

DEACON HANDBOOK

ELIZABETHTOWN CHURCH OF THE BRETHREN

ELIZABETHTOWN, PA

ATLANTIC NORTHEAST DISTRICT

Revised 2020

DEACON MEMBERS – 2020

Group One Deacons -- Caller: Elaine Jackson

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Group Two Deacons -- Caller: John & Peg Over

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Group Three Deacons -- Caller: Sandy Garman

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2020 DEACON VISITATION SCHEDULE
Please put these assignments on your calendar.

Date	Hospitals	Retirement Homes
Feb 16	D & D Ziegler	R. Good
23	D & D Good	D Ziegler /B Good
Mar 1	Ungemach	Snavelys
8	Heigel / Moyer	Overs
15	Chastains	Davidson / Jackson
22	Leiter / Williams	Hoffers
29	Powell / Taylor	Snavelys
Apr 5	Cobles	D & D Ziegler
12	R Good	Garmans
19	D & D Good	Chastains
26	D Ziegler/B Good	Leiter / Williams
May 3	Snavelys	Heigel / Moyer
10	Overs	Cobles
17	Davidson/Jackson	Ungemach
24	Garmans	Powell / Taylor
31	Leiter / Williams	Snavelys
June 7	Chastains	R Good
14	Hoffers	Overs
21	Snavelys	Leiter / Williams
28	Chastains	Garmans
July 5	D & D Ziegler	Powell / Taylor
12	D Ziegler/ B Good	D & D Good
19	Heigel / Moyer	Davidson / Jackson
26	Cobles	Hoffers
Aug 2	Snavelys	Chastains
9	Garmans	R Good
16	Ungemach	D & D Ziegler
23	Leiter / Williams	Cobles
30	Powell / Taylor	Hoffers
Sept 6	Overs	Davidson / Jackson
13	Snavelys	Garmans
20	D & D Good	Heigel / Moyer
27	Chastains	Leiter / Williams

		Hospitals	Retirement Homes
Oct	4	Hoffers	Ungemach
	11	Davidson / Jackson	R Good
	18	D Ziegler/ B Good	Overs
	25	Heigel / Moyer	Snavelys
Nov	1	D & D Ziegler	Garmans
	8	Powell / Taylor	Chastains
	15	Cobles	D & D Good
	22	Overs	Hoffers
	29	Snavelys	Heigel / Moyer
Dec	6	Leiter/Williams	Davidson / Jackson
	13	Garmans	Heigel / Moyer
	20	Hoffers	Chastains
	27	R Good	D & D Ziegler
2021			
Jan	3	Ungemach	Powell / Taylor
	10	Overs	D Ziegler/B Good
	17	Davidson / Jackson	Hoffers
	24	Snavelys	Cobles
	31	D & D Ziegler	Garmans
Feb	7	Heigel / Moyer	D & D Good
	9	D Ziegler/ B Good	Ungemach

If at all possible, please visit hospitalized members on Sunday. Unless it is a special situation, the pastors usually do not visit on Sundays. **It is good to check with a family member or call the hospital before you visit on hospital visits, since the individual may have gone home or may not be up to a visit.** Remember that hospital visits should be kept short -- **suggesting 15 minutes or less.** Retirement Homes and shut-ins may be visited on Sunday or another day, preferably within two to three weeks of the time the visit is assigned. Report any significant information or unusual circumstances on your card or by phone to Sandy / Vida. We will pass along comments to the pastors when that seems to be a good idea. **Please trade with another team if you have a conflict with one of your scheduled times. Report this change to Sandy or Vida for use in assigning your visit on the blue card, as well as to the church office for use in the church bulletin.**

Please remember to report your completed visits to Sandy or Vida by phone or by placing the blue visitation card in one of our mailboxes. The one of us who assigns the visit will be circled at the bottom of the blue card.

Many thanks to all for this important ministry to our congregation and assistance to our pastors.

2020 DEACON CALENDAR & ASSIGNMENTS

Please put events and assignments on your calendar.

