

Culinary Ministry Request Form

(Please complete and submit this form to the Culinary Ministry at least 2 weeks in advance, before any announcements are made concerning food.)

Date: _____

To: Sis. Naukeisha Brown, President Culinary Ministry

From: Name: _____ Title: _____

Ministry: _____

WE, request the following services of the Culinary Ministry:

Prepare food Prepare and serve food Serve food only Set up only

Set up and serve food only Prepare, serve and decorate for the occasion

We will not need the services of the Culinary Ministry, but will be using the kitchen

For: _____

Date: _____ Time: _____

Number of People: _____

Will the food be catered? No Yes If yes, how will the food be paid for?

Church Donations from Church Other (explain) _____

What is the estimated cost of the food? _____

If the Church is paying for the food, approval must be obtained from the Chairman of the Trustees Ministry.

Chairman, Stewardship & Finance Commission
(Chairman of Finance signs off only if the church is paying for the food)

Please list the menu below. If the Ministry is supplying the food, please list the person's name next to each item they are responsible for bringing.

Meats:

Vegetables:

Starches:

Breads:

Deserts:

Drinks:

Approved by: _____
Pastor Charles W. McNeill, Jr.

Ministry President/Chairperson

Sister Margaret Wildy, Church Administrator

Do Not Write Below This Line – For Culinary Ministry Use only

Date: _____ Culinary Member In Charge: _____

Title: _____

- We will be able to prepare and serve the food as requested.
- We will be able to serve catered food We will be able to prepare, serve food and decorate
- We will be able to prepare but **not** serve food We will **not** be able to prepare or serve food

If unable to prepare and/or serve the food, please explain why: _____

President, Culinary Ministry

Please return a copy to the Church Administrator and the Ministry President or Chairman requesting services.