

Congratulations on your desire to volunteer with the Sunday Socials at St. Ignatius of Antioch Parish. Your time, concern and service are highly valued and we appreciate the sacrifice that will be made of your time and your family as you help us nurture the ongoing growth of our church.

While it is of vital importance that we provide you a platform to highlight your ministry following the Sunday masses at St. Ignatius, there are also some important duties that accompany this service.

We are providing a READY TO SERVE manual both in electronic and paper form to help walk you through this process. You will find the blue binder and accompanying checklist inside the pantry near the entrance to the kitchen. We are also providing an electronic copy as well. It is vital that you complete the checklist, sign it and return the binder to the closet at the end of your designated Sunday.

Thanks Again in Advance for your cooperation and diligence in following these steps.

SET UP

Sometimes the tables needed for the social will be set up in advance for the weekend. In the event that the auditorium is being used on the days prior to the social you will need to set up the tables. We suggest that you get to the church by 7 a.m. to begin the set up.

The black table directly in front of the kitchen will house the coffee urn and hot water urn. The coffee urns are located in the bottom shelf of the cabinets next to the sink. The coffee and hot water should be turned on as you begin to ensure the brew is ready by the end of Mass. You'll find the coffee in the refrigerator clearly marked "Sunday Socials." We usually brew about 40-60 cups of coffee for both Masses. Just fill the hot water urn about half way up and turn on to heat.

IMPORTANT: Both coffee and hot water urns cannot be plugged in to the same outlet as the circuit will overload and turn off. There are extra extension cords in the kitchen. Plug one urn into the kitchen outlet (draping the cord through the opening windows of the kitchen) and plug the other urn into the outlet next to the table by the girls bathroom.

As you put the urns up, look in the cabinet next to the stove to find coffee cups, tea bags, sugar and sugar substitute packets and coffee stirrers that you can put next to the coffee station. It is suggested you put a circular table next to the brewing station to hold the creamers, sugars, etc. Please see the photo.



Once the coffee is set up, please make sure that the serving tables are in place. There should be two long tables for the donuts and fruit trays that are placed perpendicular to the kitchen. See below.



The plastic tablecloths and colored toppers will be on the island in the kitchen. If you don't see the plastic tablecloths, cloth ones are available for use in the top cabinet in the closet closest to the kitchen entrance door. Doughnuts will be delivered by Cramers Bakery by 7:15 a.m. They will tuck an invoice in on the side of the box, please remove and place this invoice in the READY TO SERVE binder in the kitchen. Fruit trays will also be delivered by 7:00 a.m. There is no invoice with the fruit trays.

If the fruit trays don't arrive please check with the rectory because sometime they are delivered to the rectory instead of the church by mistake. Place the donuts and both fruit trays on the long tables. You can uncover a few moments before Mass ends. Toothpicks should be delivered with the fruit trays and need to be placed next to the fruit. In case there are none with the delivery extra toothpick are in the supplies drawer.

Napkins and small plates, which are located in the draws next to the stove can also be place on the table. Juice will be delivered with the fruit trays or will be in the refrigerator. Fill up at least eight carafes (located in the KOC box in the kitchen) with water and place in the refrigerator to chill.

EIGHT round tables should be set up around the food table, four on each side. The cloth tablecloths are on the island in the kitchen. Eight vases and floral arrangements are also available for set up in the cabinets next to the stove. See below.



Four chairs should be set up around each table.

Now you can set up your ministry table and place it where you wish only do not block or crowd the food table, which gets very busy with young children and conversing adults. Here's one example:



You are done until right before Mass starts. **Once Mass is concluded** take the water and juice out of the refrigerator and place on the table. Uncover the donuts and fruit tables. Once the social is underway, take time to notice whether things need cleaning or restocking and do so. There are lots of spills and clean ups should be done with a charming and lighthearted tone. Make sure young children are not grabbing fruit with their hands and encourage them to use toothpicks.

Once the social is ended, please combine donuts and fruit trays to make them look full for the next Mass. Gently wipe the tables and rinse the empty water carafes and place them back in the box. There

should be more in the refrigerator for the next Mass. Discard any empty juice bottles or uneaten food left behind.

Repeat the same procedures as above for the 11:30 a.m. Mass Social.

CLEAN UP

As the social concludes please remove all carafes from the juice table, rinse and put back in the box. Unplug the coffee and hot water urn. Be careful in handling hot urns. Discard the coffee grinds and gently rinse the urns and allow to dry on the counter. You do not need to use dish soap to clean these urns. Hot water is sufficient.

Discard used and uneaten food and take the vases and flowers from the tables and put them back in the cabinet. If you have used the cloth covers, place the cloth tablecloths in the island in the kitchen. They will be picked up and washed later in the week. Gently sweep/mop the floor to get rid of any obvious food crumbs. You don't need to clean the floors or sweep the floors just make sure there are no large food particles that could attract rodents on the floor. Put the tables and chairs back. Take empty boxes and trash to the dumpster for disposal. Thanks AGAIN!!!!