Jan 26, '19 **Baptism** – Barry Garman and Karen Hodges

April 9 **Spring Love Feast**

Organizers in the kitchen: Jim & Pat Hoffer

Soup Preparation: Deb Ziegler in charge; Carol Chastain, vegetarian soup

April 8, 8:00 am – help with cooking meat: Pat Williams

April 8, 6:00 pm – cutting up meat: John Over, Ron Good, George Snavelly

April 9, 2:00 pm – assist with making soup: Barbara Ellis

All Deacons participate with preparations for the service according to assignments in Deacon Handbook; contact person of each group in charge of their assignments

All Deacons assist with cleanup

May 31 **Summer Bread & Cup Communion**

Organizers in the kitchen: Sandy Garman and Vida Sue Snavelly

Group Three Deacons help prepare during Sunday School hour

Servers: Jim & Pat Hoffer; Kurt & Beth DeGoede; Dale & Deb Ziegler; John & Peg Over; Elaine Jackson & Karen Ungemach; Don Ziegler & Ron Good; Barry Garman & Suzanne Taylor (Jim Hoffer liaison with pastors)

All available Deacons assist with clean-up with Group Three in charge.

Sept 20 **Fall Deacon Carry-In Meal & Meeting** – immediately following church

Set-up (Tables, chairs, table coverings; **be available to care for food leading up the meal**) Ken & Carol Chastain; Doug & Diane Good

Devotions: Karen Ungemach

Meal Assignments: Group One – Dessert

Group Two – Cheese / Crackers

Group Three – Soup

All Deacons help with clean-up with Group One in charge

Oct 4 **Fall Love Feast Bread & Cup Communion** (served in the sanctuary)

Organizers in the kitchen: Carol Chastain and Suzanne Taylor

Group One Deacons help prepare during Sunday School hour

Servers: Lois Davidson & Elaine Jackson; Doug Good & Don Ziegler; Craig & Linda Coble; Judy Powell & Pat Leiter; Barbara & Gene Ellis; Barry Garman & Barry Shaw; DeGoede & Karen Hodges (Don Ziegler liaison with pastors)

All available Deacons assist with clean-up with Group One in charge.

Jan 3, '21 Winter Bread & Cup Communion

Organizers: Deb Ziegler and Pat Williams

Group Two Deacons help prepare during the Sunday School hour.

Servers: John & Pat Over; George & Vida Snavelly; Jim & Pat Hoffer; Doug & Diane Good; Karen Hodges & Karen Ungemach; Dale & Don Ziegler; DeGoede & Lois Davidson (Jim Hoffer liaison with pastors)

All available Deacons assist with clean-up with Group Two in charge.

Jan 10, '21 Winter Deacon Carry-In Meal & Meeting -- immediately following church

Set-up (tables, chairs, table coverings; **be available to care for food leading up to the meal**): Deb & Dale Ziegler; Pat Leiter; Barbara Ellis

Devotions: Jean Moyer

Meal assignments: Group One – Salad / Fruit
Group Two – Casserole
Group Three – Dessert

All Deacons assist with clean-up with Group Three in charge.

Callers / Facilitators: Group One – Elaine Jackson
Group Two – John & Peg Over
Group Three – Sandy Garman

Secretary: Elaine Jackson

Corresponding Secretary: Barb Shaw

Remembrance: Jean Moyer

Benevolence Fund: Ken Chastain, Ron Good, and George Snavelly

Transportation Ministry Coordinators: Gene & Barbara Ellis and Lois Davidson

Visitation Coordinators: Sandy Garman and Vida Snavelly

Funeral Meal Committee: Vida Snavelly (contact); Carol Chastain, Suzanne Taylor, Lilli Ann Kopp, and Sandy Garman

Lead Deacons: George & Vida Snavelly

Assistant Lead Deacons: Barry and Sandy Garman

DUTIES OF THE DEACONS

General Responsibilities:

- Prepare and serve Love Feast and Communion.
- Prepare and serve Sunday morning Bread & Cup Communion.
- Visit persons in hospitals, retirement homes, and residences.
- Assist in preparation and clean-up for baptism.
- Provide funeral meals when requested.
- Greet at the doors on Sunday mornings.
- Assist the pastors with anointing services as well as other special requests.
- Organize and help provide transportation when needed.
- Administer the Benevolence Fund
- Attend Deacon meetings

Descriptions of Specific Responsibilities:

Love Feast and Communion

Deacon Co-Chairs or Love Feast Organizers meet with pastors at least one week before Love Feast to discuss worship center, sound system, lectern placement, number of tables, publicity, etc.

