

TRINITY TABLE HANDBOOK

(revised 1/08)

Welcome to Trinity Table Soup Kitchen! Trinity Table is the flagship program of Trinity Community Ministries (TCM), started in 1981. Over the years, many changes have occurred in the program, always with the goal of making the Trinity Table more efficient for both the volunteers and our guests. TCM is abundantly blessed with a large base of dedicated volunteers. Many churches, organizations, companies, and individuals return year after year. We thank each and every one of you for your continued participation. We truly could not do what we do without you!

This Instruction Booklet is designed both to prepare new volunteers and to serve as a “refresher” course for our “seasoned” volunteers. **THERE HAVE BEEN CHANGES SO PLEASE READ COMPLETELY!!** We do value your input. Please let us know if you have any suggestions or comments. We hope that this Instruction Booklet will help make your next visit even more enjoyable!

WHAT IS TRINITY TABLE?

Trinity Table is the Sunday Soup Kitchen ministry of Trinity Community Ministries. We serve approximately 400 hungry and homeless guests each and every Sunday. Through snow, heat, ice, and floods, Trinity Table has never failed to open its door to the homeless for a hot meal! That is due to *you* – the many fantastic volunteers that staff Trinity Table every Sunday. We invite you to read a more thorough history of Trinity Table and Trinity Community Ministries on our website: www.tcmatlanta.org.



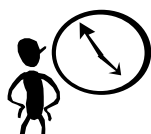
WHO WILL WE BE SERVING?

The persons you will see come from many places and have differing backgrounds. All are hungry and homeless and are “on the streets” for a variety of reasons. Some have temporarily “fallen through the cracks” because of loss of employment or a personal crisis. Most homelessness is directly related to poverty: the lack of an adequate education, the lack of decent employment that can provide for the basics of life, and the lack of affordable housing. Among the homeless are the mentally ill and the addicted. Our experience at Trinity Table has proven over and over that the majority of our guests are very courteous and extremely appreciative. We are reminded constantly of Christ’s message “when you have done this to the least of these, you have done it unto me.” (Matthew 25:40)

WHEN DO WE ARRIVE? WHEN DO WE LEAVE?

Please plan to arrive as close to 11:00 a.m. as possible and **IN NO EVENT LATER THAN 11:30 A.M.** Also, the TCM needs time to set up our tables and chairs before your arrival, so please try not to arrive much before 11:00. Our doors open to our guests at 12:30 p.m., and there is much work to be done before that time. Through the years, we have discovered that if volunteers arrive at 11:00 a.m., everyone feels more at ease and

there is enough time for orientation and training. Also, if you would like to bring a light lunch you can **eat lunch** before we get started **IF YOU ARRIVE BY 11:00 A.M.** Also, if you would like to attend Trinity UMC’s services, arrangements to do so can be done ahead of time. The church is always thrilled to welcome Table volunteers! If all volunteers stay for clean up, everyone will be able to go home at 3:30 p.m. If some leave early, the remainder will have to stay later.



WHAT DO WE BRING?



Please provide:

- 80 gallons of soup or 40 gallons of concentrated soup (suggested recipes at end of handbook)
(you may substitute chili or a hot plate lunch);
- 1600 sandwiches (800 meat with cheese and 800 peanut butter and jelly);
- 25 loaves of sliced white bread (check with Coordinator before purchasing as we may have leftovers);
- 12 boxes of saltine crackers (4 sleeves to a box); and
- 18 bottles of squeeze margarine.



Please also remember:

- Each sandwich should be placed in its own individual baggie. **ADDITIONALLY, PLEASE PRE-BAG (SORT) THE SANDWICHES INTO INDIVIDUAL LUNCH BAGS (2 MEAT/CHEESE AND 2 PEANUT BUTTER JELLY IN EACH LUNCH BAG.) THESE LUNCH BAGS MAY BE THE FREE PLASTIC GROCERY-STORE TYPE BAGS.**
- Please do not put mayo or mustard on the sandwiches. Individual packets can be included in the baggie with each sandwich, but we have found that putting mayo or mustard on the sandwich makes the bread soggy by the time the guests eat.
- Please do not bring “tub” butter/margarine. By the second seating it will be too soft for anyone to actually use. Squeeze margarine is the best and easiest to use, but stick margarine is alright.
- TCM provides the tea, snack dessert, napkins, cups, ice, and all required utensils.

