



## **MEAL CAPTAIN GUIDELINES**

### **MEAL TEAM COMMUNICATION**

The meal captain should have good communication with their team to ensure their team of volunteers know what to expect. Group texts can be effective ways to communicate. Meal captains should coordinate:

- Menu/food being served at the meal – and who is responsible for each item
- Location of meal preparation (at home vs. church kitchen)
- Total headcount (Family Promise guests + volunteers staying to help with the meal). Ages of guests also helpful. Small children eat less than adults.
- Any guest dietary restrictions
- Knowledge that all volunteers on their team interacting with guests must watch training video/ sign confidentiality agreement
- Meal location (Fellowship Hall or Kirk House)
- Knowledge of who is unlocking the church, confirming that individual has a key card, and communicating with other team members so they know what time the church is being unlocked
- Encouraging volunteers to take home leftover meal items and condiments
- Establishing who is cleaning up, locking up church, and returning key card if one is borrowed