Bake communion bread, if needed.

Follow procedure as follows: (Callers for each year will contact group members and find out who will be present to help before and after Love Feast. They will also be responsible to see that specific jobs for which their group is responsible are completed.)

Group One Assignments: (Caller will let group members know the time to be present.)

Set up tables and chairs with number and pattern determined in advance for each service.

Cover tables.

Place towels, basins and tubs, hymnals, attendance sheets, and pencils at the tables.

Group Two Assignments: (Caller will let group members know the time to be present.)

Plan worship center, table decorations, and sound system (when requested by pastors).

Set and decorate the tables, including silverware (spoon to right of bowl), napkins (left of bowl), china bowls (spring), small china plates (for the fall service, unless determined otherwise), and salt and pepper, when necessary. Leave glasses in the kitchen to be filled with ice/water closer to the service time.

Set up worship center on the stage.

Add disinfectant to foot tubs.

Fill basins at a time determined in advance by the pastors / deacons.

Group Three Assignments (Caller will let group members know the time to be present.)

Organizers purchase supplies, including ice, and see that soup is prepared (in spring).

Often, the individual/s making the soup are from another group.

Prepare the meal.

Place communion bread and cups on the tables, using the wooden communion blocks.

Fill water glasses and place on the tables.

Place food on the tables, at the time determined in advance by pastors/Deacons.

Light the candles, if candles are being used.

All Deacons meet 5 minutes before the service for announcements and prayer.

All Deacons help with clean-up after mingling with other worshippers. Bundle towels for volunteers to launder and return. Rinse tubs and dry. Store on upper level of Storeroom A (above deacon closets).

Sunday Morning Bread & Cup Communion

Fourteen assigned deacons will meet in the sanctuary with pastors at 9:00 a.m. Sunday morning to go over procedures (12 deacons for the sanctuary; 2 for the balcony).

The deacons in charge will have the bread, 1 large (64 oz.) Welch's and 1 smaller Welch's Grape Juice plus all supplies to serve communion in the church kitchen by 9:15 a.m. to prepare.

All Group Three deacons will report to the kitchen at 9:15 a.m. to prepare communion.

Cover the communion table in the sanctuary and the table stored & marked in the attic for Deacon communion use in the balcony with the white cloths found hanging on the rod in the Deacon Closet.

Place 16 doubles of bread on each of 12 bread plates for the sanctuary and 14 doubles on each of 2 bread plates for the balcony. (This number may vary from year to year.) Place 6 plates on one end of the communion table in the sanctuary and 6 plates on the other end. Cover all plates of bread with the white cloths from the Deacon Closet.

Fill plastic cups for 14 communion cup trays (32 cups in each of 12 trays for the sanctuary and 28 cups in each of 2 trays for the balcony). Make 3 stacks of 4 trays in the middle of the communion table in the sanctuary and cover each with a top. Make a stack of 2 trays covered with a top on the table in the balcony.

Reserve the front pew on each side of the sanctuary for the deacons who are serving to sit in the proper order for serving.

Offer the bread and cup to adults in Sunday School rooms where extended sessions are held. The deacons in charge should notify these teachers in advance, telling them a deacon will knock on the door at the beginning of the church hour and invite into the hallway any adult who wishes to partake.

After the presiding minister has ascertained everyone has been served, the deacons who are serving will partake in the manner suggested by the pastors.

Following the service, all deacons should help collect and discard plastic cups and clean the bread trays and cup trays by hand. Return all supplies, including unopened bottles of juice, to the deacon closets. Two small plastic containers of grape juice and several

pieces of bread wrapped and placed in a plastic container should be marked and dated for the pastors to use for shut-in members. Do not refreeze thawed bread. Launder linens if needed. Otherwise, fold neatly and place over the hangers on the rod in the Deacon closet.

