

Hello everyone,

In order to keep the time commitment to an absolute minimum, we will be asking for separate captains and volunteers for each post-Mass (coffee and doughnuts) gathering. If a specific Mass does not get a captain or enough volunteers there will be no doughnuts after that Mass only.

Please consider volunteering and/or forwarding this to anyone at Ste. Marie's that you think might be interested in helping. The duties are detailed below.

Captains

I will need 3 captains--one for after each Mass-- the 8:00 Mass, the 9:30 Mass, and the 11:30 Mass.

Each post-Mass gathering will have its own "captain" who will be in charge of:

1. Picking up the doughnut order that is specific for his post-Mass gathering (or delegating this responsibility).
2. Putting doughnuts in the kitchen before heading upstairs for Mass.
3. Knowing what has to be done in Montminy Hall, and giving direction and assistance to the volunteers, as needed.
4. Making sure that everything is cleaned properly by the volunteers.
5. Informing the coordinator of any concerns, and also keeping track of whether we are over- or under-buying doughnuts, milk, and juice.

Please let me know ASAP if you are interested in this role for the Mass you normally attend-- or if you know someone else who may be. We need this role filled in order to start serving doughnuts following each specific Mass. If you take this role and cannot come one week, it would be perfectly fine to delegate your responsibilities to someone else in lieu of cancelling the event.

Volunteers

I will also need as many volunteers as possible. I have an electronic sign-up (www.SignUpGenius.com/go/9040948ADA62DA31-volunteers) for 'Coffee & Doughnuts' on specific Sundays

The captain will be helped by these 2 to 4 volunteers, specific to that post-Mass gathering and week. If we do not get enough volunteers for a specific post-Mass gathering, there will be no doughnuts after that Mass that week.

Volunteer responsibilities:

1. Go to Montminy Hall before the Concluding Rites in order to start the coffee and hot water and then cut up (non-filled) doughnuts and set up napkins, cups, juice, tea, sugar, stirrers, cream, etc.
2. Serve coffee and doughnuts.
3. Clean kitchen and tables, clean knives used to cut doughnuts, clean coffee pots, put away all supplies-- always assuming you are the last group hosting that day.
4. Take out the garbage.
5. Turn off all the lights.

Thank you,
Emily