

HEAD KITCHEN CHA

First and foremost your role as Head is to model "group reunion" with your section. You should begin and end each break out session and each day of the Weekend with group prayer. Share with the section members how the Lord is leading you in the areas of Piety, Study and Action. Encourage other members to share as well. Reunion groups are the lifeblood of the 4th day experience. Please encourage "grouping" activities.

As Head Kitchen you are responsible for everything pertaining to the kitchen facilities. This includes providing all meals for the candidates and team. This also includes providing some entertainment to facilitate an atmosphere of fun and enjoyment to balance the seriousness of the Conference Room.

Kitchen Chas have five major responsibilities on the weekend: to cook the food, to prepare the dining room for service, to clean the kitchen/dishes, to provide entertainment and to pray for the candidates and team. Your role is one of the most important acts of service on the campground -- literally serving the candidates during each meal so that they can fully experience receiving the love of Christ.

BEFORE THE WEEKEND

1. Read the Two Manuals:

- Manual #1: "Leaders Book: Head Kitchen Cha" (you are reading it now). This manual addresses the overview of the Head Kitchen Responsibilities as it relates to the other sections on the weekend
- Manual #2: "Kitchen Manual" (created and edited by the TBTD Food Couple), the technical manual for the kitchen.

Become familiar with the list of responsibilities so that when you begin preparing for the weekend you have an overview of the whole job.

2. Prior to Team Meetings:

Coordinate with the Director:

- Plans for food at team meetings
- Any changes, if any, from the standard menus on the weekend and numbers to be served
- Plans for a Chef for 'the weekend
- Special plans for the kitchen including skits, activities, etc.

Create a schedule of food for team meetings and assign who is bringing what:

- For the first team meeting, only ask experienced team members to help
- Do not include the Director, Head Cha or Youth Director to bring items that require preparation (e.g: sandwiches/salad); it is okay to ask them to bring drinks

Contact team members to bring food to team meetings

Gather paper goods for the team meetings. (See the Head Cha for budget)

3. Contact the kitchen team members before team meetings begin. Welcome them to the team, remind them if they need to bring anything, and pray with them on the phone if you feel led to do so (you may wish to split up the team with the Asst. Head Kitchen and Crew Chiefs to make these contacts).

4. At Team Meetings

- Pray together as a section during each section meeting.

Lead section meetings:

- Review details about the responsibilities of the section (many details appear in the Head's description that team members don't see; review these in advance)
 - Make sure each team member has access to their position description
 - Plan for how these responsibilities will be carried out
 - If a team member in your section misses a meeting- contact them to review details about both the team meeting and section meeting.
5. Arrive early to team meetings to help coordinate the set-up of food for the meeting:
 - Bring the appropriate paper goods to the meeting (ie: plates, cups, napkins, flatware, table cloths)
 - Different Sections will be assigned by the Head Cha to assist in serving and clean up.
 6. Schedule a meeting or two to coordinate the details of the kitchen with the kitchen leadership team- this includes: Asst. Head Kitchen and Crew Chiefs. At these meetings determine details including (but not limited to):
 - the specific responsibilities for the leadership team
 - identify team members to do special assignments. (ie: "Special Diet Cha," "Beverage Coordinator," "Reception Coordinator", "Speaker's Meal Cha", "Skit Coordinator", etc.)
 - when the kitchen team will eat meals
 - how you will organize the team (will you use crews? will they rotate responsibilities?, etc)
 - what types of entertainment/themes you will have (skits, singing, jokes, decorations, activities, etc.)
 - how you will ensure that the kitchen section has a "spiritual experience" on the weekend even though they will be somewhat detached from the candidates How kitchen team members will be able to attend Talks
 - How you will make sure all Kitchen Chas get breaks each day
 7. During team meetings the Head Kitchen Cha may make the following announcements:
 - Make available at the Sign In Table a sign up sheet for team members to select what food they will bring to the Friday evening reception (see the attached sample form in this section). *Note: make sure to work with the Director to clarify his/her wishes for this meal.*
 - Remind team that if they are on a special diet to bring their own special dietary supplies; VNTB pays and prepares for special diet needs for candidates, not team members. *Note: "special diet" pertains only to medically restricted diets, such as for food allergies, not for Weight Watchers, low-carb diets, and the like; vegetarians are also given exception.*
 - Request help of other team members who are available to arrive early to the campground on Thurs/Fri to help with preparing the weekend food.
 8. Coordinate with the VNTB Food Couple and/or Weekend Chef to review plans for food arrival and any special kitchen plans for the weekend. It may be helpful to schedule a meeting with the Food Couple 3-6 weeks in advance of the weekend to review details found in the "Kitchen Manual."
 9. Coordinate with other section Heads as appropriate:
 - Head Dorm for providing refreshments for candidates in the dorms.
 - Head Supply/Table for providing refreshments in the Conference room