Visitation – Deacon and Lay

Hospital, retirement home, and community assignments are made weekly by the Deacon Visitation Committee in cooperation with the pastors. These visits are assigned from two master visitation charts developed at the beginning of the year and made available to all deacons and the church office: the Deacon Visitation Chart, noting visits to hospitals and retirement homes, and the Lay Visitation Chart, noting visits in the community. The assigned locations of the visits are sent to visitors a week in advance by the church office and printed in the church bulletin the week of the visit. Assignment cards of specific individuals to be visited at each location are placed in the appropriate mailboxes on Sunday morning by a member of the Deacon Visitation Committee. Deacon visitors are asked to notify a member of the Deacon Visitation Committee when each visit has been completed or if, for some reason, not completed. This may be done by phone, email, or by returning the card to the mailbox of the member of the Deacon Visitation Committee noted on the assignment card. Comments to pass on to pastors may be written on these cards.

Hospital visits are to be completed on Sunday or Monday and should be kept brief – no more than 15 minutes in length. It is a good idea to check with the hospital, a pastor, or a member of the family to determine if the individual is still in the hospital and if the individual is allowed/ will welcome a visit. If no one is in the hospital at the time a visit is assigned, that Deacon team is assigned a community visit.

Retirement home visits and community visits are to be completed in a timely manner with a suggestion of within 2 to 3 weeks. These visits may be lengthier, being sensitive to the situation of the individual/s being visited.

Mailing of Church Bulletins and Newsletter

The Deacons in charge of visitation, along with the pastors, will create a list of members who request and will benefit from receiving the weekly bulletin and church newsletter through the mail. These will be mailed through the church office; the cost of these mailings will be covered through the Deacon budget.

Greeting at the Doors on Sunday mornings

At the January reorganization meeting, Deacons will sign up for a month at a time to greet at three entrances every Sunday morning.

Greeters should be at the Memorial Lobby door by 10:00 a.m. and at all other doors by 10:15 a.m.

A Deacon Greeter Schedule is kept in the deacon mailbox. Deacons may fill in empty spaces on this schedule at any time.

Baptism

Deacons assisting with baptism should be present at the pastor's briefing for candidates and their families.

Equipment needed:

Vacuum sweeper with hose attachments from 1st floor janitor closet to clean baptistery before filling.

Towels from deacons' closet in Fellowship Hall: 12 for the floor to prevent slipping, plus 2 for each candidate, though they may bring their own

Large plastic bags for wet towels and clothing from the kitchen or baptistery area

Robes (hanging outside the baptistery, used at the discretion of the pastors)

Schedule:

Either the day before or the first thing (8:00 a.m.) before filling, sweep and vacuum the baptistery.

Fill the baptistery according to the following procedure:

Get the key from the deacon closet where the towels are kept.

Go to the furnace room and verify the drain is "open" by turning the yellow "T" handle, which extends down from the ceiling, counter-clockwise.

Open both valves behind the baptistery and let run for 1-2 minutes to clear the pipes of loose dirt; then close both valves.

Go to the furnace room and "close" the drain by turning the yellow "T" handle clockwise until the drain is tightly closed.

Begin filling the baptistery around 8:30 a.m. With the instantaneous hot water heater located in the furnace room set at 120 degrees F (normal setting) it will take about 70 –75 minutes to fill to the nosing of the fourth step.

1. Open the HOT water fill valve 100% and fill to the top of the second riser (Approximately 30 minutes, water temp 114 degrees +/-) **NOTE: During the filling, use the skimmer to remove any floating debris.**
2. With the HOT valve open at 100%, open the COLD water valve at 100% and continue filling to the top of the third riser. (Approximately 10 min, water temp 90).
3. Close the HOT water valve to 50%, continue COLD water valve at 100% and continue to fill to the top of the fourth riser.
4. Close both HOT and COLD valves. The temp should be between 85 – 90 degrees for the baptism at this time. This temperature should hold for one hour until the service is completed.

After the service is over, open the yellow T handle in the boiler room to drain the baptistery.

Return the key to the towel closet.

Arrange for the laundering of the towels (and robes). (Hang up the robes) and return the towels to the deacon closet.

Funeral Meals

When the Funeral Meal Committee chair has been notified of the desire for a funeral meal, she, or a member of the committee, will contact the family to determine the approximate number expected to attend as well as any special requests. She will explain that there is no charge for the meal, but donations will be accepted. The donation should be given to the secretaries in the church office, who will know the total cost of the meal. The donation will be turned in to the treasurer, as will all bills for food, to be applied to the Deacon Funeral Meal line item.

