

LAMB'S LUNCH
TRAINING MANUAL

*"Boulder County Christian Churches
Loving and Serving the Community Together"*

SPONSORED BY BOULDER AREA CHURCHES:

First Presbyterian Church
Rock Creek Church
Boulder Valley Christian Church
Broomfield Christian Church
Calvary Bible Church
Boulder Chinese Baptist Church
St. Benedict Health & Healing Ministry

*For additional information call First Presbyterian
Church 303-402-6435*

HISTORY

In 1992, volunteers from VineLife Community Church began year-round weekend lunch and worship services for the homeless out of the back of a van in Eben G. Fine Park in Boulder. After several years, the VineLife outreach, named the "Lamb's Lunch," moved to Central Park and served the homeless in a school bus during the winters. Summer services, which had a very low attendance, were transferred to the care of other individuals. VineLife then approached the downtown churches about serving the meal on Sundays. These churches came together and formed the outreach known as "Souper Sunday." Then, in 1997, VineLife approached First Presbyterian Church about using the Annex building on Saturdays to serve lunch. First Presbyterian Church agreed and after a trial year, the two churches joined hands in a partnership for the "Lamb's Lunch," and the "Boulder Footwash," a Holy Week outreach considered to be the grand finale of the season. In 1999, Calvary Bible Church of Boulder and several other groups informally joined the outreach team. Together, First Presbyterian, Rock Creek, Boulder Valley Christian, Broomfield Christian, Calvary Bible and Boulder Baptist Chinese Church are now leading the ministry together.

PURPOSE AND VALUES

The mission of the Lamb's Lunch is "Christian Churches Serving the Community." The purpose is to feed the physical and spiritual needs of the less fortunate in Boulder as well as to provide opportunities for Christians to grow together in relationship and service as they demonstrate the love of Jesus to the homeless and others.

The values of the Lamb's Lunch are

- Committing to personal and corporate prayer as the foundation of success
- Building unity among Christian churches to impact the community
- Allowing diversity of expression in worship, spiritual gifts, and ministry
- Speaking the gospel message in a truthful and loving manner
- Assuring a safe and secure outreach environment for the group
- Developing relationships that show acceptance and respect
- Providing opportunities for guests to serve in ministry

DESCRIPTION

On Saturdays during the winter months, a free hot meal, childcare, special services, a worship service, and prayer ministry, are offered to homeless people and anyone else attending the outreach. Lamb's Lunch begins the first Saturday in November and continues through the Saturday prior to Palm Sunday.

ORGANIZATION

Each church forms a leadership team of about six people with a designated team leader, to participate in the planning, development and oversight of the ministry.

The key areas of implementation are under the oversight of the Lambs Ministry Board of Directors and include food buying, food preparation, food service, facilities set-up and clean up, worship service and a prayer team.

SCHEDULE

The Lamb's Lunch is scheduled to begin the first Saturday in November. The Boulder Footwash is scheduled for the Saturday before Palm Sunday.

The Saturday schedule is

Begin Early Cooking	9:00 am
Bible Study for Guests	10:00-11:30 am
Worship/Music/Prayer	11:30-12:00 noon
Meal Served	12:00-1:00 pm
Clean Up	1:00-2:30 pm

FINANCIAL

Participating churches and groups share the costs of the outreach services as funds are available. The average cost of supply food and meal supplies for one Saturday is \$150. The Lamb's Ministry has resources to share if a participating church or group is unable to fund the meal.

VOLUNTEER ORIENTATION

Open the meeting by saying something like: Thank you for joining us today to serve the church and our guests at Lamb's Lunch. Our volunteers consist of Christians from several denominations, people who are not Christians, wealthy people, poor people, church attenders and people who have never attended a church, as well as ex-addicts, business people, and people of all races.

Our purpose today is to demonstrate the love of Jesus Christ by knowing, loving and serving one another in our community.

Opening prayer. Go around the room and introduce yourself and what group you are serving with and why you came to serve at Lamb's Lunch today.

