

Hospitality/Fellowship Sunday Guidelines/Check List/Time Table

The administrative assistant at the Parish Center will make sure that the order with Cub Foods (on Larpenteur Ave) is in place for 11-12 dozen doughnuts. Confirm with the Parish Center if you have any questions 651-645-9389 or if needed, speak with John or Nicole at the Cub Bakery 651-488-1825.

Thursday or Friday before:

- **Sign out the key card** from the Parish Center by 4:30 Monday - Thursday or by 1:30 on Friday to open the outside church door. The Nazareth room and kitchenette remain unlocked. Parish Center can print off the Hospitality/Fellowship Sunday Guidelines, Reimbursement Form and Fellowship Sunday Report forms for you if needed.
- **Organize your help...** about 2-3 volunteers for Saturday; 6-7 for Sunday. Check the Sign-up Genius to see if anyone has signed up. Often people just show up to help but you can't necessarily count on that.
- **Check the supplies** in the Kitchenette (**Hot and cold cups, small plates, napkins, tablecloths, coffee, cream, sugar, stir sticks, food gloves, plastic wrap, Ziploc bags, dish soap, serving trays, donation baskets, paper towels**)
- **Check in the refrigerator to see if any juice is still available**, check expiration dates and count containers. We can use any juice in the refrigerator that is not labeled for any other church group
 - Approximately 7- 8 **half gallon** containers are needed for the weekend.
- **Prior to Mass purchase the juice if needed:**
 - Saturday: juice (Apple, Grape, and Lemonade) to go w/cookies.
 - Sunday: juice (Orange, Apple, Cranberry) and Coffee to go w/doughnuts.
 - Use open juice first. **Put all juices and one pitcher of water in the refrigerator to chill.**
 - ❖ Avoid combo flavors like Mango Peach, Blueberry Pomegranate.
- **Purchase a variety of 5 dozen cookies (NO PEANUTS).** Cookies can be purchased from Cub Bakery or anywhere else at a reasonable price.
- **Buy gluten free snacks** in individual packages.
- **Bring dishcloths/towels from home** to wash/dry the serving things so you don't have to get the key card to return them after laundering.

Saturday 4:30 PM mass

If needed ask the Sacristan or ushers to turn the lights on in the Narthex.

- **Put out Hospitality signs** at both church entrances closest to the sacristy.
- Chill 1 pitcher of **water** before mass if not done so earlier.
- Two serving tables against each wall and 2-4 tables for fellowship will be set up in the narthex for the event.
 - If there are no tables set up in the back of church, you may set up 2 more there. Extra tables can be found behind the curtain (under the shelf) in the Nazareth room.
 - Place table covering on the serving tables. The hosting group may bring their own decorations for the tables if desired or use decorations located in the Nazareth room. This adds a nice touch.
 - Use only **one row of serving tables on Saturday.**
- **Use plastic gloves** when preparing or placing cookies on the trays. Cover with placemats during mass.
- Serve juice only---no coffee. Use acrylic pitcher for serving water.
- **Serving Table should include: donation basket and sign, napkins, cookies, packaged snacks, pitcher of water, 2 juices, and beverage glasses.**
- Put out 2 trash bins by the doors between church and narthex.

After Mass

- Save any remaining juice for the next day.
- Cover leftover cookies with Saran wrap and leave in kitchenette.
- **Fill two pitchers of water** and put in the refrigerator to chill for Sunday.
- Table decorations can stay for the next day.
- **Collect the money** from the donation basket, count it and mark the amount, place it in a labeled Ziploc bag and put it in the drawer to the left of the coffee pot.
- **Fill in the fellowship report sheet and reimbursement form with any receipts** to be turned in to the parish office along with the key card. (Extra forms can be found on the clipboard in the kitchenette.)
- **Turn off all lights** in the narthex and Nazareth room if the sacristan has not done so. The panel of lights are located just outside the sacristy.
- **Be sure large church doors** (facing Hamlin Ave) **are locked.** Ask sacristan for help if needed.

Sunday 9:00 AM Mass

- Donuts need to be picked up (and paid for) from the Cub Foods on Larpenteur Ave between 8:00-9:00 Sunday morning. Save receipt to turn in and fill out expense reimbursement form.
- Use gloves and arrange doughnuts on serving trays. Cover with the doughnut boxes.
- Nametags are in the money drawer if you want to use them.
- **Set up during mass:**
 - Make coffee. **See instructions for coffee maker in the kitchenette.**
 - Don't add water. **Don't turn coffee machine on/off.**
 - It's **all regular coffee** (coffee filters are in the cupboard).
 - Start coffee between 9:00- 9:15. Start with 2 large pump pots and add small carafes as needed.
 - Four tables are used for serving – 2 against each wall.
 - **The serving tables should have these items in this order.**
 - **Donation basket & sign, napkins, plates, 3-4 trays of doughnuts, bags of snacks, pitcher of water, and juice cups, 3 different juices, coffee cups coffee, creamer & sugar, and stir sticks, and a container for used coffee items.**
 - At communion time, pour a few glasses of water and juice to have ready to serve.
 - Put out doughnuts/tongs and snacks.
 - After everyone has been through the line you can take extra trays of doughnuts around to the tables for second helpings.
- **After Serving:**
 - Save and date any open containers of juice.
 - Place leftover doughnuts in the box and leave on the table in the Nazareth room. You can label boxes for “staff”. Volunteers can take some home. Empty boxes should be flattened and put by the trash barrels.
 - Wash and dry dishes, and thoroughly rinse coffee items.
 - Wipe off tables. Dry tablecloths. Save and fold up any tablecloths that are still usable.
 - Custodians will take down the tables and chairs.
 - **Collect money** from the donation basket and place it in a labeled Ziploc bag, mark the amount and put it in the drawer to the left of the coffee pot.
 - **Fill in fellowship report** sheet to turn in with the receipts, reimbursement form, and key card.
 - The hospitality host is responsible for making sure everything is returned to its place.
 - **Turn off lights in the hospitality area (and in church if not already done by the sacristan).**
 - **Take down Hospitality signs from the front entrances.**

- **Be sure Hamline entrance doors are locked.** Ask Sacristan for assistance if needed.
- **Return** key card, fellowship report, any receipts, and the reimbursement form to the parish center on Monday.

Saint Rose of Lima - Check Request Form



Date: _____

Pay to Name: _____ Amount: _____

Address, City, St, Zip: _____

Person requesting the check: _____

Reason for the check request: _____

Notes:

- 1) Please provide 2 copies of anything that must be sent with the payment.
- 2) If paying an individual for a service a form W9 will be required; speakers, coaches, etc.
- 3) Receipt(s) must be attached to the back of this form for a reimbursement.
- 4) Prepayment requests require a quote or statement attached to this request. If this is not possible, a receipt for the check use must be returned to the office for audit purposes.

Dept-Acct # _____ \$ _____
 Dept-Acct # _____ \$ _____ (Total must match amount above)

Parish Accounting Approval:		
Date Approved:		

FELLOWSHIP SUNDAY REPORT

Group serving: _____

Date: _____

of Donuts ordered: 11 dozen

of Donuts left: _____

Number working	Adults	Youth	# Attending
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4:30 PM	_____	_____	_____
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9:00 am Mass	_____	_____	_____
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Was this enough help? _____

Did anything not work or go wrong? _____

Suggestions: _____

Supplies needed for next month: _____

Did we receive any donations? If so, how much? Please put in drawer to the left of coffee pot.

Any other comments: _____