The Deacons will prepare the meal for the number of people suggested by the family with the understanding that all leftover food will be given to the family.

The Funeral Meal Committee will organize the meal and ask callers to recruit deacons / lay volunteers for specific assignments.

Tables will be covered, seasonal centerpieces used, and the meal will be served in a tasteful manner using the church dishes rather than disposable supplies.

Towels for drying dishes and deacon tablecloths will be laundered and returned promptly to the deacon closet.

Remembrance Fund

A deacon will volunteer to administer the Remembrance Fund. The responsibilities shall include:

Sending an appropriate card to any church member who has an extended illness, is hospitalized for a period of time, or loses a close family member.

Sending flowers or another suitable gift to any deacon who has an extended illness, is hospitalized for a period of time, or loses a close family member.

Taking up a collection for the fund when necessary at a regular meeting of the deacons.

Transportation Ministry

When a need for transportation arises in the church fellowship, the church office (or a pastor) will contact one of the two deacons who have volunteered to coordinate

The deacon coordinator will fill that need from a list of members who have volunteered to provide transportation. Transportation ministry is set up to fill short-term transportation needs within a reasonable distance.

Benevolence Fund

Two/three deacons approved by the Deacon Body will work with the pastoral staff and treasurer to administer a fund which is provided in the congregational budget to assist needy persons in our congregation and, in some cases, to other needy individuals. These needs may be referred by the pastors, church members, or through the church office. In special cases, the Benevolence Fund may set up a long-term loan with an agreed upon payment schedule,

Deacon Meetings

Two regular meetings will be held annually (fall, usually October, and winter, usually January). The format consists of a carry-in meal, devotions, business meeting, and in the fall, a possible mini-workshop led or suggested by the pastors. The winter meeting will include a group reorganization and filling volunteer assignments for the new year in each of the three deacon groups.

Special meetings will be called by the Deacon Co-Chairs as needed and will be as brief as possible. These meetings most often are held following a Sunday morning service after having been publicized well in advance.

OFFICERS AND ON-GOING SERVICES OF THE DEACON BODY

Lead Deacons

Two persons shall be elected by the Deacon Body to serve as Lead Deacons and shall serve three year renewable terms. They shall be responsible for the operation of the Deacon Body. Their duties shall be:

Prepare the master schedule of deacon duties for the year, visitation schedule, greeter chart, agendas for the deacon meetings, and update the Handbook as needed.

Publicize the agenda for and preside at deacon meetings.

Notify the three callers to initiate contacting all deacons concerning meetings, funeral meals, and any other event involving the deacons.

Serve in a liaison role with the pastoral staff and the congregation.

Be present at Love Feasts, bread baking sessions, etc. to assist deacons in charge.

Keep on file Deacon Meeting minutes and other important records.

Maintain sufficient supplies of all items in an orderly arrangement in the deacon closets.

Publicize deacon events appropriately.

Publicize to the congregation the availability of deacon services.

Present regular Church Council reports.

One of the deacon co-chairs shall represent the Deacon Body on the Church Board and Executive Committee.

Assistant Lead Deacons

In the event the Lead Deacons represent one family unit, the deacon body will elect a pair of Assistant Lead Deacons to take leadership when the Lead Deacons are not available, including Church Board attendance.

Secretary

The Deacon Body shall elect a secretary who shall keep minutes of every deacon meeting and submit them to the Deacon Co-chairs for approval / revision / distribution to all deacons, who will approve or add further corrections / revisions. The approved minutes will be kept in the Deacon Notebook kept by the Deacon Co-Chairs. A copy will be given to the church office to keep on file.

Corresponding Secretary

The volunteer Corresponding Secretary shall write notes to church members to congratulate them on a success, to recognize special service of members, and to keep in touch with students, BVSers or military personnel who are away from our fellowship. The notes are signed: "The Deacons of the Elizabethtown Church of the Brethren."

Callers

There shall be a caller (contact person) selected for each of the three groups of deacons.

