

## **Hospitality Pantry Program (HPP)**

**2010 Chair – Cheryl Beasley**

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Hospitality, the welcoming of guests and strangers according to Webster's, is alive and well at St. Paul's. There are dozens of programs or events associated with hospitality here. Many of them have been central to the tremendous growth and expansion of the St. Paul's family. And, all of them have been organized, managed and facilitated by and through the generosity and genuine care of St. Paul's communicants.

During the past few years of our growth, the ministry of hospitality has been shared across the parish by both the well-seasoned and newcomers. The successful results, on an event by event basis, have been instrumental in forming a reputation of a hospitable and caring environment at St. Paul's. That reputation is not only to be desired and cherished, but protected.

This positive outcome has come with some negative affects. Our space limitations and maximum use have taken a toll on our facilities and resources. The ongoing needs and continuing growth have outpaced our ability to continue to serve our community hospitably without a few processes and guidelines in place.

To that end, the following guidelines have been put in place to enable the ministry of hospitality to continue to be enjoyed by both those being served and those providing the service. As with all change and adoption of new processes, there will be some wrinkles along the way. Please bring those challenges to the attention of the Hospitality Pantry Program Chair so that the program can be improved as it is utilized. And, if you do not find the answers to your questions in these guidelines, give the HPPC a call, or send an email.

### **Hospitality Pantry Program Guidelines**

Though our events are not regulated by any local or state agency regarding the health and safety standards of food and beverage served on our facility, we have a moral and ethical responsibility to those we serve. The most stringent of our guidelines and processes are in place to help ensure the health and safety of all those who participate in food and beverage consumption while in the St. Paul's facility.

Some items will be kept in secure, lockable space to guard against theft or abuse. This particularly applies to alcohol, and expensive serving equipment. While the refrigerators will remain unlocked, they will be monitored regularly to remove expired, opened food and beverage, and all items not placed there for use for specific event and not labeled for that purpose will be disposed of.

Unused food and beverage is not to be left in either the kitchen or the kitchen pantry. Our storage facilities are not suitable for long-term food storage and the problems with rodents, insects and other health related issues from this stock-piling is part of what we are trying to remedy.

We have some purchasing standards established for serving supplies that need to be incorporated into each event's plan. These standards will allow us to make the best use of all supplies utilized for events and reduce our waste. For the majority of events the HPP Chair will be responsible for the purchase and stocking of the paper and plastic supplies. In some cases, the Event Chair will make their own purchases, from their event budget, but will make them within the guidelines established.

A supply of the following products will be purchased by St. Paul's for use by its parishioners for hospitality events scheduled in the all of the church's facilities. These products are for general use and will not be expected to accommodate special events; i.e., senior luncheon, funerals, liturgical receptions, etc. Generally, the products to be used for special events will conform to the same standards and be purchased through the Hospitality Pantry Program Chair. A notice of one week is required to make purchases for an event. Items purchased for an event will temporarily be held in the Kitchen Pantry until their event is completed. This does not include items used for funerals, youth functions (kept in St. Margaret's Hall), senior birthday luncheons and children's church. These groups will all have a separate, lockable area for storage.

We will no longer purchase Styrofoam products of any kind to use within St. Paul's facilities. All plates, bowls, etc. will be made of paper. We will continue to seek an economical source for recycled materials for our paper products. Until then, we will use the Chinette products available through Sam's. We will use standard sizes, as listed, and will keep a base of 100 units in stock in the general pantry for use by all.

No purchases will be allowed via St. Paul's credit/debit card or use of the Sam's credit card by anyone other than the Hospitality Pantry Program Chair. And, products purchased outside the process will not be reimbursed to the purchaser unless prior authorization through the Vestry has been acquired. Any products purchased outside the HPP cannot be inserted into the pantry without review through the HPPC.

The current price and count for these products is being listed to assist those planning a budget for a special event.

List of Products for General Use

10-3/8" Chinnet Dinner Plates	\$17.00/165 Ct.
8" Chinnet Dessert Plates	\$14.00/225 Ct.
12 oz. Chinnet Bowl	\$ 9.00/120 Ct.
9 oz. Clear Plastic Punch/Wine Cup	\$ 8.00/200 Ct.
16 oz. Plastic Drink Cup/Glass	\$ 9.00/240 Ct. (Red only) 8.00/140 Ct. (Mixed colors)
12 oz. Clear Plastic Drink Cup/Glass	\$ 9.00/330 Ct. (Clear only)
Cutlery (Fork/Knife/Spoon)	\$ 10.00/390 (Clear – 130 of each utensil)
Napkins	\$ 10.00/1280 Ct. (Appropriate for youth, casual, potluck events)
Dinner Napkins (Vanity Fair)	\$ 8.00/600 Ct. (appropriate for receptions, dinners, etc.)

List of Products for Budgeted "Special Events"

10" Clear Plastic Dinner Plate	\$ 9.00/40 Ct.
6" Clear Plastic Dessert Plate	\$ 8.00/70 Ct.
9 oz. Clear Punch/Wine Cup	\$ 8.00/200 Ct.
12 oz. Clear Plastic Drink Cup/Glass	\$ 9.00/330 Ct.

A binder is provided in the kitchen in which to log all usage of paper and plastic pantry items. It should also be used to list any supplies left over from an event that are being re-stocked to the pantry.

