

Sunday Social Procedures

Narthex location

Robin McLaughlin – October 2018

One week before the social...

1. Check paper products supplies in bin under altar server albs in Sunday Sacristy (alb room). Check # of water bottles left. (They are stored in the storage/maintenance room across from the Ministry Room.)
2. Contact Geri Salanik at the Parish Center to discuss the amount of water and doughnuts to order for this month. The amount varies based on several factors (weather, church events, etc.) Decide who will order the water and paper products and where they will be stored.
3. Call Hatfield Giant bakery department and order the doughnuts. 215-361-4190. You only need to give them the amount you and Geri decided upon. Their former doughnut maker has a spreadsheet that determines how many of each type of doughnut we will need.
*Please make a request for November- ask that NO SPRINKLES be on the doughnuts. They are difficult to get out of the grout on Narthex floor once they are crushed.
4. Contact the SMG Maintenance employees (call the Parish Center or leave a note in their mailbox). Ask them to bring four 6' white tables from the church storage room and all the high top tables from the church candle room and place them in the left wing of the narthex on Friday. If there is a funeral or other church activity the tables cannot be set up prior to the social. Confirm where they want the tables to be stored following the social.
5. Email the team volunteers to ask for/confirm mass assignments. Bring a sign-in sheet to the social.

Week of the social...

1. Get Giant scrip (gift cards) and donation bin from Geri.
2. Check if there will 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 approx. 7 AM to set up tables, put out water, etc. Weather permitting, high tops can be set up under the porch.
2. 7:30 AM pick up doughnuts and paper products. Bakery will have the doughnuts loaded in a cart(s). The bottoms of the boxes are flimsy- be careful carrying.
3. Set up doughnuts - make sure to keep the boxes covered until after the Recessional begins*. Place donation bin(s) on tables. Bring out trashcans from maintenance room and ministry room.
4. Please have someone stationed at the tables during the mass. This is especially important immediately following Communion.
**Many people attempt to leave mass early and grab a doughnut on the way out. The doughnuts are expressly for the enjoyment of those staying for fellowship FOLLOWING mass. Confirm with Fr. Chung when he wants to the lids removed. We have been allowing people to take a doughnut only after the priest starts to walk out during the Recessional.*
5. Following the last mass, wipe off all tables and break them down. Return the tables to the location maintenance directed.
6. Sweep the Narthex. Brooms located in the maintenance room.
7. Make note of remaining water bottles and paper supplies. Return all water to the storage room and paper products to the bin. Return bin to the alb room.
8. Take all trash to the large trash receptacle near the basketball hoops.
9. If there are doughnuts remaining, leave them on a table near the Blessed Mother with a note inviting the Vietnamese Community members to enjoy the doughnuts.
(Paper/pens/tape located in the Ministry Room.)
10. Place all donations in the large, lidded donation bin along with the Giant receipt and gift cards with a remaining balance. Please bring this bin back to the Parish Center on Monday. Do not leave it in any building unattended.