

OLPH WOMEN'S CLUB
Hospitality Instructions 2017- 2018

Please bring a copy of these instructions with you.

You will find all items in the McDonnell Hall kitchen.

Refrigerated items are on the **LEFT** hand side shelves and bottom of the refrigerator. Paper goods and other items (sugar, creamer, etc.) are in the cabinet labeled "**HOSPITALITY**" in the back of the kitchen. Please return all items to the hospitality closet after the last mass of the day. Instructions for all masses are included below. Keep in mind although we have six masses on the weekends at OLPH, we only assign **FOUR** masses per hospitality weekend Use the instructions as they apply to your mass times.

For all SUNDAY morning/afternoon masses:

7:30 2 people- arrive at 7:15

9:30 4-5 people- arrive at 9:15 *****(see below)**

11:00 3 people- arrive at 11:00

12:30 3 people- arrive at 12:30

*****Donuts need to be picked up by 9:00 a.m. on Sunday.**
Please confirm who will be picking up donuts at Dunkin
Donuts (corner of Lake and Waukegan)

Preparation:

1. The first hospitality mass of the day is responsible for taking the hospitality signs to the following locations:

Place one outside on the front sidewalk at main (West entrance)doors of church.

Place one on sidewalk at the North entrance to church.

Place one on sidewalk at the South entrance to church.

NOTE : the signs may be found in the kitchen/stairwell.

2. Follow directions that are by coffee maker for making coffee.

Locate number of carafes needed.

Make 1 pot Regular and 1 pot Decaf for **7:30 mass.**

Make 2 pots Regular and 1 pot Decaf for **9:30 mass.**

Make 2 pots Regular and 1 pot Decaf for **11:00 mass.**

Make 1 pot Regular and 1 pot Decaf for **12:30 mass.**

NOTE : Check and use coffee from previous masses as they may be full and will stay hot.

Add coffee carafes to wagon. Watch pots and make more as needed.

3. Gather and place the following in the wagon found in the back of kitchen/stairwell:

Juice cups

Coffee cups

Napkins

Serving baskets with sugar, sweetener packets and stirrers

Creamer

Bottles of orange juice

Bottles of apple juice

Donuts on wire trays will already be labeled for each mass.

NOTE : For 7:30 mass coffee cake/similar item is served. Coffee cake should be cut into bite sized pieces and placed on 1-2 serving platters. Platters can be found in the kitchen.

Set-up:

4. Hospitality will be located outside the South doors or in the Gathering Space inside the South doors.

Take the wagon and donuts (coffee cakes for 7:30 mass) up the elevator and bring to the designated spot where you will find 2-3 tables and 1-2 garbage cans for your use.

If it is very hot you may want to wait until mass has started to bring up the cold drinks and the donuts.

5. Place items on the two tables in the following way for best flow:

If inside the South doors in the Gathering Space, tables are set and can't be moved.

Please set the table that is against the inside church wall with the OJ, apple juice and coffee and the table that is set against the outside wall with all the donuts.

Helpers need to replenish and do their best to serve from the sides of tables.

When serving inside the inside church doors MUST be closed prior to mass beginning.

Set drinks up on one table and donuts with napkins on the other table. When communion begins pour apple and orange juices ½ full covering most of the drink area. Continue to pour as people come out.

Coffee is self-serve but you may serve some cups to help with initial rush.

NOTE: For the 9:30 mass please remember there are TWO masses coming out at the same time so it will be crowded. Please DO NOT block flow from downstairs.

Donuts will be labeled on the outside bags for each mass.

Please ONLY use donuts ordered for each specific mass.

Only bring up the donuts you are using for that mass. If they run out, they run out. Leave donuts in wire baskets for serving.

Any leftover donuts from prior masses may be served with the next mass.

After each mass tidy up and replenish goods as needed.

CLEAN-UP CHECKLIST: Follow #6 if you are the LAST mass of the day.

6. Please follow all instructions and leave the kitchen as neat and tidy as possible.

Load the wagon with all of the extra goods after your last mass and bring down the elevator to kitchen.

Tie up garbage bags.

Leave tables and garbage cans to be cleared later.

Pick up Hospitality Signs and bring to kitchen.

Thoroughly rinse out the coffee carafes; take them apart and leave them to dry on counter.

Put **ALL** paper goods and supplies back in the Hospitality closet.

Put all **COLD** items back on top and bottom **LEFT** side shelves in the refrigerator. Please throw away any bottles with just a little left. Throw out coffee filters that were used and turn machine buttons **OFF**. Wipe down any counter space used.

Wire baskets in kitchen should be returned to Dunkin Donuts.

Put signs in wagon and store in back of kitchen area.

Please take any extras home or bring to Sharing Room if wrapped.

Check to make sure everything looks good and close door as you leave.

For the 5:00 PM SATURDAY and the 6:00 PM SUNDAY mass

5:00 -4 people - arrive at 4:45 p.m.

6:00 -3 people- arrive at 5:45 p.m.

Preparation/Set up:

- 1. Follow instructions under #1 above for placing signs.**
- 2. Prepare one thermos of lemonade, add ice from ice machine. Put coolers in wagon, add small water bottles and cover with ice.**
- 3. Find two large trays and put cookies on both, cover with paper towels. Wine and cheese with crackers (if it has been purchased) may also be served.**
- 4. Place the following in the wagon:**

Plastic cups for lemonade (and/or wine)

Napkins

Small plates

Thermos of lemonade

Cooler of small waters (and/or wine)

Trays of cookies (and/or cheese and crackers)

5. Take the wagon up in the elevator to the designated spot outside the South doors to the church or inside the South doors of the church in the gathering room.

Set up one table for serving, leave the water buckets on sides of the table. Pour a dozen lemonade cups ½ full prior to the end of mass and same if serving wine.

Clean-up:

Please follow CLEAN UP See above #6.

Thank you for hosting. Your efforts are very much appreciated.

Questions?

Elizabeth Croft at 847-724-6968