

St. Maximilian Kolbe Parish Fellowship Weekend Guidelines

Saturday evening Mass (2-3 people)

- Cookies will be in the freezer next to the stove or on the counter in the kitchen, place on serving trays.
- Cups for cold and hot beverages, napkins, orange drink mix, coolers, donation containers and a cart to transport everything are located in the paper goods storage room.
- Fill orange coolers with ice, follow directions on orange drink mix carton, and add to cooler.
- Fill the 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 against the east and west walls. Do not move them!
- Place donation cans and any ministry info at the beginning of each table (so it's the first thing parishioners will see) then the cookies and napkins, with the drinks and cups at the end of the table.
- **Absolutely nothing is to be uncovered before or during Mass until Father 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. Return leftover cookies to the freezer in their original containers or in zip lock bags, also found on the island shelf.
- Please mop and/or sweep any spills and debris in the gathering space. Mops and brooms are located in the closet by the conference room, across from the water fountain.
- 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 (3-4 people for each Mass)

- Pick up donuts from Stan the Donut Man, 7967 Cincinnati Dayton Road, 513-759-0016, at 7am.
- You may enter the kitchen via the entrance doors to the gym or the breezeway doors at the bottom of the ramp.
- Check freezers in the kitchen for left over donuts. Thaw and serve first.
- 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.
- The serving tables in the gathering space will be against the east and west walls and are not to be moved. Place donation cans and any ministry info at one end of the table (so it's the first thing parishioners see) then the doughnuts and napkins, with the drinks and cups at the opposite end of the table.
- 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 Father enters the gathering space. Do NOT put donuts 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 conference room.
- Return all items to kitchen/storage room. Empty and rinse coolers and carafes. Turn upside down on island to dry.
- Place trash in dumpster.
- Put leftover donuts in zip lock bags and place in the freezer by the stove in the kitchen.
- Take a deep breath and relax! Thank you!

THANK YOU for serving the needs of our parish through your ministry and Fellowship Weekend!

Feel free to call or text Lakmé Kodros 513-460-7987 lkodros@saint-max.org with questions.