

ST. STEPHEN PRESBYTERIAN CHURCH

Monthly Sack Lunch Preparation & Delivery to Presbyterian Night Shelter

St. Stephen prepares 350 sack lunches for delivery to Fort Worth's Presbyterian Night Shelter every third Tuesday of each month. The sign-up below is for specific volunteer opportunities related to the **Tuesday, March 16** delivery of sack lunches. If you have questions, please contact Mike Tyson (mike_tyson@sbcglobal.net) or Matt Loynachan (matt.loynachan@tx.rr.com)

NOTE-- PNS sack lunch cost is included in St. Stephen's budget. Please accumulate your receipts and submit them to Anne Barrett at the church office for reimbursement.

The church does not want anyone to be put at risk when shopping. Most items can be most economically purchased at Sam's or Costco, using curbside pickup.

Sandwich makers

Peanut butter and jelly/ jam sandwiches are recommended because they can be frozen & stored, do not need to be refrigerated and are not immediately perishable.

1. Each sandwich maker should buy sliced sandwich bread. Jam or jelly, and Ziploc sandwich bags can be bought, or taken from inventory at church (currently kept in the narthex of Parish Hall).
2. Until the church has reopened, all sandwiches must be made at the homes of sandwich makers, following Sanitary PB&J Preparation Requirements and Prescribed Procedures ("PBJ Maker Form"—see PDF attached). *Disinfectant, food service gloves and PBJ Maker Form are available at the church for sandwich makers.*
3. Each sandwich should be sacked in a Ziploc (or similar plastic) sandwich bag, then put back in the bread loaf wrapper.
4. Each bread loaf wrapper should be labeled (either with a taped post-it note, or with a marker) indicating: a) Preparer name, b) Date prepared, and c) number of sandwiches included in the wrapper.
5. Finished sandwiches should be brought to the church **no later than Thursday, March 11**. They should be put in the church freezers—first in the RITI freezer (in the room off the narthex of Parish Hall, where the soft drink machine is), with any overflow to the kitchen freezer. *Please note that access to church is restricted 9:00am - 3:00pm on Mondays and Wednesdays when Day School is in session.*

6. Signed PBJ Maker Forms should be left in the binder kept near the RITI freezer.

Sandwich maker (17 slots of 2 loaves—*making approximately 20-24 sandwiches*)

Other Sack Lunch Component Shopping—Must be delivered to narthex of Parish Hall no later than Thursday, March 11

Applesauce cups or fruit cups (4 oz. size) (10 slots of 35 cups)

Granola bars or similar (e.g., cheese crackers) (7 slots of 50 individually wrapped packages)

Cookies— Most economical is to buy large packages of cookies (e.g., sandwich-type cookies, Chips Ahoy, Keebler), and sack 3 cookies per Ziploc snack bag. Snack bags can be bought or taken from inventory in narthex of Parish Hall. Cookie sacking must be done according to Sanitary Cookie Sacking Requirements and Prescribed Procedures (see PDF attached), with this signed Form returned with sacked cookies and put in the in the binder in the inventory storage area. **(7 slots of 50 individually wrapped packages—i.e., each slot is 150 cookies sacked in 50 snack bags)**

Chips, 1oz. package— Most economical is to buy boxes of 50. **(7 slots of 50 packages)**

Other Volunteer Responsibilities

Coordination of project for month— One person/ group

Responsibilities include: Assuring sign-up of all slots and all items have been delivered on time, and completion of inventory after sack lunches are delivered, to assure status is known for next month's delivery. **(1 slot)**

Setting up 350 paper bags, inserting napkins, spoons and all lunch components (except PBJs and chips). Paper bags, napkins and spoons will be available at church. **FRIDAY, MARCH 12 from 1:00 to 2:00pm (5 slots)**

Inserting PBJs, chips, rolling of bags and boxing of approximately 350 sack lunches for delivery TUESDAY MARCH 16 from 8:00am to 9:00am (5 slots)

Transfer of boxes to vehicle and delivery of approximately 350 sack lunches to PNS TUESDAY MARCH 16 9:30am (2 slots, requires one pickup or two SUVs)