Each caller is responsible for contacting all deacons in her/his group with any request coming from a Lead Deacon or a funeral meal coordinator

Callers are responsible for seeing that assigned duties of their group are completed for Love Feast, Deacon Meal & Meetings, and any other occasion involving the entire Deacon Body.

On-Going Deacon Services

Visitation (hospital, retirement homes, community) -- weekly

Greeting at the church doors on Sunday morning – weekly

Benevolence assistance -- by request

Transportation assistance – by request

Funeral meals – by request

APPENDIX

COMMUNION BREAD

Recipe: (Have all ingredients at room temperature) / half recipe noted

10 # Gold Medal flour / 5#

4 # good quality salted butter, softened / 2#

1 cup sugar / ½ cup

4 teaspoons salt / 2 teaspoons

1 quart heavy cream / 1 pint

1 quart and 1 pint whole milk (usually takes around 5 cups) / 2 to 3 cups

Place flour, sugar, and salt in a large stainless steel bowl (better to divide ingredients in half and use 2 bowls). Blend. Cut in the butter and blend it well with fingers. Add cream and ½ of the milk. Mix well. Add more milk as needed and mix well until dough sticks together. Weigh into 1 1/3 # lumps.

Turn ovens to 350 degrees (ovens may not heat the same over the years, so judge the temperature accordingly).

Knead each lump until smooth (15 - 30 minutes suggested). Dough is often passed from person to person at regular intervals.

Roll dough evenly on shorter baking trays (from deacon closet). Fill in all corners. Use rolling pins with steel marking rings to mark bread into double pieces (1 x 3 inches). Use a three-pronged fork to pierce both halves of each piece five times. Be sure to pierce through to the pan.

Bake bread on top shelf for approximately 30 minutes. The bread should be slightly golden in color. Watch carefully.

This recipe should make 360 – 380 double pieces of bread.

Keep enough bread for the upcoming service; count, cool, date, and promptly freeze the remainder. Keep a record of the deacon who has the frozen bread. Wrap and place several pieces of the freshly baked bread in a marked plastic container in the freezer of the white refrigerator for the pastors to use in home communions. Grape juice should also be available frozen in small containers.

Prayer for the making of communion bread

Bless the earth that spins around,
And bless the sky and bless the ground;
Bless the sun that nourished the grain,
And bless the clouds that gave the rain.

Bless the farmer who tilled and milled,
And those who hoed and gathered and spilled;
Bless those who wrapped and sent the flour,
And loaded up trucks and drove for hours
Over the roads with bags and sacks,
Then carried the heaviness on their backs.

Bless the folks who brought the flour
Into the church for this very hour.
Bless the hands that measured and poured;
Bless the spirits that laugh and soar.

Bless the knuckles that knead and press
And knead some more and make a mess.
Bless the hearts that join as one
To celebrate Your only Son
Who came to earth to end our strife
And grant us peace and give us life.

Bless the bread we make this day
In Jesus' precious name we pray.

Amen

Menu for Fall Love Feast (may change at the discretion of pastors / deacons)

For 8 tables (64 people): Multiply for the total expected.

- 2 # each of cubed muenster and longhorn cheeses (from the Country Store)
- 2 ½ # each red and green grapes
- 14 pears
- 7 each red and yellow apples
- 6 # bananas
- 5-6 dozen rolls (or a choice of bread, sliced)
- 3, 28 oz. jars apple butter (optional)
- 32 double pieces communion bread
- 16 oz. bottle Welch's grape juice (40 oz. for 160 people)
- Pineapple juice (for dipping apples and bananas)
- 2 bags of ice
- Plastic trays for the fruit and cheese and baskets for the rolls

Menu for Spring Love Feast

For 8 tables (64 people): Multiply for the total expected.

- Beef and barley soup (placed on tables in large serving bowls covered with a plate) – recipe on separate page
- Soup tureen of vegetarian soup – recipe on separate page
- 5 – 6 dozen rolls
- 3, 28 oz. jars apple butter (optional)
- 32 double pieces communion bread
- 1, 16 oz. bottle Welch's grape juice (40 oz. for 160 people)
- 2 bags of ice
- Baskets for the rolls / bread

Recipe for Vegetarian Barley, Lentil and Onion Soup

Cook 1, 16 oz. box of medium barley according to directions on box.

