

# HNEC

## Agape Dinner Instructions

Required: 12-16 people to set up, decorate, serve, and clean up after the agape meal. The agape meal is served at 5:40PM in the dining hall on Saturday. Servers are not to wear any items that may draw attention to themselves (church Emmaus shirts) the focus of the Agape Dinner is on the Pilgrims. Servers MAY wear their nametags.

### **Preparation Prior to Walk**

Coordinator: Talk to walk Lay Director the week prior to the walk to get:

- Team or pilgrims with special diet requirements
  - May want to visit with the Head Kitchen for accommodations that need to be made.
- Correct names of all pilgrims and team – for place cards. Discuss with LD if they wish to use name tags or let pilgrims and conference room team sit where they want. May also talk to STC to see if servant team will provide place cards.
- What “cue” does the LD want to use to signify he/she would like the Jesus plate to be brought out?
- Instructions for seating arrangements.
  - Who should be seated by Jesus?
  - Pilgrims/team intermixed or on opposite sides of table?
  - Will visiting clergy be staying for dinner?
  - Will the Servant Team Coordinator be seated at dinner?

### Place Cards

Place cards need to be made ahead of time and presorted as per the directions of the LD. Be sure to have a few blank cards in case of last minute changes. Talk to the Servant Team Coordinator upon arrival to verify the seating. Remember that support team (kitchen, agape, and chapel) will not be seated at dinner, but will eat afterwards. They do not need place cards. However, the Servant Team Coordinator may be seated at dinner.

### 4<sup>th</sup> Day organization

Utilize the attached spreadsheet to organize the 4<sup>th</sup> Day helpers. Pre-assign as many as possible prior to the weekend to make sure everyone knows their assignments and then you can use extra 4<sup>th</sup> Day that show up to fill in the gaps. Remember that NO sponsors or Pilgrims’ spouses may serve in the dining hall, but they are encouraged to help in the kitchen area.

### Extra materials to bring with you

It is helpful to have painter’s tape to secure the extension cords to the floor from the lights on the table.

*List of food & other items to bring:*

Brisket – Women 25-30, Men 30-35 pounds cooked

Barbeque Sauce - 3-4 qts.

Scalloped potatoes - 5 recipes

Green Beans - 5 recipes

Cole Slaw - 3 large bags

OR

Tossed green salad - 6-7 large salad bags

Croutons – 3 large boxes

Italian Dressing – 3 large bottles

Tomatoes – to garnish salads

Garlic bread - 8-9 loaves

Sliced Onion - 3-4 medium

Sliced Jalapenos - 1 small jar

Sliced Lemons –5-6

Chocolate Sheet cake – 7 recipes

Nice, heavy-duty dinner napkins

### **Upon arrival**

You should arrive at the center at 3:30 (decorators) or 4:30 (servers) and park in the small lot beside the Dining Hall.

Agape dinner storage tubs are stored in the chapel and need to be moved to the dining hall. After dinner is complete, replace all supplies in tubs and return to chapel if there is a walk the following week. If there is no walk the following week, move tubs to property room.

Immediately upon arrival, you should check with the Servant Team Coordinator to determine the walk's time schedule. Also check with the Servant Team Coordinator to determine if the servant team will eat at the Hall after the Agape Dinner or will eat at the Inn.

Also receive from the Servant Team Coordinator the following information:

- Exact number of people to be seated for dinner.
- Any additional special diets that you did not already know about.

Check with the Head Chapel servant for the Jesus Plate and cup (and elements). These will be covered with a white cloth while being delivered to the seat of Jesus.

### **Decorating of the tables**

Place 10 tables in a U shape. The head table is closest to the kitchen. Jesus will sit in the middle of those tables. There are more decorations than need to be used. See attached pictures for an example.

Place tablecloths on tables and decorate (roosters, lights, nice paper napkins, etc.) Dishes and silverware are in the kitchen.

Arrange agape place cards as per LD directions.

*Women's Walks* - Place halos at each place. These will be provided by outside agape and delivered to the dining hall by the Head Agape Servant.

Leave 5 round tables set up with chairs on the opposite side of the dining hall to be used for the servant team and the 4<sup>th</sup> Day helpers for Agape meal. No decorations are to be used on these tables.

Move walk banners to East end of Agape dinner tables to separate dinner tables from work area.

### **Food Preparation**

All foods must be prepared and fully cooked ahead of time and should be prepared in disposable metal pans. Convection oven will be preheated to 250-275 degrees so all the food can be kept warm. Brisket should be pre-sliced.

The Walk kitchen team will provide tea, coffee, and ice.

The dishes to be used are all in the kitchen at Kaiserhof.

Locate the pitchers to be used for tea and water; they are in one of the Agape dinner tubs.

Preparation of the salad or coleslaw on the small plates can be done on one of the large tables in the dining hall to free up space in the kitchen as long as it is cleared prior to the Pilgrims arrival.

Cake can be sliced in the pans, but we suggest they not be plated early since they will tend to dry out. Cake can be placed on plates after all the food has been served to the Pilgrims.

Count out exactly the number of plates that you will need to serve & place them at the beginning of your serving line. This will keep you from filling more plates than are necessary.

Remember also that the Servant team & 4<sup>th</sup> Day will be eating after the Pilgrims. Heavy duty disposable plates can be used for them to avoid delaying the clean up process.

