







SUNDAY HOSPITALITY

Instructions



Before Mass

<u>IMPORTANT STEPS</u>	<u>KEY POINTS</u>
1. PICK UP KEY (8:30) 	<ul style="list-style-type: none"> Pick up keys at office between 8am – 4pm Mon.-Thurs., no later than Friday at noon. Pick up bag from office Sunday morning
2. PICK UP DONUTS (8:30) 	<ul style="list-style-type: none"> <u>Robert Hankins always picks up and delivers the donuts to the kitchen.</u>
3. ENTER CHURCH AND KITCHEN (8:30) 	<ul style="list-style-type: none"> Enter church through <ol style="list-style-type: none"> Emerson St. side doors immediately adjacent to kitchen, <i>or</i> North main church doors, come around and open corridor doors DO NOT enter through any other doors, may trigger alarm 1 key opens exterior doors, 1 key opens gym and kitchen doors
4. MAKE THE COFFEE (8:30) 	<ul style="list-style-type: none"> Coffee is prepared on Friday before Sunday masses and located on metal cart inside kitchen (100 cup coffee maker) Load bottom shelves of metal cart with coffee cups on plastic trays (located in cabinets above pass-throughs) By 8:15am, Place cart with coffee and cups next to serving table at electrical outlet in gym and plug in. When coffee has finished brewing, the light at the bottom of the pot will come on (about 1 hr. brewing time).
5. MAKE ORANGE JUICE (8:30) 	<ul style="list-style-type: none"> White orange juice pitchers are in the cabinets at the back of the kitchen next to the stainless refrigerator Make 5 cans of frozen orange juice (located in white upright freezer) (3 cans water to each can of concentrate) Fill pitchers and place in stainless refrigerator (remove as needed)
6. MAKE HOT WATER (for tea) (8:30)	<ul style="list-style-type: none"> Fill small coffee pot with cold water (removing coffee basket and stem). Plug into outlet closest to sink next to stove. Unplug and place on cart with coffee when ready to serve.
7. SET UP SERVING TABLE (8:30 and 11:00) 	<ul style="list-style-type: none"> All items are located in the cabinets at the back of the kitchen next to the stainless refrigerator. Items include: <ul style="list-style-type: none"> - Filled glass sugar and powdered creamer bowls & tray - Plastic stir sticks - Donation container (box) - Bronze colored coffee carafe (for refilling) - Small dish with tea bags - paper napkins
8. ARRANGE DONUTS (8:30 and 11:00)	<ul style="list-style-type: none"> Big trays for serving donuts are located in cabinet next to stove Cover 2 trays with paper napkins (in cabinets at the back of the kitchen next to the stainless refrigerator) Load trays with a sampling of all available types of donuts Wait to put out trays until after Communion.

SUNDAY HOSPITALITY

Instructions

During/After Mass

<u>IMPORTANT STEPS</u>	<u>KEY POINTS</u>
<p>CLEAN UP (8:30 and 11:00)</p> 	<ul style="list-style-type: none"> • Return donuts to kitchen and cover or return to box (DO NOT LEAVE OUT BETWEEN MASSES) • Collect all dirty cups and utensils • Wipe tables • Throw away trash • Load all dirty dishes into round dishwasher trays (only 1 cup deep) • 8:30 Mass only: <ul style="list-style-type: none"> - prepare dishwasher and wash dishes (see separate instructions) - Close and latch pass-throughs if open. • 11:00 Mass only: <ul style="list-style-type: none"> - Wash and put away all dirty dishes (both from 8:30 and 11:00) - Turn off and drain dishwasher. - Return all items from serving table to cabinets at the back of the kitchen next to the stainless refrigerator. - Pour out left over coffee and hot water and rinse pots clean - Return left over orange juice to refrigerator, wash and put away empty dirty pitchers. - Close and latch pass-throughs if open. - Bring centerpieces and mats into kitchen <p style="text-align: center;"><i>Try to give away any left over rolls/donuts after last Mass.</i></p>
<p>RETURN KEY AND MONEY (8:30 and 11:00)</p> 	<ul style="list-style-type: none"> • 8:30 Mass only: Put donations and keys in blue zipped bag and leave in first drawer on right as you enter kitchen. • Close kitchen door, check to be sure locked • 11:00 Mass only: Zipped money bag with keys and donations inside should be given to Sr. Phyllis (or other office staff when Sr. Phyllis is not available) • 11:00 Mass only: Take towels home, wash and return the next week. <p style="text-align: center;"><i>Thank you for your ministry of Hospitality!</i></p>

Note: Please feel free to use your own table decorations and ministry handouts. Be sure to put them on the big stainless table in the kitchen after the last Mass.