



Virgin Mary Church Kitchen Policy (updated October 2025)

Virgin Mary Coptic Orthodox Church Kitchen Service is responsible for all food-related services to ensure consistent, fair, and clean standards. Both the large and small kitchen facilities are under the direct management of the Kitchen Service to facilitate different services. The church kitchen is a place of service dedicated to supporting our liturgical life, ministries, and community gatherings. The following guidelines ensure clarity, fairness, and respect for all who serve.

Kitchen Reservation:

- Regular Church core services that have an agreement with the Kitchen Service Management are not required to reserve the kitchen. Their time slot will be pre-filled on the posted monthly calendar (e.g., Sunday Aghaby, Anba Pishoy Seniors Service, Family Meeting, etc.).
- Any other use of the kitchen must be requested at least 10 days before the requested date for planning, scheduling, and preparation purposes.
- An event or service is required to reserve the kitchen so that staff can fulfill multiple obligations.
- An Event Reservation Form must be completed with the requirements to ensure expectations are met and conflicts are avoided. (Ref. Event Reservation Forms [link](#))
- Kitchen use periods allow rights to use the kitchen but must be shared if multiple events occur.
- A Kitchen Servant representative will open the kitchen at the scheduled time and hand it over to the requestor, who will assume full responsibility during their scheduled time.

Kitchen Use Procedures:

- The church kitchen is intended solely for approved ministry and service activities.
- Personal use of the church kitchen is strictly prohibited.
- Any product sales in the cafeteria should be conducted only for official fundraising activities.
- All events requiring the kitchen should have an Event Responsible Team to plan and

organize.

- The kitchen will only be available to a qualified and authorized person.
- Kitchen Servants will be available to assist.
- The Kitchen Service Management must be informed of any borrowed kitchen items.
- Children under the age of 16 are not allowed in the kitchen for safety and liability reasons.
- No one may operate equipment without the necessary training.
- Prepared food must not be left out for more than 24 hours on counters or tables.
- All must follow safety and cleanliness procedures: wash hands, clean tools before/after use, check expiry dates, shut gas stove levers, clean equipment after use, and store items properly.
- Use of appliances, supplies, or commodities requires prior approval.
- The authorized user must close the kitchen at the end of service, ensuring cleanliness and safety compliance.
- Any incident must be reported to the Kitchen Co-ordinator.
- Any servant or group violating procedures twice will lose kitchen privileges.

Overview of the Different Kitchen Food Services:

Sunday Aghaby after Liturgy

1. Food Preparation

- Food is prepared by the Kitchen Group servants.

2. Costs & Donations

- Each Kitchen Group funds the service through monetary donations from its servants.
- All donations are recorded for income tax purposes, with each servant's contribution noted.
- Collected funds are used to purchase food for the Sunday Kitchen Service. Weekly donations typically cover the cost of food.

Exceptions:

- Excess Donations: Surplus funds are given to the Kitchen Treasurer or used to purchase needed supplies. (Note: these amounts are *not* re-claimed for tax purposes.)
- Shortage of Donations: Any shortfall is covered by the Kitchen Co-ordinator. (Note: these amounts are *not* claimed for tax purposes.)

3. Service

- Preparation time offered by servants is considered a service and is not compensated.

Special Church Events (e.g., Church Feasts, Church Fundraising, Church Celebrations)

1. Food Preparation

- Meals are prepared by the Kitchen Servants.

2. Food Costs

- The full cost of food purchases will be reimbursed with receipts, either by the Kitchen Co-ordinator or through the income tax process.

3. Event Proceeds

- All proceeds from donations, ticket sales go directly to the Church Treasurer.

4. Service

- Time spent preparing food is considered a service and is not compensated.

Internal Church Meetings/Events

1. Food Preparation

- Food is to be prepared by the servants involved in the internal meeting or event.'
- If this is not possible, a Kitchen Servant may be assigned to assist with the food preparation.

2. Food Costs

- All food expenses are the responsibility of the internal servants and servant organizers.
- If Kitchen Servants are assisting, then the Food expenses will be reimbursed to the Kitchen Servant upon submission of receipts, either by the event organizer or by the Church Treasurer.

3. Service

- Time spent preparing food is considered a service and is not compensated.

Special Private Events* (e.g., Baptisms, Engagements)

1. Food Preparation

- Food is to be prepared by the event organizers according to their preference.
- If assistance from the kitchen servants is requested, and a kitchen servant accepts and prepares the food in the church kitchen, their time will be considered an act of service.

2. Food Costs

- All food expenses are the responsibility of the event organizers.
- If kitchen servants prepare the food, costs incurred will be reimbursed to them upon submission of receipts.

3. Venue Rental

- Venue rental fees are the responsibility of the event organizers (see Church Reservation Policy for details [link](#)).

***Note:** If food is prepared outside the church kitchen, this arrangement remains strictly private and is not managed by the church.

References

Virgin Mary Church Website > Kitchen Services Page: ([link](#))