



Community Table
OF LOUDOUN

Community Table of Loudoun is a simple, all volunteer, program of providing food to those in need and information and education about food insecurity and poverty in the United States. We so appreciate that you and your faith community or school have decided to join us in serving a Community Table dinner.

Every day in the world some 30,000 people die of hunger...30,000. And 20,000 of these people are children. While we are blessed that no one dies of hunger in Loudoun County many do go to bed hungry. It is estimated that 1 billion people in the world are food insecure. And here in the US 1 million children go to bed hungry every day.

Community Table of Loudoun won't solve this problem but we hope by educating people in our faith communities we will raise awareness that the problem exists and that more people will become active in combating hunger. And more importantly by providing an elegant, sit-down dinner for anyone who comes to a CTL dinner we will offer unconditional hospitality to many who don't often get to go out to dinner.

As a member of a faith community or interested organization you know that compassion requires action. You are taking that action by joining with others to create and conduct Community Table of Loudoun. Thank you.

Sincerely,

Kurt Aschermann

COMMUNITY TABLE OF LOUDOUN

IS

A PLACE OF AUTHENTIC HOSPITALITY WHERE ALL CAN ENJOY GREAT FOOD WITH FRIENDS AND FAMILY

A PROGRAM THAT PROVIDES INFORMATION ON FOOD INSECURITY AND THE CAUSES OF HUNGER

A PLACE WHERE MEMBERS OF FAITH COMMUNITIES AND SCHOOLS IN LOUDOUN SERVE A FULL MEAL TO ANYONE WHO COMES TO A CTL LOCATION, FREE OF CHARGE

COMMUNITY TABLE OF LOUDOUN

SERVES

ANYONE THAT WISHES TO COME TO A COMMUNITY TABLE DINNER. NO ONE IS EVER TURNED AWAY AND NO ONE HAS TO PROVE NEED.

MEMBERS OF FAITH COMMUNITIES THAT HAVE THE PRIVILEGE TO FEED

What actually happens the night of a Community Table Dinner?

Our guests arrive and are greeted at the door by a hostess and shown to their seats. Families sit together though part of the benefit of CTL is that people meet new people who might also be placed at their table. A waiter or waitress greets them at the table, summarizes the menu and takes their drink orders. After they have had a chance to relax, the waiter or waitress returns and takes their dinner order from a menu that provides a variety of options. When their dinners are ready they are served by the waiter or waitress and when they are done their places are cleared by other volunteers.

No one will be rushed and our guests are encouraged to enjoy their meal and other amenities that the faith community hosts provide such as live music and entertainment and often programs for kids.

Commitments of individuals and faith community partners the night of service:

Provide the volunteers, food and cleanup for approximately 100-150 guests at one of our Community Table sites. This means you agree to provide all of the food if you are serving alone or part of the meal of dinner, drink and desert if more than one faith community is serving on the same night at the same site (which happens almost all the time).

Provide an outstanding 'dining out' experience for our guests including having table cloths on the table, center pieces and other amenities left to you and your faith community such as music or other forms of entertainment.

Commitments of faith communities in weeks preceding service:

We want to make sure Community Table also nourishes those serving. So we ask that faith communities participating involve the whole congregation in the program including clergy. Your faith community is asked at a minimum to communicate to your congregation about food insecurity through such programs as sermons/homilies, youth group, adult forums and through written materials like weekly bulletins and/or newsletters.

Organizing your faith community for Community Table

The Coordinator

- Your coordinator is the key ‘go to’ person for organizing your faith community for CTL;
- The coordinator will not only rally your community to provide the meal and experience but will work with the other faith communities serving on the same night to coordinate the food and other things needed in providing a meal;
- Your coordinator will work with clergy to see that the educational/awareness parts of CTL are carried out at your faith community;
- The coordinator will provide a feedback conversation after your night of service.

