

Hospitality Sunday Guidelines for 7:30am Mass

Name _____ Date _____

If unable to work your assigned date or time, please log in to your web terminal on the internet, go to the My Schedule tab, and click on Request Sub. If you do not have access to the internet, please call Sherry at 763-479-0535 so she can request a sub for you.

1. You should arrive 30 minutes before Mass to arrange area. The door should already be unlocked for you. (Donuts will be in the entryway or in the kitchen.)
2. Tables and chairs will be set up by the janitorial staff.
3. Make regular coffee—use the 30 cup coffee maker.
4. Arrange donuts on the trays located in the storage area.
5. Juice and milk are in the refrigerator.
6. Napkins are located in storage area. Coffee and juice cups are stored above the sink by the entrance to the kitchen. Sugar and creamer are under the counter. If no stir sticks are on the counter, set out spoons.
7. Place basket for “Free Will Offering” on counter for viewing. (*People will be entering from your left.*)
8. Try to be one of the first ones down to the parish center to begin filling beverage cups.
9. Serve the donuts from the counter. Fill thermos coffee pots which are located in the cabinet under the large coffee maker, in the social hall.
10. After serving, check tables and chairs for sticky surfaces. Wash as needed.
11. Restock trays and cover with clear wrap. Make sure everything is set and ready for 10:30 Mass. **Place juice and milk back in refrigerator and brew another 30 cup pot of coffee, making sure the coffee maker is plugged in.**
12. Count collected money and seal in appropriate bank bag then place in safe. **Leave front door unlocked when leaving.**

***We appreciate you volunteering for Hospitality Sunday.
Please don't hesitate to contact the office with any questions.
St. Thomas the Apostle: 763-420-2385***