

# St. Maximilian Kolbe Catholic Church

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## FELLOWSHIP WEEKEND GUIDELINES

Revised October 2022

### Saturday evening Mass

- Place cookies on serving trays.
- Cups, napkins, orange drink mix, coolers, donation containers and a cart are in the paper goods storage room.
- Fill 2 coolers with ice. Add orange drink concentrate according to directions on carton. Add water and mix well.
- Fill 2 blue coolers with ice and water.
- Roll 2 lined trash cans up to the gathering space and place in front of the permanent trash cans by the exit doors.
- Tables will be set up in the gathering space. Please do not move them.
- Place donation cans, cookies, napkins, drinks and cups on tables.
- **Absolutely nothing is to be uncovered before or during Mass until the priest enters the gathering space.**
- Afterward, roll trash cans back to the kitchen, remove bags, take to the dumpster, place a new liner inside each and return to gathering space. Liners are located on the island shelf. Place leftover cookies in zip lock bags, also found on the island shelf, and place in freezer marked FELLOWSHIP ONLY. Drink coolers stay in the gathering space.
- Mop and/or sweep spills and debris. Mops and brooms are located in the closet by the St. Patrick's Conference Room.
- After Mass, place the donations in a plastic money bag found in the wooden box to the right of the parish office doors, seal and slide under the parish office doors.

### Sunday morning Masses

- Pick up donuts from Stan the Donut Man, 7967 Cincinnati Dayton Road, 513-759-0016, at 8AM.
- You may enter the kitchen via the entrance doors to the gym or the breezeway doors at the bottom of the ramp.
- Check that the orange drink and water coolers are full before each Mass.
- Make coffee (in the kitchen):
  - Coffee and filters are found in the cabinet above the coffee pots.
  - Place filter in the basket and add one packet of coffee.
  - Do NOT add water. Just turn on warmer and push the start button.
  - Four large brown carafes are between the warmer and a freezer in the kitchen. Make 8 pots of regular for EACH of the carafes and 4 pots of decaf for EACH of the other two.
- Tables will be set up in the gathering space. Please do not move them.
- Place donation cans, cookies, napkins, drinks and cups on tables.
- You will also need sugar, sweetener, coffee stir sticks and a container of creamer on each table.
- **Leave donuts in the boxes with the lids on until Mass is over, and in between Masses. Absolutely nothing is to be served before or during Mass until the priest enters the gathering space. Do NOT put donuts or cart in the library.**
- After each Mass, place the donations in the plastic money bag found in the wooden box to the right of the parish office doors, seal and slide under the parish office doors if they are locked.
- Mop and/or sweep spills and debris. Mops and brooms are located in the closet by the large conference room.
- Return all items to kitchen/storage room. Empty and rinse coolers and carafes. Turn upside down on island lined with towels to dry.
- Place trash in dumpster.
- Put leftover donuts in zip lock bags and place in the freezer labeled FELLOWSHIP ONLY.
- Take a deep breath and relax! You got this!

**THANK YOU for serving Fellowship Weekend!**

Feel free to call or text Lakmé Kodros 513-460-7987 [lkodros@saint-max.org](mailto:lkodros@saint-max.org) with questions.



*"Never be afraid of loving Mary too much. You can never love her more than Jesus did."*

- St. Maximilian Kolbe