One of the most important features of Lamb's Lunch is the development of cooperation and unity among Christian churches of various denominations. As Christian churches united in prayer and ministry, we demonstrate that though we have different expressions of our faith, we are one in the Lord Jesus Christ. When Jesus prayed for believers in John 17:23 he said "May they be brought to complete unity to let the world know that you sent me and have loved them even as you have loved me." Our partnership in service empowers effective evangelism.

SCHEDULE

Early cooks arrive at 9:00 am in the kitchen. The Bible study is from 10:00-11:30 am and during this time other guests are welcome to relax, visit and have refreshments in the Fallout. All volunteers and guests are signed in and given nametags with first names only. Orientation for volunteers is on the main level. The meal is served at noon. Servers are asked to wait until guests have eaten before having food. During the meal volunteers are encouraged to visit with the guests. Clean up begins about 1:30 and is completed by about 2:30 pm.

MINISTRY GUIDELINES

We have specific ministry guidelines that we ask you to follow at Lamb's Lunch. Please spend time in prayer before you join us and arrive on time for serving. Leave personal belongings locked in your car. Please refer people with specific needs to one of the leaders who may have additional referral materials. Please refer emergencies to a leader. Do not give out money, gifts, your phone number or address to guests so that our church outreach ministries may more effectively respond to those needs. Try to fellowship with people of the same gender to encourage the growth of healthy relationships. Notify a leader if a person is disruptive, intoxicated or threatening to themselves or others to assure safety and peace for everyone. Be friendly and loving to people to demonstrate the love of Jesus Christ in our community.

Questions to start interaction may include "How's the weather treating you?" "Do you like today's menu?" "Do you like the old Annex or Fallout Level better?" "Do you know about the Thursday Lamb's Café before the Deacons' Closet?" "What do you think about having a movie time once a month here in the Fallout?" "Did you know about the Resources on our Resource List?" "Did you enjoy the music/message today?" "Do you know that we have a Prayer Request box and we pray for you during the week?"

Thank you for your service at Lamb's Lunch. May you be abundantly blessed with the riches of Jesus Christ!

WORSHIP SINGERS/SPEAKERS

- Musicians begin playing at 11:30 am after an opening prayer. Musicians are welcome but not obligated to play earlier or later than this time. Some have combined soft guitar music with a brief reading of Scripture at those additional times.
- A short message (ten to fifteen minutes) may be presented and then the prayer to bless the food. Some use the microphone for getting and keeping attention and some do not.
- Be prepared to respond to unusual situations. Several people pray silently during the service. If anyone disrupts the service, one of those watchful, praying people will give a gentle warning, and if disruption escalates, will give a firmer warning. If necessary, a leader will escort the interrupter outside of the room. Offer prayer and if necessary, teach the group about what happened.

Some speakers have offered the following helpful hints to keep in mind:

- Emphasize the love and grace of God
- Identification with sin and brokenness in life, using "we" language
- Relational style
- Use of stories whenever possible to convey truth
- Intentional avoidance of thinking of audience abstractly (the "homeless")
- Gentleness/humility
- Awareness that it is the Holy Spirit's job to convict of sin, ours is to testify to God's truth
- Avoidance of assumption that all guests are non-Christian
- Invitational end is welcome, such as "This good news is welcome to all and someone here would love to talk with you and pray with you."
- Two of the mission statement goals of Lamb's Lunch are to establish a safe haven where the two cultures (householder/non-householder) can interact and build relationships and acknowledge the time spent together in mutual service and mutual friendship will have the effect of strengthening the faith base of the so-called "giver" and the faith base of the so-called "receiver."

SERVICE TEAMS

You can choose to serve on one of the service teams. Each team has a leader who will provide you with support and direction. See specific details about each area.

The teams are

Food Buying (done mid-week)

Food Preparation (arrive at 9:00 or 10:00 to cook)

Food Service (serve food, clean table, kitchen, distribute or discard leftovers)

Facility (do set up, clean up, security, greetings and nametags)

Prayer Chaplain (take prayer requests from guests, pray for general community)

Special Services (assist leaders with clothing/hygiene supplies)

FOOD BUYING

Food buying leaders are responsible for obtaining food, meal and cleaning supplies. Food is usually purchased on Wednesday of the immediately preceding week. Community Food Share is not open Thursday or Friday. The food buyer needs to coordinate and communicate with the cook and bread person (regarding bread).

