St Mary Church
Table Ministry
Mission Statement

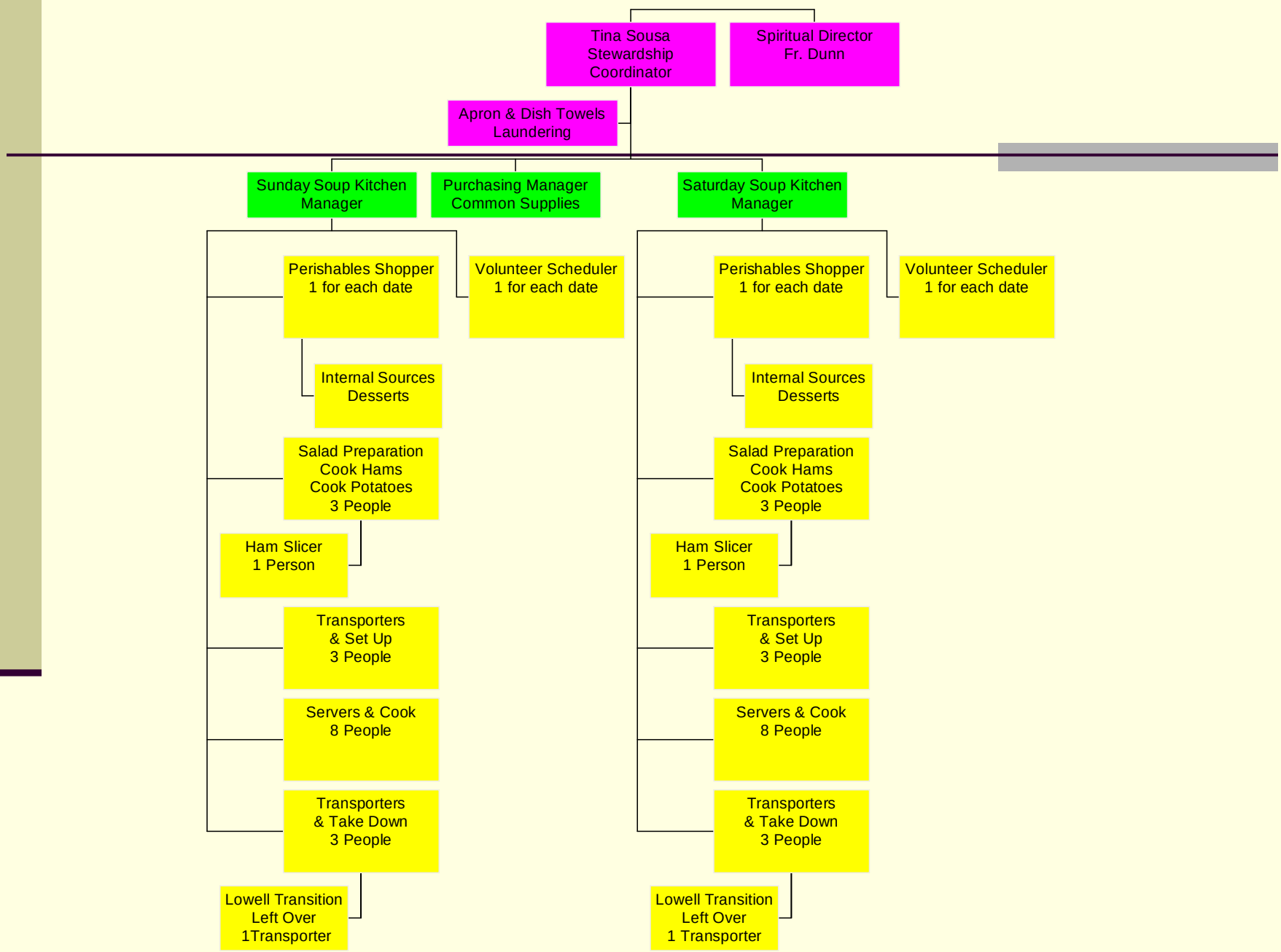
- To provide a nutritious meal, on the assigned dates, for the patrons of the Community Table in Lowell while optimally employing all Table Ministry volunteers from St Mary Church.

