

St. Jude of the Lake Sunday Fellowship Instructions

*Thank you for providing fellowship after Mass!
All food, beverages, and supplies will be waiting for you in the Kohler Hall kitchen.
Feel free to bring seasonal décor, flowers, centerpiece, etc., if you'd like.*

Questions?

Call Mary Hoff (651-303-3089), Kathy Norlien (651-322-0739), or Nancy Pofert (651-442-7654).



9:00 MASS (start at 8:15)

1. COFFEE & PREP

- put Fellowship signs (hanging on the coat hooks in the elevator space) on hooks on main door and door to Kohler Hall in the Gather Space
- put white tablecloths (from Fellowship supply shelf) on long tables
- put black tablecloth on coffee table
- put plastic tablecloth on the half-round table
- see instructions by the coffee pots for making coffee
- use the rolling cart to move the pots to the round table

- put the pots on the round table and plug in to brew
- begin brewing coffee by 8:30 am
- put coffee signs, creamers, sugar, cups, drip catchers and creamer cups on table
- if you need more coffee, extra cans are on the bottom of the brown cart on the northeast side of the center island

2. DONUTS ETC.

- find trays under the metal shelf to the right of the big sink
- arrange 4 trays of donuts for 9:00
- add tongs (on shelf to right of ovens) to each tray, cover with plastic wrap
- put oranges & animal crackers (from shelf) into bowls
- fill 2 baskets with napkins (under the main prep table) on the long tables
- leave food in the kitchen until after Communion
- put décor (on wire shelf near hall door) on the long tables if you'd like

3. WATER / JUICE

- fill the water container (above the ovens) and place in the fridge
- make sure there is at least one case of juice boxes in the fridge – if not, move a case from the wire shelf near the hall door into the fridge to cool.

4. AFTER COMMUNION

- put ice block (in a yogurt or cool whip container in the freezer) in the water and put the water on the half-round table with water cups
- place a clean small bowl under the water container spigot to catch drips.
- place juice boxes (from refrigerator) in a bright-colored bowl next to the water (no ice in bowl)
- uncover and put out treats on the long tables
- put the free-will donation box (stored in the cupboard under the shelf with the tongs) on the table.

5. AFTER THE 9:00 GUESTS LEAVE

- return juice to fridge to keep cool until 11:00 hospitality
- empty the coffee grounds, rinse & dry baskets
- arrange 3 trays of treats for 11:00
- cover and leave treats in the kitchen
- check tables and clean off crumbs as needed
- save 2 empty boxes in case needed for leftovers
- put the free-will donation box back in the cupboard.

11:00 MASS

1. AFTER COMMUNION

- put juice from refrigerator out on half-round table
- add ice from freezer to water if needed
- put out treats
- put the free-will donation box (stored in the cupboard under the shelf with the tongs) on the table.
- NOTE: the sacristans will stop down before they leave for the day to pick up the money from the donation box.

2. AFTER 11:00 GUESTS LEAVE

- wash, dry, and put away all trays and utensils
- box leftover donuts, cover boxes with plastic wrap, put in freezer
- wipe down the tables and leave the kitchen clean
- rinse out coffee urns
- leave creamers and sugars in the basket but return to the kitchen
- wash and dry the water container and return to above ovens
- vacuum up big crumbs (vacuum is in the side alcove)
- fold clean linens & return to supply shelf
- place dirty linens in the basket underneath the coffee pots for washing
- put away the Fellowship signs