- Head Palanca for organizing, storing and placing Kitchen Palanca
 - Head Gopher for providing meals in the Speaker's dorm for those who are dressing before their Talk during a mealtime
10. Gathering Supplies and Preparing Materials
 - Review the kitchen inventory list; this is updated by the Weekend Couple
 - Evaluate additional supplies, food, equipment or other needs. There is some money budgeted for essential kitchen items, however seek donations from team members or other sources when possible
 - Plan to create/purchase aprons for the kitchen team. There is money in the budget for this item; it is your responsibility to provide the aprons within this budget
 - . Decide which Cha will bring what to the weekend. If there are items that you need for decorations or entertainment in the dining room and you do not have them, make an announcement at team meetings. You are not expected to go out and buy things; use what you have.
 11. Optional - create a Weekend Kitchen Schedule including times, activities, skits, what is to be cooked, etc. *(Women's Weekend Only: There is a sample of this in the appendix of this manual.)*
 12. Be available for food arrival at the campground. This is normally done on Thursday before the weekend.
 13. At the Campground -- make sure several people arrive on Thursday and early Friday to begin preparing food
 - Check in with the Head Cha upon arrival to see if/what you have been assigned to do.
 - Post the weekend schedule in the kitchen; if you choose not to make your own, use the Weekend Short Schedule.
 - Familiarize yourself with the kitchen supplies in relation to what needs to be done (see the Kitchen Manual for more details)
 - Coordinate staffing plans for the food preparation with the Weekend Chef.
 - You may wish to bring in music to be played in the kitchen during food prep.
 - At Send-over the Head Kitchen Cha is responsible for collecting Kitchen Palanca.
 14. Be sure to check with the Communications cha if you need them to play a CD or tape for a skit. Do this before time and remind them on the weekend also.

DURING THE WEEKEND

1. Prepare for Friday's Reception.
 - Set up the dining hall appropriately
 - Label bathroom doors appropriately
2. Host Friday's Reception. You may be asked to pray before the candidates receive this meal.
 - At the end of the Reception, clean and prepare the dining room for Saturday's breakfast.
3. Coordinate with the Weekend Chef to execute the weekend duties found in the Kitchen Manual. The Weekend Chef is an expert in the food preparation area -- he/she is there to help you be successful in running the "back of the house"- the kitchen itself. Typically, the Weekend Chef will be responsible for supervising, overseeing and delegating the tasks associated with preparing, cooking and plating the food. However, this is all under the direction of the Director and the Head Kitchen Cha. The Head Kitchen Cha is ultimately responsible for overseeing the entire Kitchen operation including dining room set up, clean up, food preparation, cooking, kitchen staffing, dish room, beverage service, decorations, entertainment and spiritual leadership. By working with the Weekend Chef, you do not have to be an expert in the "back of the house" activities to be successful in the Head Kitchen role.
4. You will be responsible for communicating with the Head Cha via the walkie talkie or headset to coordinate adjusted timing of meals and any other special last minute details. Should you have a problem occur that will delay a meal, it is important to communicate this with the Head Cha as soon as possible so that the Director can adjust the weekend activities accordingly.

