

TGIW (Thank God It's Wednesday) Meals Policies and Procedures

Meal Preparation and Serving

1. The TGIW Meal Coordinator will be responsible for scheduling host groups to prepare and provide each Wednesday night meal.
A “host group” is defined as a mission or ministry of St. James UMC where the raised funds will go directly toward a mission or ministry of St. James UMC.
2. The TGIW Meal Coordinator will be responsible for organizing the menu information from each host group and will work with the Communications Director to communicate the upcoming menus to the congregation.
3. The host group preparing the meal must have a representative who has been certified through the kitchen training. That representative becomes responsible for their team’s proper use and cleaning of the kitchen facilities. All use of the kitchen facility and its appliances are covered in the training materials and the **Kitchen Use Policy**.
4. The kitchen facility will be available for the preparation of the meal at Noon on Wednesday. If a host group needs the kitchen prior to that time, arrangements should be made through the Facilities Manager.
5. Food and supplies can be dropped off in the kitchen or refrigerator starting at Noon on Tuesday. Please make sure that these items are clearly labeled for TGIW and dated. If these items need to be dropped off earlier, arrangements should be made through the Facilities Manager.
6. It is the responsibility of the host group to prepare Peanut Butter & Jelly sandwiches as a child menu alternative. The supplies will be provided, but the group will need to prepare them for the evening meal. It is recommended that the number of sandwiches prepared should be at least 10% of the projected headcount.
7. Tea, Lemonade and water are provided to serve as beverages. Any other beverages should be provided by the host group. The host group will be responsible for making the tea and lemonade and preparing the dispensers.
8. A representative of the host group can receive the number of dinner reservations on Monday after 5:00 pm. We recommend that each host group

prepare for an additional 25% of meals to accommodate walk-ins and university students (that eat for free).

9. The Dinner should be ready to serve at 5:15 PM.
Serving should remain open until 6:00 PM.
The Fellowship Hall doors will be unlocked by a staff member at 4:45 pm and remain unlocked until 7:15 pm.
10. It is the responsibility of the host group to collect the money and check the reservation list. The reservation list and a petty cash box will be provided on Wednesday evening. These procedures are explained further in the following Host Procedures section.
11. The St. James kitchen does not stock carry-out containers. The purpose of the TGIW meals is to promote fellowship with the community, therefore carry-out meals are discouraged. The Host may decide to accommodate late arrivals or other special circumstances by using disposable serving ware.
12. Following the meal, all food items should be removed from the kitchen. If there are leftovers that are being saved for another event or person(s), make sure they are clearly labeled and dated and that the persons are informed.
13. The kitchen and all supplies should be cleaned and put away and the kitchen returned to the way it original state before the host group leaves that evening. If special arrangements need to be made regarding clean-up, please contact the Facilities Manager.

Host Procedures

1. On Wednesday evening, the church office will provide a Reservation List and a Petty Cash Box to the hosting group. At least one representative from that group is designated as the Host and will be stationed at the door.
2. The Host will greet people as they arrive. If the person(s) have a reservation, they are marked and any outstanding money is collected.
3. If the person(s) do not have a reservation, they can purchase their meals for that night, but will be asked to wait until 5:35 PM (following the blessing) before being served. The host should encourage them to make a reservation in the future and even take a reservation for them for the upcoming week if they would like to do that.

4. College students may eat free when they display their ECU or PCC ID. They do not need a reservation, although we should encourage them to make a reservation in the future. The Host should keep a count of students that eat for free. The church will reimburse the Host group for that number of meals.
5. At the end of the serving time (6:00 PM), the money box and reservation list should be returned to a church staff member – preferably the Financial Secretary if they are available – that will lock it in a safe location.

Reservation Procedures

1. There are four ways to make a reservation:
 - TGIW reservation cards are available in the worship folders and can be filled out and placed in the offering basket or brought to the church office.
 - The church website (www.stjconnect.org) allows you to make a reservation online. Go to the TGIW item on the “Loving God” menu.
 - Call the church office (252-752-6154)
 - Make your reservation at the host table of the prior Wednesday night TGIW meal.
2. Reservations must be made by 5:00 pm of the preceding Monday. After that cutoff, any one desiring a meal will go on the non-reservation list and be asked to wait until 5:35 PM (following the blessing) to be served.
3. If someone has made a reservation for the TGIW meal and will not be able to make it, we encourage them to cancel the reservation as soon as possible. At this time, we do not require someone to pay for an unused, reserved meal, but suggest that they consider a donation to the host ministry.

Other Procedures

1. The Blessing of the meal and the acknowledging of the Host ministry group will be shared at 5:30 PM.
2. Verbal announcements are discouraged during the meal. A printed sheet of upcoming events will be displayed on the tables.
3. The recruitment of Host ministry groups should be fair and equitable. Here are suggestions for the TGIW Meal Coordinator:

- An announcement of ministry groups to contact the TGIW Meal Coordinator to volunteer should appear at least 10 weeks to the first meal.
- The announcement should continue for 6 weeks or until all of the Wednesday night dinner slots have been filled.
- At 8-weeks prior to the first meal, a letter or email reminder may be sent to all groups that have hosted in the past.
- At 4-weeks prior to the first meal, the TGIW Meal Coordinator will begin to contact St. James' ministry groups directly to fill any vacant slots.