

CHURCH PLANNING

KITCHEN SHOPPING LIST

Paper, etc.

Disposable tablecloths
Large Napkins
Small Napkins
Cutlery
Disposable plates, bowls, small plates
Disposable cups and coffee cups
Disposable wine cups for Christmas dinner

Consumables

Juice crystals
Cream
Coffee Whitener
Sugar
Coffee
Decaf Coffee
Butter
Flour

NOTES FROM 2ND CHRISTMAS DINNER AT THE BUILDING – 2014

34 people, eating time 2:30

What we had:

2 turkeys
8 boxes of Stove Top
10 cups of gravy
1 ham
Buns
10 lbs of potatoes
Shannon's salad
Mushrooms
Stirfry Veggies
Fried Rice
Spiced Chicken
Big Garden Salad
3 cheesecakes
Lots and lots of cream puffs
2 Striped Delights
Surprise Spread
Chips and snack mix
Punch, extra cans of pop
Chocolates

What we should have had:

1 turkey
7 boxes of Stove Top
5 cups of gravy
1 ham
Buns
10 lbs of potatoes
Shannon's salad – a bit smaller
Half the portions of the next 5 items
These dishes should be made for about 7 servings

1 cheesecake
Half the amount of cream puffs
Good amount
Good
Good
Good
Only to take home

SPECIAL CHRISTMAS RECIPES

Moose Roast

- 2 tablespoons vegetable oil
- 4 pounds moose roast
- 2 cups apple juice
- 1 (1 ounce) envelope dry onion soup mix

Directions

1. Heat oil in a large skillet over medium-high heat.
 2. Brown the roast on all sides in the hot oil.
 3. Remove, and transfer to a slow cooker.
 4. Sprinkle onion soup mix over the roast, then pour in the apple juice.
 5. Cover and cook on MEDIUM for 6 to 8 hours, or until meat is very tender.
 6. Check occasionally to make sure there is sufficient liquid, and add more juice if necessary.
 7. Serve roast with juices, or thicken them for a tasty gravy.
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Punch

- White Grape Juice
- Juices from lemons, limes, oranges
- Cranberries
- Club Soda
- Crushed ice

Another Punch

- 1 large pkg Cherry Kool Aid (you can use the small package but adjust sugar to taste)
- 2 cups pineapple juice, unsweetened
- 1 frozen OJ concentrate, thawed
- 2 cups sugar
- Mix it all together in a gallon pitcher and finish filling with water

HOW TO MAKE COFFEE -

Hamilton Beach Coffee Makers

Step 1

Remove cover, coffee basket, and stem.

Step 2

Fill urn to desired water level. Minimum of 12 cups. Always use cold, fresh tap water.

Step 3

Wet coffee basket to help keep small particles of ground coffee from sifting through.

Step 4

Make sure stem is properly seated in heating unit well in centre or urn may not percolate.

Water Level	Amount of Ground Coffee
42 cups	2 ½ cups (625 ml)
36 cups	2 ¼ cups (562.5 ml)
30 cups	1 ¾ cups (437.5 ml)
24 cups	1 ½ cups (375 ml)
18 cups	1 cup (250 ml)
12 cups	¾ cup (175 ml)

INTERNATIONAL POTLUCK NOTES

– April 3, 2016

We served around 200 people, may have been our first potluck in 5 years.

Next Time:

1. Have a plan for the table set up, Darcy to draw up.
2. 4 tables for food or two serving lines (actually 4).
3. Have drinks in one corner
4. Have desserts in another corner
5. Make sure that Youth Assembly is basic and on the other side of the curtain
6. Use throw away tablecloths
7. Use throw away plates, cutlery, etc.
8. Use a potluck sign up sheet so we can preplan
9. Assign job duties by last name
 - a. A-D – Setup
 - b. E-H – Table Cleanup
 - c. I-N – Kitchen Cleanup
 - d. O-Z – one other job
10. Remove the table cart
11. Move the basketball hoop
12. Garbage the fold up tables
13. Make about 32 L of juice
14. Buy Cream for coffee
15. Pre consider Brown Bag Lunches and how they will be made, Hope to buy food that week
16. Order any special cakes ahead of time (ask for measurements before ordering. 1-18x14 cake would be plenty) Safeway is 403-248-0848 (Bakery ext. 2)

ELDA MORIARTY'S FUNERAL LUNCHEON

Jobs to do: (10 people plus clean up Friday night in preparation and clean up after)

1. Decorate tables and set out food (1 person)
2. Make coffee and tea and get cups, sugar, cream and spoons set up (1 person)
3. Make punch and get the cups, etc. set up (1 person)
4. Spread toppings on sandwiches, cut fancy toppings to add to them (3 people)
5. Cut fruit and make trays (2 people)
6. Cut cheese and make cheese and cracker trays (1 person)
7. Make a nice display of squares (1 person)

ELDA MORIARTY'S FUNERAL LUNCHEON

(10:45-12:30) on Saturday, September 29, 2007

We will make 300 open faced buns (purchase 150 buns – 35 of them smaller)

HAM SALAD SANDWICHES (80 buns) (day before)

- 4 pounds fully cooked ham – coarsely ground
- 3 cups sweet pickles – chopped
- 2 cups mayonnaise or salad dressing (4 cups)
- 2 ounces diced pimentos – drained (4 oz)
- 100 slices bread