5. Use the Kitchen Manual to find the recipes, list of weekend duties, daily planning guidelines, equipment instructions, etc.
6. About the bathrooms: the Dorm Chas are responsible for cleaning the dining room/spiritual director's bathrooms. The Kitchen Chas are responsible for cleaning the bathrooms in the back of the kitchen. Work with the Dorm Chas to ensure you have access to restock bathroom paper goods as necessary. The Kitchen Chas are responsible for decorating the dining room bathrooms.
7. Waking up: Rover Cha's wake up the Team, however, as Head Kitchen Cha, you should also bring your own alarm clock that can be used as a backup. It is your job to awake the team members in your section. You may wish to use music and/or Crew Chiefs to assist in this process. Always be sure to go back and check that every dorm room is up.
8. Each morning a Dorm Cha will come to the kitchen to pick up refreshments for the Candidate Dorm. Make sure to coordinate in advance with Head Dorm the details of what will be provided. They may serve just coffee, or coffee in addition to juice, milk, fruit and breakfast bread. The Dorm Chas have supplies for coffee service in their section. They will need your assistance with any other items.
9. Guide the Kitchen section to be sensitive to what is going on outside the kitchen area:
 - Help line the walks (when appropriate)
 - Observe silence when the candidates are observing silence (when they go to and from Chapel or the Conference Room)
10. Ensure the kitchen team attends Team Chapel each day. It is important to stress to the team that nothing is more important on the weekend than worshipping Him. And while we do worship Him through serving others, it is important for us to take time to be with Him and remember Him in communion each day while we are serving. All chores and duties should be set aside to make this a priority.
11. Encourage the team to attend Talks when appropriate. You may wish to create a sign-up sheet for your section to sign up in advance to attend Talks; with one or two people leaving the section at a time, this may help when trying to provide adequate coverage.
12. Be prepared for you and/or Chas in your section to be pulled for Prayer Palanca on the Weekend and during team meetings. You may wish to work with the Head Gopher to coordinate Prayer Palanca times for the kitchen section.
13. In preparation for the Saturday night Serenade, make sure to seat all Dorm, Rover and Gopher Chas close to the side door so they can slip out easily to prepare the luminaries for the walk to the chapel.
14. Provide water for the Community who come to Serenade Saturday evening. You may wish to put the bottles of water in the refrigerator early on the Weekend and then take them out in tubs to the parking lot Saturday night. By the time the Community leaves, the water should still be cold without having to carry them on ice. Hand a bottle of water to each person as they leave the parking lot.
15. On Sunday afternoon, you will have two key responsibilities:
 - Preparing food for the Commissioning ceremony (usually leftover sodas, sandwiches, chips and cookies)
 - Cleaning the kitchen (see the Kitchen manual for details)

KITCHEN GUIDELINES

1. When serving meals remember the following guidelines:

Let the light of Jesus shine through you as you serve the candidates and the team. Be "Servants of Jesus" to the candidates He has chosen for this weekend. Be available to meet their needs and always have the loving smile of Jesus to greet them when they come into the kitchen.

 - Candidates should never get up from their tables to get anything. Keep a watchful eye out for them so that you can anticipate their needs. It may be

helpful to have the same Kitchen Cha serve in the same general area when serving meals so that they can get to know the people who tend to sit in the same section better.

- While it is ideal for the team to be served also, it is perfectly fine to allow or even request - in special circumstances - that team members assist in serving.
 - Serve the Director's table first so that he/she can finish eating in time to lead the next activity.
2. Be able to delegate to the Kitchen Chas and be sure they know the importance of you knowing where they are at all times if they leave the kitchen area.
 3. You will receive a prayer palanca schedule before the weekend begins. If a team member from your section is scheduled for prayer palanca at a time that conflicts with the preparations in your section, it is your responsibility to find a replacement (possibly from another section - check with their Head) and communicate that change to the Head Gopher.
 4. Bring an alarm clock so you can wake up your section if it will be before Rovers are scheduled to wake the team.
 5. Make sure all necessary tasks are completed before leaving the kitchen area. You are welcome to go to the Conference Room to hear a Talk or help out in another area, after the kitchen responsibilities are completed.