Cook 1, 16 oz. bag of lentils according to directions on bag.

Cut 2 medium onions into bite-sized pieces and sauté in olive oil.

Open 6, 14 oz. cans vegetable broth; add barley, lentils and onions.

Add bay leaf, ½ teaspoon marjoram, and any other seasonings.

Simmer

Place the soup in the soup tureen found in the deacon closet and make it available on a small table in the Fellowship Hall. (This recipe is somewhat different on the following pages of soup direction, written by Bob Heckman who made the soups for many years.)

Beef Barley Soup

(Notes from 3/13 Bob Heckman)

Two week prior to making soup call and order:

Wengers 30-35 lbs of marinated rump roast 367-8864

Groffs 18 lbs of soup bones 367-1246

Shopping list for Beef Barley soup:

6 boxes of barley (medium)

6 onions (baking, leave skins on)

7 carrots (Cut in thirds)

1 stalk of celery (chop into pieces)

For Vegetable soup:

1 box of Barley

1 1 lb bag of large lentils

1 sweet onion

6 cans of Swanson Garden Veg. Broth 14 /12 oz each

The day of soup making: (The day before love feast)

8:00 pick up bones and meat from Wengers and Groffs, pick up 2 20lb bags of ice.

Take all shopping items to the church kitchen.

Directions for making Beef Barley Soup

1. Get 2 large pots off the high shelf in the Deacon closet, Rinse pots
2. Rinse soup bones with water, use a strainer in the sink, put 3 or 4 bones in the smaller pot and the rest of the bones in the large pot
3. Cut each piece of marinated rump roast into 3 pieces (cutting boards under the island close to the stove)
4. Get out long handled smaller pot and add water to the big pots on the stove. Enough water to cover the meat.
5. Cut celery and carrots- put half in one pot and half in the other pot.
6. Onions- 3lb bag of smaller onions, Cut ends off and cut in half for broth- leave the skins on! Add to each pot. Save a larger onion to put in the vegetable soup.
7. Bring to a simmer and cook from 9am til noon.
8. Put broth into smaller stainless steel pots (under dishwasher)
9. At 11am Get large stainless steel tray with 5 inch sides ready for meat. Line tray with large foil (in Deacon closet)
10. Take beef out of pots and put into tray.
11. Take bones out and put into trash.
12. Move soup pots onto small butcher block top white cart.
13. Put large colander on medium pot in ice in sink, with the long handled pot, ladle both and vegetables into medium pot (save vegetables for veg. soup)
14. Cover broth with saran wrap and let sit in ice in the sink near the window until 2pm. Then move pots into the refrigerator.

Cutting up the Beef

At 6 pm trim the fat off the beef. Cut up the beef into ½ inch thick slices. It takes three people ½ hour to do this job. Put beef back into the refrigerator on lined pans with saran on top.

The Day of Love Feast

At 2pm

1. Take fat off the broth from both medium size pots.
2. Spray large pot bottom with pam.
3. Put all the broth into one larger pot and turn on the burner, add all the beef cubes

Vegetable Soup:

1. Chop two large and one medium onion, Brown in a large skillet.
2. Put 48 Cups of water in larger medium pot and 36 cups of water in the smaller medium pot.
3. Put 4 boxes of barley into the 48 cups of water and 3 boxes of barley into the 36 cups of water. Stir occasionally. Watch it does not boil over.
4. Cook 1 lb of large lentils in 8 cups of water in the large handled pot. Turn off when the water is absorbed.
5. Open 6 cans of Swanson Garden Vegetable Broth; add to the lentils when water is absorbed from lentils. Add 4 cups of barley to the lentils and the vegetable broth. Add one bay leaf to vegetarian soup.

Later add barley to beef broth and simmer until 5:45. Add 2 Tablespoons of salt and one Tablespoon of pepper and 2 bay leaves to beef barley pot. Take broth off using a plastic measuring cup and put into smaller large pot. Mix beef evenly. Remove bay leaves from all pots before serving soup. Put beef into bowls evenly and add broth to each bowl with plastic scoop. Cover bowls with dinner plates. Serving Bowls are in the deacon closet. Use white soup terrain for the vegetarian soup.

April 2014 15 tables were served

Follow the church procedure for getting the bills paid.