

Directions for Hospitality (4:00, 7:30 & 10:00)

**Please arrive about a half hour early before mass starts to get things set up. It is good for hospitality to be around to welcome and encourage people to get some coffee/donuts. Please be that welcoming presence during that social time.

**Tables will always be set up in the gathering area in advance.

*Most all of the supplies will be on a cart in the right closet out by the viewing area. You need to take that to the table to set things out (cups for coffee, cups for juice, napkins, creamer, basket for donations.)

**The donuts/Danish will be on the cart in the closet as well.

**A coffee pot will be on the cupboard in the gathering space. For the 4:00 mass, make about 25 cups to start out with. We will see how many people will drink coffee on Saturday night. The directions for making the coffee are on the coffee container. For Sunday, please make a full pot of coffee.

**There are two pitchers that will be on the cart for juice. I will also have an insulated pitcher to put the coffee in to pour into cups at the serving table.

**Put on disposable gloves that will be supplied on the hospitality cart in the closet, as you begin to do your work.

**Make the coffee on the cupboard in the gathering area before mass. To make coffee: take the stem and basket out of the coffee pot. Put the water in first. Put stem in and basket. Put the grounds in the top basket part. Cover the pot and plug it in the outlet on the kitchen cupboard in the back of the gathering space.

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* Allow only two cups of juice per child and no more.

**The donuts, Danish should be cut up and put on small paper plates individually. You will have to give them a cookie or donut with the tongs. They should not take it themselves.

***The donation basket should be set out.** If there are any cash donations, put them in my mailbox in the conference room, behind the door.

AFTER HOSPITALITY IS FINISHED:

**Wash out juice containers in the conference room. There will be Dawn dish detergent on the cupboard. Put any extra cookies, donuts in the conference room.

**Dump the coffee in the sink in the large kitchen off of the cafeteria. The sink is in front of the refrigerators. Put the grounds in the garbage in the big black garbage cans in the kitchen. After washing the coffee pot out, put it back on the cart.

**If the small garbage cans are full, replace them with new bags that are under the sink in the conference room. Tie the full ones and put them in the conference room.

Thank you for volunteering your gift of time,
Rebecca Zalar