

St. Thomas the Apostle

Hospitality Sunday Guidelines for 10:00am Mass

Name _____ **Date** _____

If unable to work your assigned date or time, please log in to your web terminal on the internet, go to the My Schedule tab, and click on Request Sub. If you do not have access to the internet, please call Sherry at 763-479-0535 so she can request a sub for you.

1. Try to be one of the first to get to the Parish Center after Mass.
2. Area has been prepared from the 7:30 Hosts.
3. Check for sufficient napkins, creamer, and sugar, stir sticks, free will donation basket, cups, etc.
4. Juice and milk are in the refrigerator.
5. Donuts are ready. Simply uncover and serve.
6. Fill the thermos pots which are located in the cabinet under the large coffee maker in the social hall and circulate with refills.
7. After serving, wash tables and chairs and dry mop floor.
8. Encourage parishioners to take left-over donuts, using the one-quart bags stored above the sink by the freezer. We no longer want to freeze leftovers, unless someone requests them for a future meeting.
9. Clean coffee pot, trays and silverware.
10. Count collected money and seal in appropriate bank bag. Place the bag in safe or give to money counters if they are already in room 13 & 14.
11. Someone will lock the front door after you.

***We appreciate you volunteering for Hospitality Sunday.
Please don't hesitate to contact the office with any questions.
St. Thomas the Apostle: 763-420-2385***