

## ST. STEPHEN PRESBYTERIAN CHURCH

### Monthly Sack Lunch Preparation & Delivery to Presbyterian Night Shelter

St. Stephen prepares approximately 400 sack lunches for delivery to the Presbyterian Night Shelter, generally every third Friday of each month. Please go to Sign-Up Genius for “SSPC Volunteer – PNS Sack Lunch Drive” to sign up for specific volunteer opportunities.

If you have questions, please contact Mike Tyson ([mike\\_tyson@sbcglobal.net](mailto:mike_tyson@sbcglobal.net)) or Matt Loynachan ([matt.loynachan@tx.rr.com](mailto:matt.loynachan@tx.rr.com)).

**NOTE-- PNS sack lunch cost is included in St. Stephen's budget. Please accumulate your receipts and submit them to Anne Barrett at the church office for reimbursement.**

### Sandwich makers

Peanut butter and jelly/ jam sandwiches are recommended because they can be frozen & stored, do not need to be refrigerated and are not immediately perishable.

1. Each sandwich maker should buy sliced sandwich bread. Peanut butter, jam/jelly, and Ziploc sandwich bags can be bought, or taken from inventory at church (kept in the narthex of Parish Hall).
2. All sandwich makers must follow the Sanitary PB&J Preparation Requirements and Prescribed Procedures (“PBJ Maker Form”—see PDF attached). *Disinfectant, food service gloves and PBJ Maker Form are available at the church for sandwich makers.*
3. Each sandwich should be sacked in a Ziploc (or similar) plastic sandwich bag, then put back in the bread loaf wrapper.
4. Each bread loaf wrapper should be labeled (either with a taped post-it note, or with a marker) indicating: a) Preparer name, b) Date prepared, and c) number of sandwiches included in the wrapper.
5. Finished sandwiches should be brought to the church **no later than the TUESDAY preceding Friday delivery of sack lunches to PNS**. They should be put in the church freezers—first in the RITI freezer (in the room off the narthex of Parish Hall, where the soft drink machine is), with any overflow to the kitchen freezer. *Please note that access to church is restricted on Mondays and Wednesdays from 9:00am until 3:00pm when Day School is in session.*
6. Signed PBJ Maker Forms should be left in the binder kept near the RITI freezer.

**Sandwich maker (17 slots of 2 loaves—making approximately 20-24 sandwiches)**

### **Other Sack Lunch Component SHOPPING**

**Must be delivered to narthex of Parish Hall no later than the TUESDAY preceding Friday delivery date of sack lunches to PNS.**

**Applesauce cups (4 oz. size) (11 slots of 35 cups)**

**Granola bars or similar (e.g., cheese crackers) (8 slots of 50 individually wrapped packages)**

**Cookies**— Pick up box of cookies to be sacked, including Ziploc snack bags, from table in narthex of Parish Hall. Alternatively, you can buy large packages of cookies (e.g., sandwich-type cookies, Chips Ahoy, Keebler); snack bags can be bought or taken from inventory in narthex of Parish Hall. Sack 3 cookies per Ziploc snack bag. Cookie sacking must be done according to Sanitary Cookie Sacking Requirements and Prescribed Procedures (“Cookie Sacker Form”—see PDF attached), with this signed Form returned with sacked cookies and put in the binder kept in the narthex inventory storage area.  
**(4 slots of 100 individually wrapped packages of 3 cookies each—i.e., 300 cookies sacked in 100 snack bags)**

**Chips, 1oz. package**— Most economical is to buy boxes of 50. **(8 slots of 50 packages)**

### **Other Volunteer Responsibilities**

**Coordination of project for month— One person/ group**

Responsibilities include: Assuring all slots have been signed up and all items have been delivered on time, and completion of inventory after sack lunches are delivered to assure status is known for next month’s delivery. **(1 slot)**

**Setting up approximately 400 paper bags, inserting napkins, spoons and all lunch components (except PBJs and chips)— THURSDAY (preceding Friday delivery date of sack lunches to PNS) from 8:00 to 9:00am at Parish Hall (5 slots)**

**Inserting PBJs, chips, rolling of bags and boxing of approximately 400 sack lunches, preceding delivery, on FRIDAY from 8:00 to 9:00am at Parish Hall (5 slots)**

**Transfer of boxes from Parish Hall to vehicles and delivery of approximately 400 sack lunches to PNS on FRIDAY from 9:30 to 10:30am (1 - 2 slots, generally requires one pick up or two SUVs)**