The volunteers

- CTL is really just another ‘congregation supper’ and every faith community has experience in organizing to make sure the supper is fulfilling for all who provide it and all who participate. Your faith community shouldn’t have to do anything different than they are used to in providing a meal for the congregation;
- Volunteers should be recruited the way volunteers are recruited in your faith community—some will respond to a sign-up sheet, some will come to a meeting, some will send an email. However you do it at your faith community can be used to recruit and organize your volunteers; many faith communities have had great success using SignUp Genius.
- Volunteers will have different jobs but the following are a minimum for tasks that need to be covered:
 - Volunteers provide food. We are asking for a minimum of dinner, drink and desert. Again you will be working with other faith communities so you probably won’t have to provide all the food for the guests we expect; dinner should be simple and include a meat, fish and/or chicken dish, and several vegetable dishes in case our guests do not eat meat. **Please note CTL dinners average between 75-100 guests though some have exceeded this amount. Planning for the number of meals should come after careful consideration and conversation.**
 - Volunteers provide a written menu in English and Spanish. Translation services provided free of charge.
 - Volunteers provide translators of Spanish on premises the night of the dinner.
 - Volunteers provide paper products, plastic wear, cups; we seek to have as elegant a table setting as the faith community/committee can afford
 - Volunteers set the room and individual tables including table cloths and a place setting at each table;
 - Volunteers serve as greeters and hosts to our guests;
 - Volunteers clear tables after guests have eaten and prepare the tables for new guests;
 - Volunteers clean up after the meal is over and dispose of garbage;

After the guests have left

- First and foremost you should eat together! CTL volunteers join together after the dinner and enjoy food and fellowship;
- We strongly recommend you have a ‘debrief’ after your guests have departed or at a later time to talk about what worked, what didn’t, what could be improved and how you might have made the experience more rewarding for both guests and volunteers;
- We recommend your faith community also talk about your CTL experience with the congregation as a follow up to the education and awareness work you have done leading up to your service.

++++

CTL SIMPLE CHECK LIST—with notes

Use signup genius for volunteer registration (www.signupgenius.com)

Don’t forget insurance (\$1 million naming county as co-insured) if using a Senior Center

Please make sure to keep an accurate count of guests and volunteers

VOLUNTEER JOBS (your list may vary)

CTL coordinator

Volunteer coordinator

Waitress/waiter coordinator

Waiters/waitresses—minimum of one per table

Hosts and hostesses-NOTE-no more than one or two

Parking coordinator

Traffic managers

Set up coordinator

Set up volunteers

Table décor

Napkins/placemats

Centerpieces

Clean up coordinator

Clean up volunteers

Marketing/communications coordinator

Flyers etc.

Coordinate with KA re: press releases

Kitchen coordinator

Kitchen servers

Food coordinator

Cooks for main meal

Beverage volunteers

Desert volunteers

Kid's meal coordinators (it is very important when planning your menu to include kids offerings)

Table greeters

Entertainment coordinator

Food to go coordinator and volunteers (some committees provide a bag lunch to go for their guests)

Prepare Package

Distribution

Sponsor / donated items coordinator

Food/drink

Paper goods

Gift cards

Other

Security coordinator

Security guard (plain clothes)

OTHER FOR OUR CTL:

EXISTING COMMUNITY TABLE OF LOUDOUN FAITH COMMUNITIES

Goose Creek Friends-Jeanne Smith - jwsmithcaz@aol.com
Sikh Community of Loudoun-Pritam Singh - pritam_rishi@hotmail.com
Sha'are Shalom - Sandy Winter - winteralansandy@hotmail.com
Christian Fellowship Church - Mike Trivett - mtrivett@cfellowshipc.org
Beth Chaverim Reform Congregation - Susan Mandel Giblin - smandelgiblin@lvcaregivers.org
Baha'i's Community of Loudoun -Paria Akhavan - pakhavan@aol.com
Crossroads United Methodist Church - Larry Newell - larry.newell1@gmail.com
Unitarian Universalist Church of Sterling - Harry Harris -hharris3226@gmail.com
Christ Chapel AME - Jackie Hollingsworth - revjholli@aol.com
All Dulles Area Muslim Center - Sayed Ajtar Alan - yarabbi@msn.com
St. James' Episcopal Church - Holly Hanback - holly@stjamesleesburg.org
Mt. Zion and Willisville Chapel United Methodist Churches - Mary Carey -
marycarey1940@yahoo.com
Loudoun County High School - Anna Mitchum - annamitchum@verizon.net

CTL SUPPORT

Translation services Brigitta Toruno - btoruno@unotranslations.com
Kurt Aschermann - ctl@outlook.com

Thank you for being part of Community Table of Loudoun. If you have questions or wish to discuss any part of our program call kurt at 617-962-6220 or email at ctl@outlook.com

FOOD RESOURCES

Many of our food stores, fast food restaurants etc. are willing to donate food items to CTL. You are encouraged to visit them at least one full month before the date of your dinner. All requests of this kind are made individually by the committees managing a CTL dinner.

Other food sources include:

Catholic Charities

703-443-2481

12 Cardinal Park Drive, SE, Suite 105
Leesburg, VA 20175

Food Pantry available Monday through Thursday from 8:30 a.m. to 4:00 p.m. Clients may access once every 4 weeks. Clients self-select the foods they need.

