

# Hospitality Ministry Guidelines



*"BRINGING PEOPLE INTO A GROWING  
RELATIONSHIP WITH JESUS CHRIST!"*

## ***As Ministers We Strive to Imitate Jesus:***

**Pray** - For His wisdom & guidance

**Learn** - Constantly seeking to grow & improve

**Share** - Our time & talents requires sacrifice

**Witness** - Joyful service-smile & invite.

### ***Our Values***

*We are one team with one purpose.*

*We express our love for Jesus Christ through service.*

*We create an irresistible environment.*

### ***Standards***

*Fulfill your role on the team! Be prepared!*

*Be joyful! Smile!! Be a minister and worship!*

## **ROLE**

To serve our parish by providing a warm, welcoming atmosphere to guests and our parish community. Your cordial and generous attitude will encourage people to stay and socialize.

## **PREPARATION BEFORE MASS**

1. *Arrive 30 Minutes Before Mass.*
  - a. Pick up a nametag from the back room of the kitchen.
  - b. If you are unable to serve, please find a substitute from the distribution list you have received. Keep in touch with the other family/individual you are usually scheduled with so they are aware of updates as well.
  - c. Turn on the dishwasher at this point as it takes a while to warm up (see instructions above dishwasher on cabinet).
2. *Arrange the Serving Table.*
  - a. Paper cups and napkins can be found in the Seton Hall kitchen in the lower cabinets next to the refrigerator and freezer. If more are needed, the closet located next to the kitchen in the lower level social hall has a supply of paper products.
  - b. Serve coffee in the blue St. Elizabeth mugs found on a cart in the back room of the kitchen. Avoid using Styrofoam.
  - c. Drinks are served on tables near kitchen. Donuts should be served on tables in gathering area off Seton Hall. Saturday, cookies and drinks can all be served on tables near the kitchen.
3. *Prepare Coffee.*
  - a. **For 5:00 PM** use a 12-cup coffee maker for decaf coffee. (Not much coffee is use after the 5:00 PM Mass.) **For 8:30 AM** use one large coffee pot for regular coffee and one 12-cup coffee pot for decaf coffee. **For 11 AM** hopefully there should be enough coffee left over from 8:30 AM. If not use your best judgement on how much more to make.
  - b. Fill the coffee maker with water. Assemble its innards, using a filter (and making a hole in its center). Add coffee, using a measuring cup. Measurements are inside cabinet door.
  - c. Put the lid on and plug in the pot. Pots should not both be plugged in on the same side near window opening, this will blow a fuse.
4. *Make Juice.*
  - a. Each bag of juice mix makes 2 gallons. Follow the directions on the bag. Use the marked gallon-sized pitchers in the cabinets to help you fill the large thermal container. You can also mix right in the container.
  - b. Ice for the juice is available in the ice machine in the back room off the kitchen. (Make sure to use the scoop, and always store the scoop on top of the machine—not in the ice.)
  - c. Set the thermos out on serving table with a gallon-sized ice cream bucket under the spout to catch drips.
5. *Prepare Trash Receptacle Area.*

- a. Place a large gray tub on the top right of the recycling/garbage cabinets with an ice cream bucket inside each tub.
  - b. Used coffee mugs are placed in the tubs with liquids emptied into the buckets.
  - c. Ensure that there are can liners in both cans in the two cabinets. Large liners are located on a shelf above the ice machine in the back room of the kitchen.
  - d. Please avoid using Styrofoam cups and straws when possible. We can use spoons for stirring coffee and our blue St. Elizabeth mugs for serving. The dishwasher works quickly and efficiently to wash these items. (During COVID straws are permissible to cut down on the spread of the virus through the use of spoons.)
  - e. Note: paper items we use are not recyclable. Trash receptacles are all trash with no recycling.
6. *Special Instructions:* Always use gloves (found in the cupboard by the dishwasher) when handling food. (During COVID, masks are also encouraged for food/beverage serving.)
- a. **5:00 p.m. Mass** – Arrange 2 boxes of cookies on trays. (Please note during COVID 1 tray of cookies seems to be enough (roughly 4 dozen cookies. Refreeze any remaining cookies.) Cookies are in the freezer in the Seton Hall kitchen. If we are low on cookies, please call or email Kathy Lester [klester@seasp.org](mailto:klester@seasp.org) or 319-393-3778.
  - b. **8:30 a.m. Mass** – Donuts will be delivered between 7:30-8:00 AM by Donutland.
  - c. **11:00 a.m. Mass** – Coffee pots in the kitchen will be left plugged in from the 8:30 Mass. Add ice to the juice. If drinks are low, make new coffee &/or juice. If we run out of donuts, you may offer cookies.
  - d. **During COVID, please use the individual packages of sugar/sweeteners and creamers.**

## FINAL SONG

Leave Mass after Father gives the final blessing. There is no need to leave any earlier. It's okay if people need to socialize for a little bit while you finish setting up.

## AFTER FINISHED SERVING

1. *Tables and Counters:* Wipe serving tables, the round tables, & the kitchen counters.
2. *Floors:* Use the Dyson handheld to pick up larger crumbs on the carpeting in Seton Hall. Use the Swiffer wet mop to wipe up kitchen spills. If needed, vacuum under tables with a normal vacuum.
3. *Washing Dishes:* Clean up coffee mugs and spoons. Place dirty in the dishwasher racks. Wash mugs after each Mass. Please do not wash mugs in the dark brown storage racks. These are for storage only and not washing. Careful when handling hot mugs and do not pick up by the handle. This breaks the handle off when they are hot out of the dishwasher. Directions for the dishwasher are posted on the cabinet door above the dishwasher. The wash cycle is complete in 90 seconds; run more than one load if needed. Rinse out the gray tubs and buckets.
4. *Special Instructions.*
  - a. **5:00 p.m. Mass**
    - Dispose of remaining coffee and juice. If there is a lot of juice, store in the fridge for the next morning.
    - Rinse & dry coffee pot & juice containers.
  - b. **8:30 a.m. Mass**
    - Save refreshments for the 11 a.m. Mass.
    - Take out the inside parts & grounds of the coffee pots. Plug in the pots in the kitchen.
  - c. **11:00 a.m. Mass**
    - Wash coffee pots and juice containers when finished for the day. Be sure to run soap and water through the juice dispenser to prevent mold.
    - Empty the wastebaskets and recycling containers in Seton Hall, kitchen & the adjacent restrooms. Replace liners as needed. Small trash can liners and large garbage can liners are on the shelf above the ice machine in the back room of the kitchen. Take garbage to dumpster outside.