

## Welcome to the St. Patrick-St. Anthony Sandwich Ministry Team!

The following instructions will get you started on what will be a rewarding experience:

### The Supplies

You'll find several loaves of bread on the stainless steel counter—this is where you will make the sandwiches. Additional bread is on the shelf above the table, and in the small freezer.

- The ham, turkey, cheese and mustard are in the refrigerator to the left of the counter.
- The plastic sandwich bags are above the counter on a shelf or under the table.
- The plastic bins are under the counter. You also should check to see if there are any containers of sandwiches in the refrigerator. Bins only half full can be “topped” off with new sandwiches. Check the fridge to your left, and the silver fridge near the window.

### The Sandwiches

For hand washing there is a container of soap at the sink to the left of the counter—paper towels are above the counter.

### We don't use the heels/ends of the bread!

We make each bin ½ ham & cheese and ½ turkey & cheese with mustard on each. Please make an equal number of each and place in the plastic bin alternating the sandwiches. This enables the Distribution Ministry to grab two sandwiches easily. **Every sandwich has two pieces of meat (2 turkey or 2 ham) and cheese.**

One loaf of bread generally makes 12 sandwiches, but it can vary by brand. This fact is handy if you are working with an odd number of loaves—you'll know how many ham and cheese to make.

Helpful tip: If you swirl the mustard on the bread you don't need a knife to spread it—this makes the process go faster (you can also make an “S” or a cross and it ensures enough mustard gets around).

Sandwiches are placed in the plastic bags and then put in the larger plastic container/bin. The bins go in the refrigerator—the ones with the “oldest” sandwiches should always be on the top rack. By sandwich serving time we need 5 bins. Please let the office know if we don't have that number when you are done.

Once you are finished, please wipe down the counter with a paper towel and you are finished. We can guarantee that you will leave with a feeling of calm.

The sandwiches you make generally will be distributed the day that you make them. Some members of the team have opted to fulfill their duty the evening before, but regardless of when you make them, know that you are involved in an immediate ministry—it's a very short food chain from your hands to the hungry. If you plan to make sandwiches the evening before, please let us know so we can have enough sliced meat available when you arrive.

If you have any questions, please call or email Chris Heneghan (860-234-7313 or [cheneghan0@gmail.com](mailto:cheneghan0@gmail.com)) or Trudi Campbell, CVA (860-997-4552 or [twhite@spsact.org](mailto:twhite@spsact.org))