

# HOSPITALITY / GREETERS

1. Arrive 20 to 30 minutes prior to Mass time.
2. Make sure the coffee machine is plugged in and the water has had sufficient time to heat (approximately 15 minutes). Prepare one pot 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, pour one pitcher of water into the well of the decanter and it will automatically start brewing and the coffee will dispense. Make sure to turn the heater toggle switch to the “on” position to keep the coffee warm.
3. Be sure there is a sufficient amount of juice mixed up. There are measuring cups and directions in a kitchen drawer. Fill with water and thoroughly stir.
4. Place a paper towel or napkin in the cookie baskets and fill the baskets with cookies. If we are providing cookies from the parish, they will be stored in the freezer of the main kitchen. Store bought cookies are stored in the cabinets in the kitchenette.
5. 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. Stand in the gathering area to greet each visitor and parishioner. Hand them a book and greet them, be WELCOMING!!
9. Keep the sanctuary doors closed to aid parishioners in a quiet time for prayer prior to the start of Mass.
10. Take your seats after the Mass ministers process down the aisle, during the processional song.
11. After Communion, go to the kitchenette and pour the coffee and juice. Brew more coffee if necessary, depending on the crowd size.
12. Clean the kitchenette and put away all the equipment. Replace the cold drink if necessary by mixing up packets for the next Mass time.
13. Inform the deacon if any food item or paper products need to be replaced.
14. Dump the coffee grounds, clean the basket and coffee pots, and unplug the coffee maker and return any unused homemade cookies to the freezer.
15. Turn off the lights including those in the bathrooms and close the kitchenette door.

**NOTE: If you are unable to fulfill your ministry as Hospitality/Greeter at the appointed Mass time, you are responsible for finding a replacement. If you cannot find a replacement, please contact the parish office.**