

## First Friday Reception Following 8:30AM Mass

Revised Jan., 2025

**LOCATION:** Gathering Area

**HOSTS:** Cleaning team whose month is just starting

**GUESTS:** Approximately 20 or more

### **SUPPLIES:**

- **Regular Coffee** – Instructions to make coffee are provided:
  - On this sheet, under heading, “Directions.”
  - Inside door of metal A&R cabinet in kitchen.
- **Large Coffee Urn** - The Large Coffee Urn is stored on a lower shelf on the back wall of the kitchen closet. It is visible as you walk in the closet or, prior to First Friday, ask Patricia or Rose to show you.
- **White wooden portable shelf (IMPORTANT)**, stored behind the Bunn Coffee maker in the kitchen. The Large Coffee Urn must be placed on top of that shelf on the table in the Gathering Area to dispense coffee into coffee cups. The shelf allows room to put a coffee cup under the spigot of the urn to dispense.
- **Water in pitcher (Juice, if you choose)**
- **Pitchers** for the water/juice are located in the kitchen, in the lower cabinets between the sink and the ice machine. Add ice from the ice machine to the pitchers.
- **Approximately, 2 dozen breakfast treats** of your choice
- **Cream, sugar, stir sticks or spoons**
- **Hot & cold cups**
- **Napkins**
- **Dessert plates**
- **Key to access supplies in the metal A&R cabinet** is located, in a small metal box attached by a magnet, on the top of the A&R metal cabinet. Be sure to return it when finished.
- **Metal roll cart** to transport Large Coffee Urn (prepared in the kitchen) and all supplies
- **REGARDING SUPPLIES:** Turn in to Katie, all receipts for items you purchase. Ask officers for Reimbursement Form. You can also use A&R paper products stored in metal cabinet. If you see supplies are low, contact an officer to restock, please.

### **DIRECTIONS: for SET UP, SERVING, and CLEAN-UP:**

- Day or 2 prior, notify Lorna, Rose, or Patricia to have the kitchen closet door unlocked.
  - Set up table in the Gathering Area. Place next to the post with the electrical outlet to plug in the Large Coffee Urn.
  - If needed, stored tables are located in church storage room, near statue of Our Lady of Guadalupe.
- Approx. 8:00AM First Friday
  - Make coffee –
    - We make only caffeinated coffee.
    - Measure ½ cup ground coffee for every 10 cups of water. Make 20-30 cups. (20 if using smaller cups, 30 if using larger ones.)
  - Using one of the metal roll carts, place prepared coffee urn, the white wooden shelf and all supplies on the cart to transport to the Lift to get up to the Gathering Area.
  - Plug in coffee at beginning of Mass
  - Serve
  - Clean-up

THANK YOU\*\*THANK YOU\*\*THANK YOU\*\*THANK YOU\*\*THANK YOU\*\*THANK YOU!