

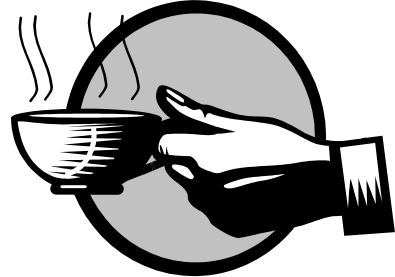
Church of St. Mary of the Lake
Volunteer Ministry Description
Spring 2005

Position Title: **HOSPITALITY: Serving refreshments after Sunday Mass**

Responsible to: Mass Coordinator

Purpose of Position:

- Make and serve the coffee for a Sunday Mass.
- Pour and serve the juice.
- Make certain the area is clean and tidy.



Responsibilities:

7:30 MASS:

- Arrive in St. Joseph's Room kitchen around 7:15 a.m.
- Make coffee according to instructions posted in kitchen.
- Set up serving area:
- Coffee cups, juice cups, napkins, cream & sugar, stir stix are in the cupboard along wall with serving window.
- Set up four trays with juice cups.

9:00 MASS:

- Arrive in St. Joseph's Room kitchen around 8:45 a.m.
- Use coffee from 7:30 a.m. Mass.
- Make sure grounds have been removed from the coffeepot. Make new pot of coffee if needed.
- Replenish supply of cups, napkins & stir stix, if needed.
- Set up four trays with juice cups.

11:00 MASS:

- Arrive in St. Joseph's Room kitchen around 10:45 a.m.
- Check on coffee status. Set up is same as 9:00 Mass; use only 1 tray of juice cups.
- After Mass, clean up kitchen and St. Joseph's room. Unplug and empty the coffeepot. Empty grounds into wastebasket. Rinse coffee pot and juice trays and store away.
- Wipe tables.

For All Masses:

- After the Final Blessing, return to kitchen.
- Fill juice cups.
- Serve juice and replenish supplies as needed.
- Clean up kitchen and St. Joseph's room for next Mass.
- Unplug coffee pot, if empty. Empty grounds into wastebasket.
- Rinse coffee pot and juice trays. Wipe off cupboard and tables.

Qualifications:

- Be attentive to your duties to ensure the coffee & juice is available.
- Pass comments/questions to staff as needed.

Time Requirement:

- About 15 minutes before mass and the time after the Final Blessing to be sure that all is ready.
- Finally, time to clean up after parishioners are finished.

Location:

St. Joseph's room and kitchen at the church.