

Guidelines for Soup with the Sangha

Intention: to provide a simple *vegetarian* meal of soup and bread for our community before meditation on a Tuesday

1. It's helpful to have 2 people on the dinner team.
2. The "team" provides vegetarian soup & bread or pita or crackers or tortillas or ? (including a gluten-free (GF) item). Assume 20 people will show up.
3. Announce the dinner the week before after the meditation period, then send out an announcement on the list-serve on Saturday or Sunday before the dinner. A sample is included at the end of these guidelines
4. Arrive at the dharma hall at 5:15 or so to get ready
 - *unlock front and back doors, as well as back gate
 - *turn heat on upstairs and downstairs (as needed)
 - *make sure dishwasher is cleared out so dinner dishes can be put in it for clean-up
 - *set up the soup. If you use the counter under the window, you will probably need to clear it off. There is a plug for the crockpot behind the water jug next to the counter.
 - *next to the soup set out bowls, utensils and napkins. Napkins are on the shelves above the small refrigerators. The rest are in the labeled cupboards.
 - *start tea water (2 tea kettles on the stove work well)
 - * get out tea (in a large basket above cups cupboard) and cups
 - * get out cutting boards, knives and plates for bread and crackers; put on the tables
 - *set up dana sign and dana jar (probably downstairs on shelves over small refrigerators)
 - * greet people as they arrive; help them put out any pot-luck items they may have brought
 - *you may need to bring more chairs down from upstairs. Plan on 15 chairs around the table and a few more in reserve
 - *at some point during dinner, thank the board for the seed money and point out the dana box
 - *clean up before meditation starts: dishes in dishwasher; all kettles and burners turned off, tables wiped off, no food left behind, heat turned off downstairs

Odds and ends:

- * there are 2 large crock pots in the kitchen. We have use of *all* the kitchen equipment

*soup can be made at home, then transported to hall. You can put hot soup in the crockpots to keep it warm, but crockpots CANNOT safely be used to warm soup up.

*code to get in is 6987unlock (same for both doors)

*the BIMS board has allocated up to \$50 for each soup dinner

*you can be reimbursed for food costs. Keep ALL receipts, fill out a reimbursement form and give/send to Valerie Randolph (bimstreasurer@gmail.com)

*a copy of these "guidelines" plus the reimbursement forms and the dana signage are in a folder in the "BIMS Non-residential retreats" box in the cleaning closet off the dharma hall.

*Any questions: Jean La Valley ajeanelavalley@yahoo.com/305-2595

Sample email for list-serve

Friends:

You are invited to come early on Tuesday (insert date) to have a simple meal before the meditation period. Vegetarian soup and bread will be provided. (You may bring additional dishes if you wish, but there should be plenty of soup and bread).

Where: The kitchen at the dharma hall (come down the stairs, or you may enter from the back).

When: Between 6:00 and 7:00 PM on (insert date).

What: Vegetarian Soup, Gluten Free Crackers, Bread, and camaraderie

Donations of a dollar or two to cover the cost of ingredients is appreciated but not required.

Bon appetit