



Wonderful Wednesday Fundraising – Contact Pastor Thomas Cross  
Wonderful Wednesday Dinner Guidelines

*Thank you very much for participating in this ministry of hospitality!*

Contact info:

Pastor of Discipleship: Thomas Cross, 720-880-5221,

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Ministry Assistant: Allie Farner, 720-880-5226, [allie.farner@broomfieldumc.org](mailto:allie.farner@broomfieldumc.org)

Director of Communications: Tonya Hamilton, 720-880-5203,

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- 1) Wonderful Wednesday meals are served on Wednesdays, 5:45-6:45pm, in the Family Life Center of Broomfield United Methodist Church. In order to host a Wonderful Wednesday, your group must be in one of the following categories: ministry of Broomfield UMC, small group of Broomfield UMC or directly in support of an approved Outreach of Broomfield UMC. Please see the Associate Pastor if you need clarification on this point.
  - A) Groups can reserve a date by requesting a date through one of the contact people above.
  - B) Pick up a registration form and include the name of the group, the leader, and contact info, and the main course planned. If you don't know the main course when registering, please provide that information to the office as soon as you know it, but no later than one week in advance. Registrations must include contact information for the group leader. Requests are to be put in Thomas Cross's office mailbox for final approval.
  - C) You will be notified of the status of your request within one business week of the request.
  
- 2) When planning menus and purchasing food, be aware that attendance at Wonderful Wednesday Dinner usually runs about 45-55 people. Special dinners that are well promoted can attract as many as 80 people.
  - A) Menus typically include an entrée, salad or vegetables, rolls, dessert, and beverages (lemonade, water, and coffee).
  - B) Meal themes are encouraged. Groups have been very successful with themes such as taco bars, multiple chili choices, pasta bars, beef brisket, cookouts, etc.
  
- 3) If your group has never served a Wonderful Wednesday dinner before, a "Wonderful Wednesday Dinner Guide" is provided in the Family Life Center

kitchen for your convenience. This guide provides complete set-up and clean-up suggestions. If you would like a copy in advance, contact the Ministry Assistant or stop by the Broomfield UMC office.

- 4) Proceeds (after expenses) from Wonderful Wednesday dinners are to be designated by the host group for a charity or mission project of the group's choosing. Please decide on the project you will support before requesting a date.
  - A) People who attend a Wonderful Wednesday Dinner are encouraged to offer a free-will donation of their choosing. The typical suggested offering is Meal themes are encouraged. Groups have been very successful with themes such as taco bars, multiple chili choices, pasta bars, beef brisket, cookouts, etc.
  - B) Host groups are encouraged to provide an offering basket for donations, as well as to provide a sign indicating the project to be supported.
  - C) Under no circumstances is a group to charge a set fee for a Wonderful Wednesday Dinner.
  
- 5) Under Broomfield UMC's Green Team initiative, host groups are encouraged to use the china dishes, glasses, and silverware in the FLC Kitchen. Disposable dishes are not provided by Broomfield UMC.
  - A) If you're unfamiliar with the dishwasher, please follow the posted instructions by the dishwasher.
  - B) If you prefer to purchase disposable dishes for your dinner, we suggest that you purchase items that can be recycled or composted and provide a receptacle to collect them.
  
- 6) Host groups are welcome and encouraged to use the Family Life Center Kitchen for preparation of Wonderful Wednesday Dinner. The Kitchen is reserved for this purpose on Wednesday afternoons after 3pm.
  - A) Please follow standard food preparation and sanitary procedures when preparing the Wonderful Wednesday meal. These procedures include keeping cold foods refrigerated until they are served, keeping counters wiped down and clean, and serving hot foods at a temperature of at least 175 degrees.
  - B) As an alternative, host groups are welcome to arrange catering or have members provide dishes in "potluck" style. However, it's vital that proper preparation and sanitary procedures are followed by anyone who brings food for the dinner.
  - C) It is expected that host groups will wash all dishes they use before leaving, putting dishes back where they belong.
  - D) Please do not leave any leftover food or drink in the Kitchen refrigerators. Simply divide up leftovers among group members and send them home! Feel free to throw away any stale food you discover in the refrigerator.

- E) The group will be responsible to tear down of tables and chairs and clean the floor if necessary.
- 7) When hosting a dinner, please write an announcement about the meal that can be included in the Broomfield UMC bulletin and web site. This announcement must be submitted to our Communications Director at least two weeks before the dinner is to be published.
- A) Please include the date, the name of the host group, the name of the project to be supported, and the menu that is planned.
  - B) Attendance is noticeably increased when a specific description of your mission project and menu are included in the announcement.
- 8) When hosting a dinner, please designate two members of your group to be greeters who attend. Greeters may be posted at both doors of the FLC. Their purpose is to welcome all people who attend the dinner.
- A) Please remember that newcomers to Broomfield UMC may form impressions of the church based on their Wonderful Wednesday experience, so a warm welcome is vital.
  - B) In addition, please invite all in attendance to join your group in blessing the meal in prayer promptly at 5:45pm before serving the meal. The Broomfield UMC tradition is to join hands in a prayer circle near the serving area.
- 9) Once the meal is served, your group is welcome to provide a brief (5-10 minutes) presentation about your group or mission project.
- A) If you plan a presentation, please schedule it to begin soon enough to be finished by 6:30pm.
  - B) If your group prefers, you are welcome to provide printed materials for dinners to take with them about your group or project.
  - C) If you plan to show a DVD or play a song as part of your presentation, please contact the Facilities Director so the proper equipment can be arranged. Advise if you need training to use the equipment.
- 10) Following the dinner, return all tables and chairs to the storage racks as indicated and place them in the Family Life Center closet. The Facilities Director can explain take-down procedures if you need further clarification ahead of time.
- A) Please pay close attention to the directions on how to load the chairs onto the racks correctly. Damage to the chairs and carts can occur if these procedures are not followed properly.
  - B) Cost of resulting damage can be passed on to your group.

**Thank you for your support of this Broomfield UMC Ministry!**