

ST. MONICA CHURCH HOSPITALITY INSTRUCTIONS



WHERE CAN I FIND:

Hospitality Cabinets 1st cabinets on left in storage room - the storage cabinets labeled "kitchen" are ours.

Coffee In refrigerator in clear plastic canister.
Large bags of coffee kept in kitchen storage cabinet or freezer.

Coffee Pots Near the Peace room. Automatic. The old coffee urns are still available near the refrigerator.

Filters, Creamer, Sugar Upper cabinet to right of coffeemaker

Garbage cans Usually in front of kitchen, but sometimes in storage room

Napkins Kitchen storage cabinet

Spoons Shelf under coffeemaker

Extra tables Storage Room

WHAT AND WHEN:

9:00 Mass

- Pick up donuts and juice at Safeway Bakery.
 - These are pre-paid and should be ready around 8:30 am. Ask for the St. Monica donuts and they'll load you up with 3-4 boxes of donuts.
 - If you are serving with someone else, one person is responsible for picking up the donuts (you'll see the * by the name).
 - The other should go straight to the church and start making the coffee.
 - Juice should be "non-red or purple" juice. This is not pre-paid. Purchase 3 gallons of juice (most people get the "Tampico" brand, but any kind will do). Don't forget to submit your receipt to the parish office for reimbursement.

- Make a pot of coffee.
 - **Instructions are on the wall to the left of the coffeemaker.** This coffeemaker uses less coffee than our percolators. Use the quantity specified in the instructions. (I think it's 2 cups per pot.)
 - Filters are in the upper cabinet to the right of the coffeemakers.
 - Important - **coffeemaker must be turned on about 20 minutes before you start the coffee.** I'm asking the church staff to make sure it's turned on after the 7:30 mass for us, but check this when you get there for the 9 am mass. You **MIGHT** have enough time to make coffee after communion, (it's a pretty fast coffeemaker) but don't count on it!

- Coffee is kept in the refrigerator - please refill from bags in the refrigerator or cabinet if the canister is running low. I keep two canisters in there just in case. (sometimes I cannot find one of them. It always seems to show up again, though).
- Optional - get a smaller pot of water heating for our tea drinkers.
- Set up coffee cart with sugar, creamer (or cream, if there is any), sweetener, cups, napkins and stirrers, (tea?).
- Set up a cart for the donuts, with lots of small cups for juice and lots of napkins.

After communion:

- Take coffee cart and donut cart outside (weather permitting) and set up coffee near church wall. There should be a folding table there under the tree for your donut and juice use. Don't forget a garbage can! Please continue to set up outside anytime you can - more people take advantage of our service and visit with other parishioners when we're outside.
- Pour juice and if the mass is really packed, consider cutting the donuts in half. Always leave 2 boxes for the 11 am mass. (sometimes, it's a big box and a smaller one, depending on the crowd at 9am)
- If it is raining or just too cold, set up in the hallway of the PEACe building.
- Use the napkin to hand donuts to the children.
- When done, move coffee cart, donut cart and garbage back into kitchen. Plug tea water in again to keep it warm. Tightly close the top of the coffee urn to retain heat.

11:00 mass

- Check quantity of coffee. There should be 20-30 cups left. If not, make another pot of coffee.
- Check donut quantity - consider cutting them in half if there isn't much left.
- Refresh sugar, creamer, cups, etc.

After Communion

- Take coffee cart and donut cart outside (weather permitting) and set up coffee near church wall. There should be a folding table there under the tree for your donut and juice use. Don't forget a garbage can! Please continue to set up outside anytime you can - more people take advantage of our service and visit with other parishioners when we're outside.
- Pour juice.
- If it is raining or just too cold, set up in the hallway of the PEACe building.
- Use the napkin to hand donuts to the children.
- When done, move coffee cart, donut cart and garbage back into kitchen. Leftover donuts can be left on the island. The youth groups sometimes have events where they can be used, or they are given to a local home.
- Empty coffee urn and rinse water through it. Cleaning instructions are behind coffeemaker.
- Put all unused supplies back in hospitality cupboard.
- Wipe off carts.
- Take down tables and put them in storage room.