



SMG Sunday Donut Social

Church Narthex as of 9/1/23

One week before the social...

1. Check paper products/supplies in bins under the altar server albs in Sunday Sacristy Alb Room.
2. Check the number of water bottles left in the storage room across from the Ministry Room.
3. Email your team volunteers to ask for/confirm mass assignments. Bring a sign-in sheet to the social. You should have about 4 people to help.

Week of the social...

1. **Susan Schmitt should order and pay for donuts at Giant in advance. Check with Susan Schmitt on this the week before. Susan can also order paper products and water when needed.**
2. Please check with Cheryl or Mary to see if there is going to be a wedding, funeral or event at the church that Friday or Saturday. If not, you can ask maintenance to set up the large tables in the Narthex and open the high tops *Ask Cheryl Ryan at the Parish Center if other ministries may be sharing the Narthex with you during the social and require space.

Day of the social...

1. Arrive at approx. 7 AM to set up tables, put out water, etc. Weather permitting, high tops can be set up under the porch if you like but they are not necessary.
2. 7:30 AM pick up doughnuts and paper products at Giant. The bakery will have the doughnuts loaded in carts. The bottoms of the boxes are not strong so please be careful when carrying them. **Be sure to save the receipts and give them to Susan. She will also need a count of the number of donuts left** so we can keep track and order accordingly.
3. Bring out trashcans from maintenance room and ministry room. Set up doughnuts on the tables. Please keep the boxes covered until after the Recessional begins. Place donation bin(s) on tables.
4. Please have someone stationed at the tables during the mass. This is especially important immediately following Communion. People attempt to leave Mass early and grab a doughnut on the way out. Doughnut may not be available until the priest reaches the narthex.
5. Following the last mass, wipe off all tables and break them down. Return the tables to the storage room or another location that maintenance has directed.
6. Sweep the narthex. Brooms are located in the maintenance room.
7. **Make note of the remaining number of water bottles and paper supplies and give it to Susan.** Return all water to the storage room and paper products to the bin in the alb room.
8. Take all trash to the large trash receptacle outside near the basketball hoops.
9. Any remaining donuts should be left on a table near the Blessed Mother so the Vietnamese Community members can enjoy them.
10. **Place all donations in the large, lidded donation bin along with the Giant receipt and total of used doughnuts and water. Please bring this bin back to the Parish Center on Monday. Do not leave it in any building unattended.**

Susan Schmitt 908-268-0474