Dulles South Food Pantry

703-507-2795

Arcola United Methodist Church
24757 Evergreen Mill Road
Dulles, VA 20166

Serving families in the Dulles South (within the boundaries of John Champe High School and Freedom High School) regardless of income. Food Pantry is available the 1st, 3rd & 5th Wednesday monthly from 5:00 p.m. to 8:00 p.m.

www.dullessouthfoodpantry.org ... First time guests must fill out a Guest Registration Form (available on website)

Grace Tabernacle

703-819-5221

Serves Leesburg, Ashburn, Sterling
Call & leave message: volunteer will coordinate delivery

Grace Ministries

703-430-6455

www.sterlingumc.org

Sterling United Methodist Church
304 East Church Road
Sterling, VA 20164

Serving families in Sterling/Loudoun communities. Monthly food distribution on the second Saturday monthly. Doors open at 7:00 a.m., distribution is from 8:00 a.m. to 10:00 a.m.

Guilford Food Pantry

571-244-0175

Guilford Baptist Church
1001 Ruritan Circle
Sterling, VA

Serves Ashburn and Sterling residents. Delivery available.
Hours: Opens at 9:00 a.m. on the third Saturday of each month, or by appointment.

Hands of Compassion

703-404-4792

New Life Church
207 East Holly Avenue, Suite 120
Sterling, VA 20175

Hours: First Saturday of each month from 10:00 a.m. to 12:00 p.m.

Loudoun Interfaith Relief

703-777-5911

750 Miller Drive, Suite A-1
Leesburg, VA

May visit two times per month. Must provide picture ID and proof of Loudoun County residency.

Hours: Monday, Tuesday, Wednesday, Friday, Saturday 10:00 a.m. – 12:45 p.m.
Tuesday & Thursday (**Evenings by appointment only**) 5:45 p.m. – 7:20 p.m.

LINK Food Bank

www.linkagainsthunger.org

703-437-1776

Serves Ashburn and Sterling residents with food items that have been donated. (Faith-based)

Hours: Not applicable. (Representative usually delivers food to client's home.)

Call and leave a message and a volunteer will contact you.

Mobile Pantry: Second Tuesday of each month (rain or shine) at Christ the Redeemer, rear parking lot (46833 Harry Byrd Highway - Sterling) from 2:00 - 4:00 p.m.

Messiah's Market

571-209-5000

Ashburn Community Church
19790 Ashburn Road
Ashburn, VA

Families in need can go once per week. Must provide picture ID that shows proof of Loudoun County residency.

Hours: Monday and Tuesday – 7:00 – 8:00 p.m.

Salvation Army Meal Distribution Program

703-771-3371 – Saturday Evenings – Hot Meal Program

Hours: 4:00 p.m. – 4:45 p.m.

Shenandoah Office Building Parking Lot
102 Heritage Way, N.E.
Leesburg, VA

5:00 p.m. – 6:00 p.m.

Sterling Park Plaza Shopping Center
(near Big Lots)
South Sterling Boulevard
Sterling, VA

Seven Loaves Services

540-687-3489

Middleburg United Methodist Church
28 W. Washington Street
Middleburg, VA

For Middleburg area residents only. May visit one time per week. Must present ID that shows client's name and address.

Hours: Monday, Wednesday, Friday 10:00 a.m. – 12:00 p.m.

St. James Episcopal Church – Hot Meal Program

14 Cornwall Street
Leesburg, VA 20176

Free Meal served on the last 3 Mondays of each Month; 5:00 – 7:00 p.m.

The Tree of Life Food Pantry

703-554-3595
info@tolministries.org

Tree of Life Center
210 North 21st Street
Purcellville, VA 20132

For residents living west of Leesburg. Call between 9 a.m. and 5 p.m. and leave name and number; they will contact client within two business days. Limited number of visits within six-month period. (Christian-based)

Hours: Not applicable. (Representative delivers to client.)

Free Dinner served every Thursday evening from 5:30 to 6:30 p.m. at the Tree of Life Center (individuals and families of all ages invited)

Western Loudoun Food Pantry (Lovettsville Area)

Contact Pam Hayba (parent liaison) to visit the pantry. Lovettsville Elementary (540-751-2470) or Woodgrove High School (540-751-2470) or email: pam.hayba@lcps.org

WIC

Supplemental Food Program
703-777-0239

Other:

Good Faith Food Box: Save up to 40% on groceries – 703-421-3416 mailbox # 2.
Tyrena Lewis – New Life Assembly of God Food Ministry

Updated: July 16, 2014