- Bread "fetching" is done Friday evening at 9:00 pm from Panera Bread at 29th Street Mall.
- Main course - consult with cook to determine needs. Buy food at Community Food Share, then shop as economically as possible at a discount food store such as Costco. Try to keep meal under \$150 or find a donor for additional cost.
- 2-4 gallons of juice
- 2 lbs. butter
- Desserts
- Drinks, approximately 4 gallons of cold drinks such as lemonade
- Salads, two large bags of lettuce, dozen tomatoes, peppers, onions and salad dressing. Or purchase large bags of cole slaw mix and dressing or frozen vegetable dishes. Save receipts from grocery store purchases.
- Fruit, fresh fruit if available including softer items like bananas and oranges
- 2-5 dozen eggs for hard boiled (popular but not mandatory)
- Give away items such as ramen soups, cereals, apples, oranges, pop tarts
- Deliver the food to church. Non-refrigerated items go in the closet in the Fallout area. Label all food "Lamb's Lunch" and include the date.

SUPPLIES

The supply buyer goes to Costco or another grocery store for items. Non perishables can be bought at any convenient time and stored in the shed or Fallout level closet.

List to have available each Saturday

- 100 firm plates, 100 bowls
- Boxes of plastic knives, forks and spoons (120 each)
- 120 large napkins (for rolling individual tableware bundles)
- 120 hot cups
- Plastic gloves for serving
- Styrofoam clamshells
- Lemonade mix and dispense (blue & white square container)
- Coffee (1.5 cups grounds for 30 cups cold water)
- Sugar, coffee creamer, stir sticks
- 1 large tub margarine
- Absorbent paper towels
- Sprayers for cleaning tables and bathroom (fill from reserves in custodial closet) or use sanitizing wipes
- Salt and pepper shakers

FOOD PREPARATION

Food preparation is done in the main kitchen at First Presbyterian Church, which satisfies the Health Department's requirements for a commercial kitchen. Lamb's Lunch workers may only use the kitchen after their leader has been trained under the auspices of Jennifer Wilger. Sometimes we need to share the kitchen with food preparers for special parties and other church functions. They usually know that Lamb's Lunch people are in the kitchen on Saturdays. We do not always know when they will be there. The plan is to have the food ready to be delivered to the Fallout level elevator so we can be quiet during the worship time and then begin serving at noon.

Check list for Saturday cooking

- Determine the necessary serving utensils and set aside for taking to Fallout, wrapped in clean towels
- Boil eggs for hard boiled eggs, if available
- Send milk, butter, salad dressing and fruit to Fallout in ice baths, if necessary
- Notify serving team about menu so they can post and plan the serving table arrangement accordingly
- For soup you may want to start heating in kitchen and as soon as it is liquid enough, place it in the warmer
- Put any preparation pans in soapy water to soak

Getting Serving Tables Ready

- Post the menu
- Decide the order of serving items on the tables
- Spoons and forks wrapped in napkins, bowls, plates, extension cords for food warmers
- Cold and flu season especially hand out wet wipes so guests can clean hands before eating
- Make four gallons lemonade or orange drink
- Make coffee
- Set out boxes of give-away items such as ramen soup
- Get margarine and bread from the refrigerator (in office kitchenette)
- Make plans for keeping cold items cold and hot items hot
- Please have serving table ready by the message at 11:30 so all can listen attentively before the noon meal begins

FOOD SERVICE

The following guidelines are intended to ensure that food is handled in a safe manner. As much as possible, we want all food handling to be done in a clean environment.