WHAT SHOULD I WEAR?

Please wear comfortable clothes. You will be working in an atmosphere much like a restaurant. It can get warm, and it definitely will get crowded. You will be on your feet almost the whole time, and there will be clean up afterwards. Please do not wear short shorts, halter-tops, or other inappropriate clothing. You will be serving a predominantly male homeless population. **DO NOT BRING VALUABLES.** TCM cannot be responsible for guaranteeing the security of any items. Please leave these in your car trunk.

WHAT WILL I BE DOING?

There are many positions to be filled every Sunday. The most efficient and meaningful volunteer experience occurs when there are 32-35 volunteers present. If we have much more than that, some people may not be able to participate as much as they would like. **Due to regulations, we must limit the number of volunteers to NO MORE THAN 40.** Surplus volunteers will be asked to volunteer at another time. Additionally, we strongly encourage parents to take into consideration the maturity of their child before bringing them. While we welcome children, our history has shown that children under the age of 12 are often overwhelmed by the large numbers of people they encounter, as well as sometimes tiring quickly in the day.

The TCM Table Coordinator will help volunteers to choose assignments each Sunday, but the following is an idea of the various positions: food and drink preparation; table supplies assembly; sanitation; table hosting (actually serving the food); stats; dishwashing; and prayer table hosting.

Above all else, we will be practicing Biblical hospitality, treating the stranger as a welcomed guest (Hebrews 13:1-2). Your role will be to minister by offering a nutritious meal. Christ has taught us that when we serve others, we serve Him indeed (Matthew 25:40). And when we serve others, we also are served.

CAN I CONTRIBUTE ANYTHING ELSE?



Absolutely!! Every time Trinity Table opens its doors, it costs about \$1,600 in overhead expenses such as lease, insurance, maintenance, utilities, etc. **WE RELY HEAVILY ON CHURCHES NOT ONLY FOR SOUP AND SANDWICHES BUT ALSO FOR FINANCIAL SUPPORT TO KEEP THE SOUP KITCHEN OPEN.**

If you would prefer to make a designated purchase, please contact us for our current “wish list.” We are no longer able to accept clothes donations due to space limitations. However, we will be glad to send you a “Wish List Planner” for special collections!

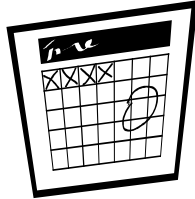


TRINITY TABLE POLICIES

The TCM Table Coordinator on duty has ultimate responsibility for Trinity Table. Volunteers are encouraged to seek guidance from the Staff Member when the established policies do not seem to be working, or in unusual circumstances. The Staff Member will make role assignments, and may ask you to change roles because of changing needs. Under no circumstances will any type of medication be given to guests (even aspirin). Adverse reactions to medications may occur. Volunteers are not to give money to guests. The mission of the Trinity Table Soup Kitchen is to minister to people by feeding the hungry.

HOW CAN MY CHURCH/GROUP MOST EFFECTIVELY PREPARE FOR TRINITY TABLE?

The following are suggestions/comments from various churches/organizations, which may prove helpful to your church/group in preparing for a Sunday at Trinity Table.



Suggested Organizing Plan

Four Weeks Before

Place announcement in church bulletin. Announce need of help in church services. Place sign-up sheets in all Sunday School rooms. Send retired persons to collect “day old” bread from local grocery stores. Store food in freezers.

Three Weeks Before

Place announcement in church bulletin. After church, collect all sign-up sheets. Inventory all help (workers, soup, and sandwiches). Keep collecting from local stores.

Two Weeks Before

Announce in church services special needs not yet filled. Contact workers about where food is to be collected at church. Notify servers of a meeting the week of the Soup Kitchen. Keep collecting from local stores. Be in touch with TCM Table Coordinator to discuss status of servers and food contributions.

One Week Before

Once again announce special needs in church.

Saturday Before

Have all donated soup collected at one point and count numbers of gallons. If soup is frozen, place in refrigerator to thaw out over night. Prepare and count sandwiches.

