

Moms Plus Sunday Hospitality  
Internal Service Project Summary Sheet

Donuts, coffee, and juice are ordered by the parish to be served after the masses. All of this is delivered to the Community Room kitchen by parish staff – you do not need to order anything or do any advance coordination. Basically, you just show up the day of the Moms Plus Sunday Hospitality! You will need 3-4 volunteers for each mass.

Refreshments are served after the 8am, 9:30am, and 11:15am masses. The Moms Plus volunteers are responsible for putting the donuts on serving trays, filling the pitchers with ice and water, pouring the juice in cups, and setting out napkins. There are plenty of trays and pitchers in the Community Room kitchen pantry. This should all be set up and ready to go on the tables in the Community Room before mass adjourns. The group also needs to make sure that the creamer and sugar is set up next to the coffee urns. If this is not already out, you will find these items in the kitchen. The coffee will already be made by parish staff as well. The first group should arrive before the 8am mass gets out – to get everything set up. The group stays to replenish the trays and pour more juice as necessary. Make sure that one box of donuts is set aside for the 11:15am mass.

Sometimes, the 9:30am mass is very crowded, so it's important that there are donuts left for the last mass. After the 11:15 hospitality is over, the volunteers are responsible for putting any leftover donuts back in the boxes, washing and putting away any dishes used, and wiping down the kitchen counters & tables in the Community Room.

**Note: This is the summary prepared by the previous groups that have done this project. The next page is a copy of the HOSPITALITY INSTRUCTIONS put together by St. Raymonds staff. Much of the information is redundant.**

## HOSPITALITY INSTRUCTIONS

Your ministry is scheduled to sponsor Hospitality. Hospitality is an excellent time to showcase an upcoming event or to recruit new members if you chose. Hospitality is an opportunity to visit with people and make them feel most welcome.

- You won't have to be concerned about any of the details of ordering the refreshments or supplies.
- Nor will you need to worry about the set-up of the room. **The food and supplies will be on hand in the Community Room kitchen and walk-in refrigerator.**
- A maintenance person will also be available.
- **All you need is about 3-4 people per mass.**
- Set up can be before or during Mass if you are not attending
- You can work out the setup and freshen up with your co-servers as you wish.

### **SETUP: BEFORE OR DURING FIRST MASS – 8:15 AM**

Maintenance will prepare coffee.

Maintenance sets up an open square of tables in the center of the room

Maintenance takes care of garbage, resetting the room and lights.

### **HOSPITALITY SPONSORS**

- Pour orange juice in plastic pitchers, arrange donut holes on platters
- Pour juice from pitchers into small juice cups located on serving tables
- Pour ice water into plastic pitchers (4) and then pour into cups on tables
- Put napkins, small juice cups on 4 tables in center
- Replenish the platters, tidy up the buffet tables as needed in between Masses
- Bring in coffeepots into the Community Room onto serving tables against the wall
- Set up the creamer, stirrers, sugar, and cups of the coffee table
- **After the 11:15 am mass, Servers need to CLEAN UP AND PUT AWAY.**
  1. Empty coffee into sink, wash pots and pitchers and leave on side of sink to dry
  2. Dispose of coffee grounds in garbage
  3. Store unused juice and donuts in walk-in refrigerator
  4. Put away paper supplies in the closet where indicated
  5. Wipe down all counters and tables

This is an excellent opportunity for you to meet and welcome new people. Use it to talk to parishioners about your ministry and recruit new members.

Thank you so much – for your efforts in this endeavor – as well as everything else you do in the parish. Our parish is truly blessed to have you among our ministers. If you have any questions or concerns, please feel free to contact Robert Nichols at 847-253-8600 x 121 or email at [R.Nichols@St-Raymond.org](mailto:R.Nichols@St-Raymond.org).

