

# The Alpha Dinner Coordinator

*Serves as a member of the Task Force and reports to the Task Force Coordinator.*

The key responsibility of this person is to assure that enough quality food is prepared and available for the opening Alpha Dinner, each weekly dinner, and the Celebration Dinner at the end of the course.

## **Qualifications**

A growing Christian; organized; is good with people; “full of the Spirit and wisdom” (Acts 6:4); has gifts in the areas of helps and administration; and has a servant’s heart.

## **Specific Responsibilities**

If the weekly meals are not catered:

1. In conjunction with the Task Force Coordinator, plan a menu for each weekly dinner. These dinners should be simple yet appetizing. Suggestions include pasta dishes (spaghetti, lasagna, mostaccioli, etc.), sloppy joe’s or barbecues, chili con carne, one-dish casseroles, and pizza. Always have a vegetarian alternative. In addition to the main dish serve a vegetable or gelatin salad, bread or rolls, and a simple dessert.
2. Based on the size of the course, determine who will cook. With groups of 12-15, the leaders and helpers can take turns. For courses with up to about 10 groups (or 120 people), the small groups can take turns with the cooking. Once the attendance goes over 120-150 it works best to have a caterer. Try to keep the cost of the dinner to \$3.00 to \$5.00 per person.

If the weekly meals are catered:

1. In conjunction with the Treasurer and the caterer, determine the weekly menu to provide a variety of inexpensive meals. Check with fast food and other local restaurants as many offer catering. Try to keep the weekly cost below \$7.00 per person.
2. Agree with the caterer on the number of servings needed. This may vary for the first few weekly dinners depending on how many guests continue coming.

## **Opening Introductory Dinner, closing Celebration Dinner**

1. Select a menu that is similar to, but a little nicer than, the weekly dinners. Think in terms of what could be served for company rather than for family. If possible, cater this meal.
2. Communicate the actual cost to the Task Force Coordinator who will make sure all Small Group Leaders tell the members of their groups. Group members pay for their own meals and their guests.

## **Weekend Away**

1. In conjunction with the Weekend Away Coordinator, determine what meals or snacks, if any, will be brought or prepared by the church.
2. Oversee the purchase and preparation of any food brought in for the weekend.