**NGWTE Kitchen Team Breakout Sessions**

**Below is an example of how you could cover the suggested training topics given a team meeting schedule with 6 meetings.**

**If number of team meetings varies (depending on weeknight and Saturday meetings), adjust these items accordingly.**

**Before Team Meetings Start (Kitchen Coordinator & Entertainment Assistants)**

* Read NGWTE Kitchen 3-Day Schedule and Kitchen Operation Manual.
* Kitchen Coordinator (KC) and Entertainment Assistants (EA) attend orientation meeting with Board Kitchen Rep.
* KC discuss with Lay Director (LD) preferences regarding themes, skits, decorating and special requests.
* KC discuss with LD Thursday team dinner (Men), Sunday Living Last Supper (Men), Angel Breakfast (Women).

**Week 1 of Team Meetings: Usually No Full Kitchen Breakout Session**

* KC review with EAs inside/outside responsibilities (shared, rotated, split?).
* Ensure KC & EAs have read 3-Day Kitchen Schedule, Kitchen Ops Manual and Job Description. Discuss.

**Week 2 of Team Meetings: 1st Kitchen Breakout**

* Welcome first-time servants, Get to know you time…ice breaker???…bring Servant’s Heart: Serve God, each other, & pilgrims.
* Summarize weekend events and walk through 3-Day Kitchen Schedule.
* Review responsibilities of kitchen team: meals, cooking, serving, skits, praying for speakers, encourage, sign-up.
* Review Job Description and Special Jobs opportunities in Kitchen (see resource page on ngwte.org).
* Discuss possible agape ideas. Possibly begin making agape.
* Hand out Safety Rules, Tips, & Special Jobs list (pgs 17-19 in Ops Manual) to read/review for next meeting.

**Week 3 of Team Meetings: 2nd Whole Kitchen Breakout**

* Review handouts from last meeting…answer questions.
* Determine 3 head cooks – kitchen, restaurant, catering experience helps.
* Discuss themes for meals, props needed and costumes/attire.
* Ask for and discuss skit ideas. Review parameters and length. Pay attention for leadership potential.
* After discussion, determine skit, skit leaders and participants.
* Lead cooks meet with EA. Review 3-Day Kitchen Schedule (offer copy or email to kitchen team)
* Remind team to sign up to pray for speakers.
* Continue making agape.
* Hand out Suggested Packing List.

**Week 4 of Team Meetings: 3rd Kitchen Breakout**

* Discuss arrival/departure time at King’s Retreat:
	+ Unload food delivery – minimum KC, EA in charge of inventory, and 3 others @9:00.
	+ Remaining EA and kitchen team @10:00 for walk through.
	+ Departure after closing and dining room is reset.
* Discuss Thursday team meal (Men) and Oven agape for Thursday reception.
* Discuss special kitchen jobs and assign team members, (volunteers).
* Discuss skit needs and begin practicing skit.
* EA review food safety & manual with cook leaders.

**Week 5 of Team Meetings: 4th Kitchen Breakout**

* Review & hand out skit. Practice. Review prop needs and costumes.
* Confirm inventory helpers, truck unloaders, and walk-through participation (the more the merrier – especially first-time servants.
* EA review/confirm special diet info for pilgrims. (Consult with Candlelight Coordinator/Board Rep as needed).

**Week 6 of Team Meetings – Skit practice and or make agape if time for a Breakout.**