

CENTRAL IOWA SHELTER MEALS LETTER
ANKENY FIRST UNITED METHODIST CHURCH
TEMPORARY COORDINATOR
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Hi Everyone,

First of all, I appreciate all of you stepping up and volunteering for this very important mission. I have enjoyed communicating with all of you even though at times MY computer didn't like me. So I apologize for that hassle on my part. At this time...I want to Praise the LORD for providing the resources and talent to do this mission. I have this organized from March to December and March has been completed with very few hiccups thanks to all of you. So here is the deal...I will coordinate through December 2019 and then want to turn the reins over to someone else. Please pray about finding someone else. Below are the steps to serve this meal on the 21st of each month. I will not be there every month so I need this to be self-sufficient. However, many have served before and know the ropes.

1. Each month we need a certified driver for the church van. To get certified... go online and take a 20 question quiz...print certificate...take to office.
2. The driver on the 21st or, before if it is a week-end, go to Uptown office...get keys...get credit card for gas at Hy-Vee North...pick up nametags and marker. Fill out form at church office.
3. Volunteers either meet at CLC kitchen door (in the back) by 5:30 if they want to ride in van or be at Central Iowa Shelter by 6:00 PM, 1420 Mulberry Street, Des Moines if they want to drive on their own. The driver goes to back door of the CLC kitchen and backs in to load. Easy route to Central Iowa Shelter: 235 to MLK exit turn left on MLK Parkway then left on to 15th and right on Mulberry. Parking is on the west of building in back by garbage containers.
4. Ring buzzer to get in...one person goes in to get a cart to transport the food to the kitchen. Please wear nametags and introduce each other and share a prayer together.
5. Once in the kitchen, get things set up. All need to wear hairnets and plastic gloves. If bringing teenagers with you please have them stay in the kitchen. Max Clark, our most seasoned volunteer, has signed up for every month and can give guidance to newbies.
6. The meal consists of 3 pans of delicious homemade meat loaf, 2 pans of real mashed potatoes, 1 pan of green beans, peaches, bread, desserts, and drinks. Sue Boyce and crew make this for us! Huge Thank You to them!
7. One person serves each course...if needed one person can do both bread and cookies. People need to open peaches and pour juice off and put in one of their big pans. One or more volunteers in the cafeteria can set up butter, ketchup, salt and pepper, forks, spoons, and napkins. Someone should help pour drinks with their

kitchen staff. If you have extra people...please have them socialize and get trays and take trays back for those in need.

8. On the food line...left is meatloaf, then potatoes, beans, peaches, bread and desserts. Please have someone count how many we serve. In March we served 267. To serve the meatloaf and potatoes...we bring down two green handle ice cream scoops. That way all the people get food and equal amounts. At the end of serving...wait for our pans to be cleaned by the kitchen staff and then pack up.

9. Return things to CLC...might have to enter front door of building to get in. If whole building is locked...take van back to Uptown and park it where you picked it up. The next day...please take stuff to CLC then return van to Uptown and turn stuff to the office. Please note if you have any concerns about anything.

9. Please, at the end of serving, make sure we have all our pans, containers, and especially ice cream scoops! The driver of the van should take lead on this and please call or email Sue Boyce with the number we served. (sueboy7130@gmail.com) Also the driver should take back to the CLC all the containers and put away where Sue tells you when you pick up the food. Please note: if you have any concerns about anything share with office and with me.

10. I will send out an email about a week before your turn to serve to remind you. If for some reason you can't serve...use the list to call or email people to find replacement/s. Once you have found a replacement/s please let me know of this change. If you can't find anyone...please CALL MERRON. Please, if possible, give me as much notice as you can.

I have two attachments with this *book* of instructions! One with names and numbers of all that have said they wanted to be a part of this mission and one that will be the calendar of signees for each month.

LAST BUT MOST IMPORTANTLY: THANK GOD FOR THE RESOURCES, THE PREPARERS, and THE SERVERS...AND THAT THE PEOPLE AT THE SHELTER KNOW OTHERS CARE AND THEY CAN SEE GOD THROUGH US!

BLESSINGS,

MERRON