Place on the tables:

Salad/coleslaw at each place setting (on small bread plates)

12 bowls of Bar-B-Q sauce

6 small bowls of sliced jalapenos

10 bowls of sliced onions (less most likely for Women's walks)

5 bowls of sliced lemons

Sweet & Low and sugar

Salt & Pepper

Glasses – fill with ice JUST prior to Pilgrims arriving

- Make sure servers know the flow of the kitchen serving process.
- Serve the plates quickly and quietly, serving from over the team and Pilgrims right hand shoulder and clearing from over their left hand shoulders.
- Servers should begin serving the back table first and work your way around the sides and middle.
- Begin removing dinner plates and serving cake as they finish without rushing the Pilgrims.

Remember - Servers should wear nice but non-descript clothing and all work joyfully and quietly and refrain from talking or being overly friendly with the team and Pilgrims.

Kitchen serving line assignments:

Brisket --2

Potatoes - 2

Green beans – 2

Serve bread – 1

Replenish food to line –2

Kitchen Cleaning

Scrape and stack dirty dishes – 2

Wash dishes –2

Dry and stack dishes –2

Servers –8-12

Clean up – all

## Recipes:

### Scalloped Potato Casserole (5 Needed)

Mix ½ cup melted margarine with 2 32 oz. Frozen hash brown potatoes (thawed), 1 cup chopped green onions, 3 1/3 cups grated cheddar cheese, 2 cans cream of chicken soup, 1 pint sour cream, and salt and pepper to taste. Put in a greased 10x15 inch pan. Mix together 1 cup crushed corn flakes with ½ cup melted margarine. Sprinkle on top. Cover tightly with foil. Bake at 350 degrees for 2 hours.

### Green Beans (5 Needed)

In a large pot cook 8 slices of bacon until crisp. Drain. Saute 2 cups chopped onion in some of the bacon grease. Saute until onions are clear. Add 1 restaurant size (101 oz.) green beans or 7, 14 oz cans green beans. (Do not drain.) Simmer for 15-20 minutes. Pour into disposable pans if desired and top with the bacon, or leave in large pots and stir in the bacon.

### Tossed Salad

Toss 6-7 large bags of salad with 3 large bottles of Low Fat Italian Dressing. A large Igloo cooler works great to mix it in and then it will stay cool too. Reserve a small amount of salad for those who request another type of dressing. Serve in salad bowls and garnish with croutons (3 large boxes will be enough.) Top with small salad tomatoes.

## Clean-Up

**All food must be scraped from dishes before they are washed. Kaiserhof uses a septic system and any food washed down the sink must be kept to a minimum.** All dishes, glassware and silverware should be washed, dried, and returned to their proper storage area in the kitchen. **PLEASE do this quietly while the Pilgrims are enjoying their entertainment. Noise from the kitchen easily flows into the dining hall.**

Tablecloths and other linens used from the agape boxes should be given to either Community Servanthood Board Reps ([see www.HNEC.org for their names](http://www.HNEC.org)) to have laundered and ready for the next walk.

Remove all trash.

Repack agape boxes with all the decorations, etc., and return to the chapel or property room.

## Over all suggested schedule

- 3:30 Arrive at Retreat Center. Check with Servant Team Coordinator
- 4:00 All food items should be warming in kitchen. Prepare Jesus plate. Assign 2 people who will take the items out. *Usually the newest Fourth Day member is given that job.*
- Decorate dining Hall.
- 5:10 Group Prayer  
Set up serving line (*no sponsors, Pilgrim spouses to serve in dining hall*)  
Put out coleslaw or salad  
Put out Bar-B-Q sauce, lemons, onions, and jalapenos, salt & pepper, sugar.  
Make sure to fill pitchers with tea and water for easy refills.  
Put out glasses with ice just before the Pilgrims are expected to arrive.
- 5:35 Return to kitchen and wait QUIETLY for the Pilgrims to arrive in the dining hall.
- 5:40 Pilgrims will walk in, find their places, and sing the meal blessing.  
Take out the Jesus plate on cue from LD.  
Send drink servers out to fill tea & water in glasses
- 5:45 Begin filling the plates with dinner (this should give the pilgrims about 5-10 minutes to eat their salad/coleslaw.
- 5:50
- Serve meal
  - Begin plating the cake.
  - Give drink and food refills as needed.
  - Have food available to take out for refills. Use slotted spoons to serve.
  - Begin removing dinner plates and serving dessert as they finish - do not rush the Pilgrims.
- 6:15 Return to the kitchen and begin cleaning **quietly** while the team and Pilgrims have their entertainment.
- You are not to remain in hall during the entertainment.
  - You are not to be introduced or thanked after the meal.
- 6:45 After team and Pilgrims leave, dinner is placed in the kitchen so the servant team and the 4<sup>th</sup> Day helpers can serve themselves in a buffet line and eat at the round tables.

If you have any questions or concerns please call one of the Community Servanthood Board Representatives (see [WWW.HNEC.org](http://WWW.HNEC.org) for their names and phone numbers).

An allowance of \$200 is available for reimbursement if requested. Please gather all receipts and give to either one of the Community Servanthood Board Representatives.

Fourth Day helpers with Agape meal experience can also be requested.

Thank you for your gift of service to the Lord!