Sunday Service Morning

If necessary, set up collection area before early church. Designate several workers to separate food. Give yourself enough time to drive and arrive by 11:00 a.m.

Voices of Experience

“We have found that quite a bit of advance promotional activity has been required to make the soup kitchen experience successful. We place a notice in our church mid-week bulletin weekly beginning a month prior to the event. We place a tear-out slip in our Sunday church service bulletin, beginning three weeks before our time of service at Trinity, asking for donor name, telephone number and number of gallons of soup or sandwiches to be given. We follow up with telephone calls to the donors three days prior to the time the soup or sandwiches are needed. We (members of the Missions committee) personally visit each adult Sunday School class to request their participation in furnishing soup and sandwiches to feed the needy. Each class is given a sign-up sheet to list donors and their contributions of soup and service. Children’s classes are also encouraged to participate by bringing cans of vegetables to use in the soup.”

“Volunteers gather on the Saturday before our Sunday service to prepare the hundreds of sandwiches that are needed. Involving the Youth Minister/Youth Fellowship is a very good idea. The older youth are also encouraged to come help serve on Sunday. It is a moving experience for the youth to meet afterwards to discuss their experience.”

“We have found that we are able to begin our Sunday at Trinity in a more organized manner if we first serve brunch in our own church kitchen to all who are going to serve. “

“We feel that our own congregation has benefited form our service at Trinity Table. The kitchen brings our congregation together in organizing, preparing, and serving food to the needy at Trinity. The soup kitchen experience is very rewarding to everyone involved and we appreciate the privilege of serving in such a worthwhile ministry to the less fortunate of our community.”

AFTER THE TABLE

At the end of serving at Trinity Table, volunteers are typically fulfilled, tired, and questioning. Why are people homeless? What is our society doing to help? TCM would like to send speakers to your church to help members understand these issues and to explore what the Bible says we should do. Please call us to send a speaker to a Sunday School class, youth group, dinner, or Outreach/Missions committee. After all the hard work at Trinity Table, you deserve time to contemplate the significance to Christ of what you have done.



Again, thanks to all of you who make the Trinity Table Soup Kitchen possible.
For any questions, comments, or suggestions please contact
Kathy Cannon, Volunteer Coordinator & Program Manager, at 404/577-6651 or
tcmkathy@bellsouth.net.

God Bless!

SUGGESTED SOUP RECIPES

This recipe is for **10** gallons, best assembled on site (*David Barber, Clifton UMC*):

3 cans Veg All (#10 can, 6 lb. 10 oz. each)
2 cans Corn (#10 can, as above)
1 can Crushed Tomatoes (#10 can, as above)
1 medium size bag macaroni, cooked
3 lbs. ground beef, cooked
8 oz. Tone's beef baste
Onion powder & other spices to taste
Water to desired thickness

These recipes are for **5** gallons each:

Recipe #1 (*Lee Caldwell, Briarcliff UMC*)

4 cans vegetable soup (#303 32 oz. can)
4 cans water
3-4 lbs. ground beef, cooked
2-3 lbs. rice or noodles, cooked
One 2-lb. can corn
One 2-lb. can green beans
Season with oregano, chili powder, bouillon base, salt & pepper. Add water to desired thickness.

Recipe #2 (*Ron Emerick, Zoar UMC*)

½ gallon concentrated broth (prepare before from stew meat, soup bones, etc.)
1 can #10 Veg-All (6 lb. 10 oz.)
2 cans Campbell's Vegetable Soup (32 oz. each)
One can stewed tomatoes, not drained (28 oz.)
3 lbs. elbow noodles, cooked
2-3 lbs. ground meat, cooked
Season with dried onions, bouillon, salt & pepper. Add water to desired thickness.

