

# HOSPITALITY

1. Arrive 20 minutes prior to Mass time.
2. Let the greeters know you are present.
3. **Make sure the coffee machine is plugged in and the water has had sufficient time to heat (approximately 10 minutes).** Prepare at least two pots of regular coffee and one pot of decaffeinated coffee prior to the start of Mass. To make a pot of coffee, place the filter under the coffee dispenser and pull down on the handle. The coffee dispensers are preset for dispensing the proper amount of coffee grounds for one pot of coffee. Place the filled filter in the plastic holder, set an empty coffee pot under the holder and then push the start button. Make sure to turn the heater knobs to the “on” position to keep the coffee warm. There is a “stop” button in case you encounter a problem.
4. **Be sure there is a sufficient amount of juice mixed up.** One packet makes one gallon of juice. Use the funnel to place the juice powder in the empty plastic jug. Fill one half full with water, replace the cap and shake to mix the powder and water together. Finish filling up the jug with water.
5. Place a paper towel or napkin in the cookie baskets and fill the baskets with cookies.
6. Set out trays to hold the filled glasses of coffee and juice. Lay out the “decaffeinated” and “regular” coffee signs. Set out the sugar and creamer packets and a spoon. Put out some napkins.
7. Get the cups out and ready for filling when Mass is over.
8. At the recessional hymn, go to the kitchenette and serve the coffee and juice. Brew more coffee if necessary depending on the crowd size.
9. **Clean the kitchenette and put away all the equipment. Replace the cold drink if necessary by mixing up packets for the next Mass time.**
10. **Inform the Deacon if any food item or paper products need to be replaced.**
11. **Unplug the coffee unit.**
12. **Turn off the lights including those in the bathrooms and close the kitchenette door.**
13. **Gather the trash from the various wastebaskets, take it to the dumpster and replace with clean trash bags. Sweep the floor area and wipe up any spills.**

## NOTE:

If you are unable to fulfill your ministry as Host at the appointed Mass time, please find a replacement. Do not expect the greeters or Deacon to find a replacement for you.

Thank you for your service!