St. Mary
Soup Kitchen Ministry
A History of Caring

The ministry began about 1990 in response to the St. Mary parish youth who wanted to help the less fortunate.

- Served 250 to 325 guests for ten years at My Brother's Table in Lynn every month.
- For several years prepared about 15 meals for the House of Hope in Lowell each month.
- Served 60 to 80 guests for the past 15 years at the Community Table in Lowell every month.
- About 10 years ago the Lynn serving effort moved to the Community Table in Lowell serving about 6 or 7 times a year. Adding to the existing monthly ministry.
- Today the ministry is broadening its focus to allow more parishioners the opportunity to share in this effort to help the less fortunate.

St. Mary
Table Ministry
Organization Chart



St. Mary Table Ministry Manager Tasks

- Table Ministry 1 or 2 Managers:
  - Coordinate and ensure an efficient process completion:
    1. Volunteer Training
    2. Common food and supplies availability
       - ✓ Manager to notify Purchaser of needs
    3. Purchase of perishables
       - ✓ Coordinate supplies from the CCD program or other parishioners
    4. Preparation of food
       1. Salad
       2. Hams
          - ✓ Slicing
       3. Potatoes
    5. Transport & Set UP
    6. Food Serving & Guest Services
    7. Take Down & Transport to St. Mary & Lowell Transition

Volunteer Sheduler

- Obtain a list of volunteers from Tina Sousa
- Call & Confirm the volunteers for each scheduled meal
- Work with Rectory on delinquent CORI's & CAP Requirements

Common Food and Supplies Purchasing

- Obtain a list of common supplies from the Table Ministry managers.
- Obtain the current schedule of Table Ministry serving dates from Tina Sousa.
- Inventory and then purchase needed food and supplies for each scheduled Table Ministry.
  - Ensure availability no later than the Friday before the scheduled Table Ministry.
- Obtain reimbursement for purchases from Paul Firicano (need receipts).

Perishables Shopper

- Obtain a list of perishables required for the designated Table Ministry supplied (Saturday or Sunday).
- Obtain the latest schedule of Table Ministry dates from Tina Sousa
- Purchase the perishables by Saturday Morning 9AM of the scheduled Table Ministry .
  - Coordinate with the Religious Education group for possible donations prior to shopping. Also check for possible donations from other parishioners.
- Obtain reimbursement from Paul Firincano.

Salad, Ham & Potato Preparation & Cooking

- All food must be ready for transport by 12 noon for Saturday and Sunday Table Ministry.
  - Prepare the salad
  - Hams:
    - Sliced
    - Cooked
  - Potatoes cleaned and baked
- All food to be packaged properly for transport to the *Community Table* in Lowell.

Transport to the "Y" & Set UP

- Maintain an orderly inventory in the Table Ministry stock room
  - All items should be in the designated storage locations
- Obtain a list of all items to be transported to the *Community Table* in Lowell from the Table Ministry managers.
- Load and transport all food and material to the Lowell YMCA.
- Bring all food and material into the YMCA and then set up tables in the prescribed structure and cover the tables with table cloths.
- Upon arrival at the YMCA go to the front desk for the serving room and the bathrooms by the serving room. Unlock all three doors.
- If clothing was donated; sort and place clothing on a table near the exit to the YMCA.
- Set up the warming trays and line bottom tray with water then light the Sterno.

Servers

- Set up the food:
  - Make individual salads
  - Butter the bread
  - Cut and place deserts on individual serving plates
  - Make Coffee and Cool Aid
  - Put all condiments out
    - Salt, Pepper, butter pats, mustard packs, sugar, equal
  - Put knives, forks, spoons and napkins out
  - Serve meals
  - Clean tables when empty

Take Down and Transport

- Clean all table cloths and store in designated plastic container
- Tear down tables and return to the storage room
- Tear down and clean warming trays and replace into the designated plastic containers
- Sweep floor
- Separate material to be returned into two piles
  1. Return to St. Mary storage
  2. Transport leftovers to the Lowell Transitional House
- Transport material to St. Mary and store in the designated areas