboard by the sink if you have a large crowd and want to mix a large quantity rather than a small pitcher at a time. You can serve from this container or fill pitchers as needed.

As the potluck dishes arrive, circle will need to keep them warm as needed with oven or plugging in crock pots etc. Salads will need to be refrigerated if arrive early and will be a while until meal. Add serving utensils as needed.

If receive buns, may need to cut them. If bread is brought, butter the slices so quicker for guests to walk through the line.

Desserts and small dessert plates can be setup on the table right outside the kitchen... between the two doors. Cut as needed.

Put the silver stainless steel cart with a couple tubs on it out by the furnace door area. Also place a garbage can in that area. The guests can throw their plates in the garbage and silverware, cups, etc into the tubs to be washed.

If you use the white table clothes, wash them and leave them on the table to dry. If they are not dry, they will mold. Usually Lorrie will roll them up when she cleans.

Please do not leave any food in the refrigerator, freezer, or on the counter...unless... you have communicated for an event that is happening in the next couple days.

People will take home their containers ... you do not have to wash them. If someone brought a dish and not there at the end, please discard or make sure someone takes the food home. We do not want food sitting getting rotten or attracting insects. IF.. there are condiments you put into the refrigerator such as ketchup or mustard, if you would date the containers; it would be helpful.

PLEASE USE THE RINSE AGENT IN THE RINSE WATER WHEN DOING THE DISHES. This replaces the bleach method.

Please make sure the chairs are folded up against the walls for Lorrie to clean.

Someone needs to take home the dish clothes and dish towels to launder them. Please return to the church kitchen ASAP. You will also need to take the garbage to the dumpster or take it home.