This recipe makes **1** gallon

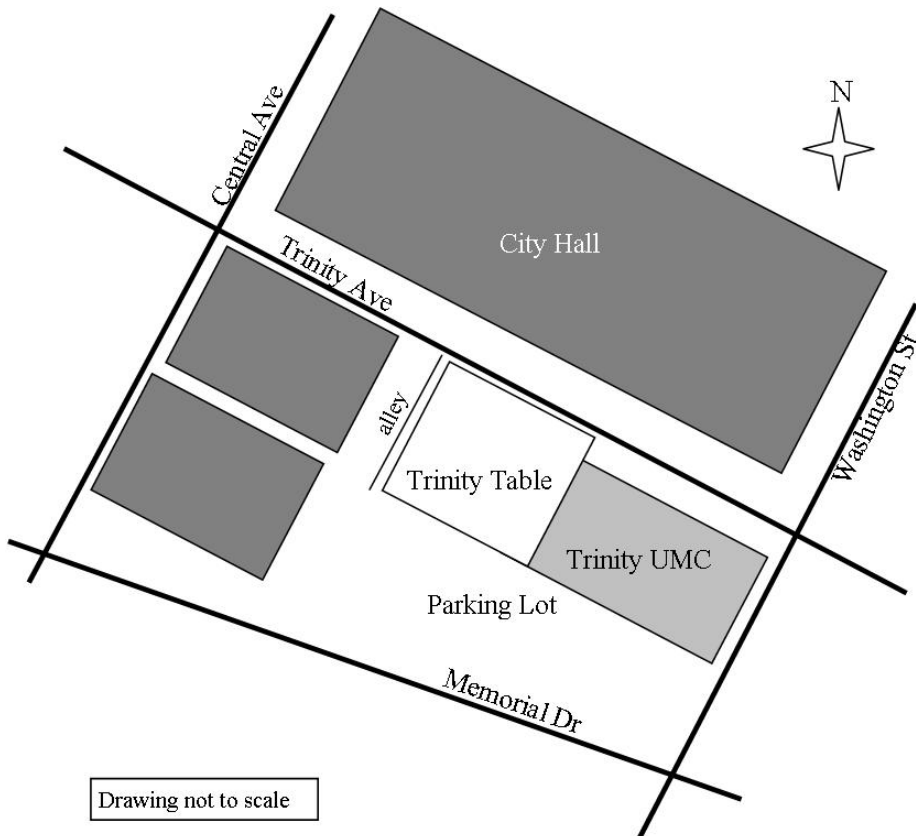
Recipe #3 (*Barbara Carson*)

1-1/2 lbs. ground beef, cooked
1 box elbow macaroni (16 oz.), cooked
1 box (2 packets) onion soup mix
3 cans mixed vegetables, drained (16 oz. each)
3 cans tomato soup (condensed), do not add water
6 beef bouillon cubes dissolved in one cup water
Season with garlic powder, chili powder, salt & pepper.



DIRECTIONS TO TRINITY TABLE

<p>From the North</p> <ul style="list-style-type: none"> - Travel I-75/85 S to exit 248A/M L King, Jr. Dr. towards the State Capitol - Stay left through the fork - Go straight on M L King to Washington St. (third light) - Take a left on Washington St. and proceed to Trinity Ave. (Second light) - Trinity UMC is located at Trinity Ave. and Washington St. - Turn right into parking lot just past Trinity UMC 	<p>From the East</p> <ul style="list-style-type: none"> - Travel I-20 to Exit 58A/Capitol Ave toward Downtown - Turn right onto Capitol Ave. - Take a left on Memorial Dr. - Go I/2 block, Make a slight right onto Trinity Ave - Go one block to Washington St - Turn Left on Washington St - Trinity UMC is located at Trinity and Washington St. - Turn right into parking lot
<p>From the South</p> <ul style="list-style-type: none"> - Take I-75/85 N to Exit 246/Central Ave - Continue on Central and turn right on Trinity Ave - Go one block to Washington St. - Parking at Trinity UMC on right. 	<p>From the West</p> <ul style="list-style-type: none"> - Take I-20 E to Exit 56B/Windsor St toward Spring St and Turner Field - Cross Spring St & Pryor St - Turn left on Central Ave - Continue on Central to Trinity Ave - Take a right on Trinity Ave and continue to Washington St - Parking at Trinity on right



NOTE: AFTER UNLOADING FOOD ON TRINITY, YOU MAY PARK IN THE PARKING LOT BEHIND THE CHURCH. GIVE YOUR TICKET TO TCM STAFF FOR VALIDATION.