- Wash hands thoroughly with soap and water (20 seconds or sing ABC song)
- Use gloves especially if you have cuts or sores on your hands
- If your gloves become contaminated, throw them away and get a new pair, for example, if you handle anything dirty such as moving the trash
- Put pats of margarine on the bread for the guests
- Servers should not snack as they serve
- Offer to help carry items for guests if they are having a problem balancing plates, cups, etc.
- Offer wet wipes at the end of line so guests can wash hands before eating
- If enough volunteers, circulate with beverage pitchers to refill cups
- Hand out items such as chips rather than guests reaching in the bowl
- Try to make eye contact and use guests names
- When ready for dessert, circulate with cart to tables

Clean up the main kitchen. First priority is to refrigerate the leftovers as soon as the serving line closes. No leftovers are allowed to stay in the refrigerator or freezer. Pan and silverware washing is done in the main kitchen. Use dish sanitizer. All kitchen surfaces must be wiped down with sanitizer and returned to original condition. If the kitchen was found in less than excellent condition when you arrive, please write it down on the report in the basket. Don't forget to check the refrigerator and walk in freezer doors are latched securely!!

FACILITIES SETUP/CLEANUP

Teams are responsible for setting up tables, chairs, sound system, and cleaning up of tables, chairs, floors and other areas assuring the safety and security of people and property. Property Management serves from 11:00-1:30 p.m.

Use the normal setup most Saturdays, usually eight large tables. One Saturday per month requires tables for distribution of long underwear and jeans. Get the sound system out of the shed. The microphone goes into input one on the front and a guitar may be plugged into input number six. Connectors and microphone are kept in the drawer on the sound cart.

Paper plates and tableware are stored in the shed. Wrap knife and spoon sets in napkins so that the eating surfaces of utensils are covered. Make 120 sets and place in crate at last serving table. Put 100 bowls or plates at the first serving table. Hot and cold beverage cups go on the drink table as well as coffee, creamer, sweetener and stirrers. Set out salt and pepper. Make sure there is at least one large 30 gallon trash container and that trash containers have plastic liners and spares at the start of the day.

Cut desserts, slice bread, set up dessert cart and ensure that the following items are in the Fallout level.

- Vacuum cleaner, broom, wet mop, bucket and soap
- Rubber gloves for restroom cleanup, two spray bottles of sanitizer, or sanitizing wipes.
- Beverage service items
- Tin foil and plastic wrap

For cleanup the first priority is to help the food service people get food refrigerated after the serving line closes. Wash tables with disinfectant, clear away tables and stack chairs. Clean kitchenette, sweep and mop floor. Sweep outside stairway and entry levels. Discard trash, reline barrels with plastic and vacuum.

When doing the bathrooms, be thinking of cleaning the areas that are touched by hands. Next proceed to areas more likely impacted by coliform bacteria, using more precautions against cross contamination. Using the disinfectant wipes allows the wipes to be discarded and not touched again.

- Use plastic gloves for your protection
- Use water on paper towel to wipe down mirrors in bathrooms and then use paper towels to polish
- With sanitizing spray and paper towels, or sanitizing wipes. Clean the light switch and plate, divider door panels and locks, handle on towel dispenser and the handicap rail. Wash these first then proceed to faucets, sinks and counters.
- Use spray or wipes on surfaces of toilets, urinals, sinks, countertops, doors and bathroom rails. Wipe down.
- Use toilet brush and disinfectant cleaner if needed (alert leader if any problem)
- Use cleaning spray on floor around toilets and urinals and wipe up with towels.
- Replace emptied toilet paper and paper towel.
- Sweep and mop floor.
- Remove trash and replace plastic liners.

OUTDOOR INSTRUCTIONS (Footwash in April)

It is imperative for the safety and fun of all people involved that all outdoor servers follow safe food handling practices as outlined by the Boulder County Health Department. Please take a moment to familiarize yourself with the following guidelines.

- We recommend using tongs, forks, napkins, waxed tissues, gloved hands, etc. to handle food. Extra sanitized and wrapped utensils should be on hand.
- All garbage and debris should be kept in lined waste containers.
- Eating utensils should be securely wrapped so the eating surface is not exposed until ready to be used. For our purposes, in secured napkin.
- Do not store food and single service items on the ground.
- Observe strict personal hygiene. Thoroughly wash hands with soap and water before preparing food and after using the restroom. Wash hands during food handling often, sanitizing wipes and plastic gloves are provided. Food handlers should be dressed in clean clothes and wear gloves. They should refrain from smoking, tasting or consuming food during preparation or service. If they do another activity such as stacking chairs, discard gloves and get a new pair. All food handlers must be free of contagious disease, sores, or infected wounds.
- Tasting bowls and spoons should be kept separate. Tasting spoons should not be put back in the pot.
- Potentially dangerous food should be held below 41 degrees F and above 140 degrees F to prevent bacterial growth. Observe these temperatures during storage, service and transportation. When warming or cooling foods to these temperatures, do so efficiently to minimize time food spends in the danger zone temperature.