If you have an item or resource that you wish to donate to St. Paul's for use in its Hospitality Pantry Program, please advise the HPP Chair of your plan before bringing the item to the church. Please do not leave your items in the kitchen without this notification.

These overall guidelines apply to all meetings, socials, gatherings, etc. where the churches facilities and resources are used. This act of stewardship on the part of everyone is greatly needed and appreciated; and will be of tremendous benefit to the hospitality outreach at St. Paul's.

## The Parish Hall Kitchen

The cooking, refrigeration and cleanup equipment in the current kitchen are limited. However, those facilities are for your use during the set-up and presentation of your event. Please remember, though, that this equipment is not meant for use or storage of more than the day of an event. If setup and preparation requires the day prior, that day must be scheduled with the church office, too.

All food and beverage items left over from your event must be removed from the kitchen at the end of your event; unless you have knowledge of a group following that will use the items within a few days. Please work out with the other group that one of you will communicate this to the HPP Chair so that the items are not discarded. If you do not know of someone who can use your food and beverage items, please contact the HPP Chair to find out where the items can be taken to benefit others. Do not leave the items in either the kitchen or the kitchen pantry without notification to the HPP Chair.

Some cooking and serving equipment is stored in the first room on the left in the basement. The key to that room is only available through either the HPP Chair or the church office and must be returned after completion of your event. This equipment includes chafing dishes, coffee servers, table décor items, griddles and such. Any and all items used, should be cleaned re-boxed and re-stored in the same area from where you got it.

You are welcome to use all items in the kitchen cabinets, in the pantry within the kitchen and the coffee service counter in the Parish Hall. All items used should be cleaned and returned to their proper place when finished. All paper and plastic items used are to be accounted for per the guidelines for your specific type of event, and are listed in another section of this information.

If people bring in food for your event in their own containers or service pieces, please ask them to take them home at the end of the event. If they don't, please clean them and place them on the table in the kitchen for them to pick up. While it's fresh on your mind, please notify all your contributors that they need to pick up their dishes within the next week. After that week, they will be placed into use in the kitchen for other events or, if not needed, will be donated to a local social services agency.

## Hospitality Event Guidelines

For all meetings of **more than 4 people, and up to 20 people**, even without use of pantry or coffee supplies, you must call the church office to schedule the space to be used for your meeting.

1. Call Kathy Warlick at 893-3780 to reserve your date and space on the church calendar
2. Provide your email address to Kathy for her to send the Hospitality Event Guidelines.
3. You are responsible for the set up and tear down of all tables and chairs used for your event.

If you are holding a meeting, educational session or other hospitality program of **20-75 people**; and are providing food and/or beverages to serve to attendees, these are your steps to follow:

1. Call Kathy Warlick at 893-3780 to reserve your date and space on the church calendar.
2. Provide your email address to Kathy for her to send the Hospitality Event Guidelines.
3. You are responsible for the set up and tear down of all tables and chairs used for your event.
4. If you will be using paper and plastic supplies, or coffee service, please advise the HPPC, so that those supplies will be available in the pantry at the time of your event.
  - a. Supplies generally available for use are: paper plates, and bowls; plastic cups and flatware, and paper napkins.
  - b. If your needs are thematic or of a particular style to support your event, you will need to purchase those items yourself and from your budget for the event. And, any of the "special" items, should not be re-stocked into the pantry. If you wish to pass them on for future use, please contact the HPP Chair for storage arrangements.

5. Hold your event
  - a. Clean up all areas of the kitchen and coffee area used during your event
  - b. Leave a note in the Pantry Sign In book (in the kitchen in a 3-ring notebook with St. Paul's logo on it) with an approximate use of supplies for your event.

If you are holding a meeting, educational session or other hospitality program of **more than 75 people**; and are bringing in food and/or beverages to serve to attendees, these are your steps to follow:

1. Call Kathy Warlick at 893-3780 to reserve your date and space on the church calendar.
2. Provide your email address to Kathy for a copy of the Hospitality Event Guidelines.
3. You are responsible for the set up and tear down of all tables and chairs used for your event.
4. Contact the HPP Chair to order the paper and plastic supplies needed for your event at least 10 days prior to the event scheduled
  - a. Provide the date and time and type of event (meeting, reception, dinner, etc.)
  - b. Provide the number of attendees
  - c. Specify what specific type of supplies you need, i.e., dinner plates or bowls, full flatware or just spoons, 9 oz. or 16 oz. cups, etc.
  - d. If you need assistance from the HPP Chair in purchasing the food for the event, please request it at least 10 days prior to the event, too.
  - e. If your needs are thematic or of a particular style to support your event, you will need to purchase those items yourself and from your budget for the event. These items should not be re-stocked into the general pantry, if left over from your event. Please contact the HPP Chair for storage arrangements.
5. Hold your event
  - a. Clean up all areas of the kitchen and coffee area used during your event
  - b. Leave a note in the Pantry Log (in the kitchen in a 3-ring notebook with St. Paul's logo on it) with an approximate use of supplies for your event. If you are leaving additional supplies in the pantry from your event, please list those in the Pantry Log, too. And, remember that only supplies from the list included here are to be re-stocked.

**\*\* An event for any number of people for which the church's china, glassware and linens will be used must be scheduled with the HPP Chair immediately after scheduling the space with the church office.**