1. Combine ham, pickles, mayonnaise and pimentos; mix well
2. Spoon 1/4 cup onto 50 slices of bread

TUNA SALAD SANDWICHES Yield 1 can = buns (60 buns) x recipe by 8 (day before)

- 3 1/2 oz (1) can tuna, packed in oil (28 oz of tuna or 8 cans)
- 1/4 cup celery, finely chopped (2 cups)
- 1 tbsp green pepper (red or yellow, for colour) (8 tbsp)
- 1/4 cup plain low-fat yogurt (2 cups mayo)
- 1 tsp fresh lemon juice (8 tsp)
- 1 tbsp grated American Cheese (8 tbsp)

1. Drain tuna well, then flake it into a bowl
2. Add remaining ingredients and mix well

EGG SALAD SANDWICHES (120 buns) x recipe by 10 (day before)

- 6 hard boiled eggs, chopped (60 eggs)
- 1/2 cup finely chopped celery (5 cups)
- 1/3 cup mayonnaise or salad dressing (3 1/3 cup)
- 1 tbsp chopped onion (10 tbsp)
- 1/4 tsp salt (2 1/2 tsp)
- Dash of pepper
- Makes 12 buns?

- 2 things each of Cream Cheese for smaller buns,
- strawberry, blueberry, peach (60 buns)

300 squares plus 50 tarts for 150 people = 12, 8" pans of squares

- 3 matrimony squares please (75 squares)
- 50 mincemeat tarts
- 9 other 8" pans of squares (225)
- Mincemeat Tarts
- Buy the mincemeat in a jar, 1 jar = 30 tarts

GROCERY LIST

Sandwiches

120 buns regular sized
60 buns smaller sized
4lbs of ham
24 oz or 3 cups sweet pickles
56 oz or 7.5 cups mayo
2 oz diced pimentos
4 stalks of celery
1 red pepper
60 eggs
1 onion
2 little tubs of cream cheese each
flavour
• Strawberry
• Blueberry
• Peach
Toppings for each sandwich
• Parsley
• Olives
• Sweet pickles
• Pineapple
• Mandarin oranges
• Strawberry

Hot Drinks

Cream
Paper
Plates – medium
Napkins – white
Cups – clear

Punch

12 cans of OJ
12 cans of pink lemonade
Red drink crystals – tropical punch
Sprites

Cheese and Crackers

3 big blocks of cheese (different kinds)
6 boxes of crackers

Veggie Trays – from Costco

2 large veggie trays

3 Large Fruit Trays

2 Cantaloupe
1 Honeydew
Grapes
Watermelon
6 lbs strawberries
Pineapple

Dessert

Mincemeat, enough to make 50 tarts
50 tart shells
225 other squares
1 large Nanaimo bar
1 large Lemon square
1 large Raspberry square
1 large Chocolatey fudge square

REVIEW

Considering the time of day: 11:00, cooler day, memorial, older people

We planned for 150 (plus kids) We had 144 total

We spent \$380.00 we could reduce the cost down to \$245 by having just the following:

1 large veggie tray
Half the crackers
No pineapple (or buy it ripe)
1 cantaloupe
Half a watermelon
2 litres of cream

4 each of Orange Juice and Lemonade
2 Sprites
4 tubs of cream cheese for 60 mini buns
Squares, donated (1.25 per person)
Sandwiches were pretty good (2 each)
Use church supplies for coffee, plates,

SHIBU AND CLAUDIA'S WEDDING

(mid-afternoon, warm day, May 9, 1998) 200-250 people (younger) Margaret Hare and Cathy Graham taught me what to do.

Sandwiches: 2 per person, plan on spending \$120.00 200-250 buns

Put the buns out first to eliminate leftovers in this area and to conserve baking (you do not want extra buns, unless people can take them home and will eat them).

Open faced buns:

Roast Beef

Ham

Tuna and Relish

Egg and Cucumber

Cream Cheese for smaller buns, topped with mandarin oranges, pineapple, strawberries, olives, sweet pickles, parsley (wilted? – put in a bag with small amount of water)

Punch:

80 people = 3 cans of frozen and 1 pop conservatively speaking)

15 cans of orange juice

15 cans of pink lemonade

30 small pouches of red crystals (Kool Aid – Tropical Punch works best)

Add pop just before serving

Baking: It is good to have extra

2.5 squares per person – 25 squares per 8" pan (500 squares for 200 people): have 8-10 people bring squares

Raspberry Squares

Lemon Squares

Nanaimo Bars

Chocolatey Fudge Squares

Fruit: 3 people brought fruit, we could have had more:

Grapes

Tray

Strawberries

Cantaloupe

Honeydew

Actual:

300 people

2-3 sandwiches per person

Open Faced Buns – 450

2 squares per person

Cheese and Crackers:

4 people brought cheese and crackers, we could have had more:

Adjustment: 5 big blocks of cheese and 6 boxes of crackers

Vegetables:

2 veggie trays – 1 quite large, we could have had more

Coffee, tea and cream

Only kept track of cream – 1.5 litres would be enough

Extras: Napkins (imperative), plates, cups (clear) and lace tablecloths.

Have lots of fridge room available and a clean up crew designated.

Dishes, gifts, tables, chairs, vacuum.

Remember to fill head table with food. (Have nice pitchers ready)