PRAYER CHAPLAIN AND PRAY-ERS

Chaplains are responsible for writing down prayer requests of guests and disseminating them to the speaker of the day and prayer team during the week. The chaplain would also be available to lead extended prayer with volunteers for current concerns and to pray with individuals during the Saturday activities.

JEANS & UNDERWEAR PROVISIONS

Assigned volunteers give out jeans and other clothing items on the third Saturday of every month from 10:30-11:30 am.

HAIRCUTTING (seldom done)

Set up a tarp. Set up two rectangular tables covered with plastic tablecloths. Fill sanitizing basins with disinfectant solution, follow directions on the label. Use four stand up mirrors, clipper sets (arrange one set of attachments by size beside each electric clipper), combs, protective capes, water spray bottles for styling and two hairdryers. Have pitchers for pouring warm water, towels, shampoo and condition in bathrooms. You'll need chairs for people to wait and chairs for each station. For electrical cords consider placement of cords so stylists will have freedom of movement at their station. Have broom, dustpan, and lectern for receptionist and clipboard to sign up people.

Where is? And where to put it back when done

item	where	Special instructions
Amplifier, microphone, cd's, boombox	shed	Usually need single speaker in same place
Band Aids	First aid kit Orange bin	
Bathroom clean supplies	Red bucket	
bowls	shelves shed	
Patio heaters	shed	
chairs	Fallout Level chair closet	
cups	Large cardboard box in shed	
Decorations for tables	Dark blue plastic box	Nov leaves and Fall theme dolls
Extension cords, duct tape, extra wheels	Orange bin	
Forks spoons and knives	Rolled in napkins and in open storage cube, lined with large plastic bag Shelves shed	
Gloves, plastic	shelves shed	
Haircutting supplies	Stored at Kirkpatrick barn	
lemonade	shelves shed	
Name tag materials	Welcome bin	
Orientation sign up sheet and materials	Welcome bin	
Paper towels	shelves shed	
plates	shelves shed	Bin has instructions for number of supplies for one day's lunch
Prayer materials	Blue box in shed	
Serving tongs, spoons ladles	Must be brought from main kitchen wrapped in clean towels	
Sign making materials	White cardboard box	
Stirring spoon and knife		
Tablecloths	Cardboard box shed	
Tables for eating	back of shed and Fallout level and Westminster Closet	
Carts for serving	Main kitchen	
towels	Baskets	
VCR and monitor	Main level Oerter Hall	MUST BE RETURNED
Winter clothing extras	Kirkpatrick barn	

UNIVERSAL PRECAUTIONS PROCEDURES

The following precautions must be taken when handling spills of blood or other body fluids (nasal discharge, saliva, urine, feces, vomit).

In the event of a spill of blood, body fluids, or tissues, the volunteer will:

- A. Wear impermeable gloves that are to be discarded after use with each person, fluid item, or surface in a leak-proof bag or container.
- B. Remove visible materials with disposable absorbent towels.
- C. If cleaning a hard surface, flood the surface with a solution of one (1) part household bleach to ten parts water, or use isopropyl alcohol (70%).
- D. Reclean area with fresh towels.
- E. If cleaning a rug or carpet, use a sanitary absorbent agent according to directions. Vacuum or sweep up dry material and dispose of dry material in a plastic bag. Broom and dustpan should be rinsed in a disinfectant. No special handling is required for vacuuming equipment. All contaminated disposable items (e.g., tissues, paper towels, diapers, gloves) should be discarded in a leak-proof bag or container and disposed of in the usual manner. *
- F. Place soiled towels and gloves in a leak-proof bag or container and dispose of in the usual manner.
- G. Wash hands vigorously with soap under a stream of running water for approximately ten (10) seconds after removing gloves.
- H. General purpose utility gloves used by the custodial staff for cleaning may be decontaminated and reused, but shall be discarded if they are peeling, cracked, or discolored or if they have punctures, tears, or other evidence of deterioration.
- I. All clothing or towels or uniforms laundered at church should be washed with soap and half (1/2) cup household bleach to each wash cycle. If material is not colorfast, add half (1/2) cup nonchlorine bleach (e.g., Clorox II, Borateem) to each wash cycle.
- J. All thermometers should be soaked in a one (1) part bleach to ten (10) parts water solution (made fresh daily) for thirty (30) minutes; then washed vigorously with soap and water and finally returned to the disinfectant solution in thermometer container for fifteen (15) minutes between uses.

*Items used in handling spills that are contaminated with small amounts of blood such as paper towels, cotton balls, band aids, and gloves, are not considered infectious waste if they are not commingled with infectious waste. Items so saturated with blood that they could be considered "liquid" or "semi-liquid" are considered infectious waste.

They'll Know We Are Christians

Welcome! We are glad you are here! Serving the Lamb's Lunch demonstrates the love and unity of believers in a very strong way. We have members, from many different churches and different styles of worship, who come together with eyes on the Lord. Each day that we work together, we declare a "no-fault" day, giving room for the spirited and the reverent. We acknowledge that holy hands can be waving in the air or they can be folded quietly in the lap. We recognize that prayers can be offered to our Lord, Jesus Christ, in tongues, in huddled groups of two or three, in a unison Our Father, or as we walk in prayer through downtown Boulder. We are one in the Lord. Here is a list of participating churches whose members come to create Lamb's Lunch: Alpha, Boulder Chinese Baptist Church, Boulder Valley Christian, Broomfield Christian, Calvary Bible, First Presbyterian, Flatirons, Holy Trinity, Mountain Ridge (Erie), North Point, Rock Creek, Rocky Mountain Christian (Longmont), Rocky Mountain Presbyterian Broomfield), Sacred Heart, Saint Martin de Porres, University Christian Fellowship.

If you have no job assignment at a given time, please fellowship with guest or host. This may be the "assignment" God was planning for you all along. Remember that people continue to lift up every person here and everything here to the Lord in prayer. You have been prayed for even before you stepped inside our door!

A few practical questions that often come up:

- See the "key person" if you have a purse or coat you'd like to have stored for safe keeping.
- If someone asks you for money or goods, refer them to one of the leaders with knowledge of our resources.
- Parking on the street on Saturday is not free - the meters still have to be fed; however the parking garage right across 16th Street from us is free on Saturdays.

Blessings on your day here, and we thank you so very much for serving with Lambs Ministry.

Crates of supplies	Contents
Coffee making crate	Coffee Measuring cups Lemonade
Beverage serving crate	Cream, Sugar Stirrers 120 cups napkins
Bagel and egg serving crate	Bagel slicer Toaster Extension cord Cream cheese cups, tiny spoons Salt and pepper Metal knives for dividing cream cheese 100 Small plates, 100 bowls Napkins Plastic gloves Plastic wrap dispenser
Food serving crate	120 firm plates 120 bowls 120 small plates Napkins Plastic gloves Plastic wrap dispenser
Set up and clean up eating table crate	Tablecloths Disinfectant wipes Decorations Salt and pepper, trash liners
Sound system	Microphone stand Audio cart with amplifier Speaker, extension cord
Prayer ministry	Picture of Jesus with lamb, Folder with instructions Box for inserting prayer requests Slips and pencils for writing requests
Bathroom cleaning	Disinfectant wipes Gloves, instructions
Bio hazard	Instructions and supplies Paper plate halves, plastic gloves and bags, absorbent paper and sawdust, bleach solution spray
Hygiene and first aid	Band aids, alcohol, feminine supplies
Welcome	Name tags, orientation, resource lists
Sign making box	Markers, pad of newsprint, scotch tape