

# Detailed Directions for Food-drive Volunteers

## Before Mass

Please arrive at mass approximately **40** minutes before the mass you are volunteering for.

1. The cash envelope, which will be labelled with the K of C logo, will be in the Flower Guild Room (formerly the Sacristy) which is located on the right hand side of the of the church behind the altar. See below:



2. The monetary donation buckets are located in the top of the cabinet in the back of the Ushers Closet, located on the right hand side of the vestibule before coming to the restrooms.



3. Place the monetary cash bins on the 'half walls' in front of the entrance doorways of the church.
4. Unless you are signing up for one of the first masses of the day, the food bins will be located out front of the church near the bench.
5. Receiving the food donations.
  - a. Please check the food items for their expiration dates prior to placing the food in the bins.
  - b. Simply fill the bins with the donated food, being careful NOT to overload them with weight. Please distribute the food such that the bins are full and not weighing more than 50 pounds. We have plenty of bins to use.
  - c. Stack the food in the corner of the front of the church.
6. Once Mass has started, i.e. the opening announcements and or entrance hymn has started, collect the money from the buckets and place in the K of C envelope.  
Please note: The majority of cash donations comes following mass so it is important to stay

after mass.

7. Following mass, once the crowd has cleared, collect money from the buckets and place in the envelope. If no one has arrived for the next mass, please return the envelope, with the cash inside to the counter in the Flower Guild Room, where it was picked up.

## **After Masses**

### **Saturday Evening**

If collecting from the 6:00 mass:

1. If the collection is going to Saint Francis Center, SK Jim Cawley will arrive during mass to load the food in his truck.
2. If the collection is going to Mercy Mission, specific directions will be given prior to that weekend.

### **Sunday**

1. During the 11:00 mass, food will be loaded onto the appropriate vehicle, depending on where the food is being delivered.
2. 5:00 mass:
  - a. Food collection is light and shall be taken to the Ushers closet after mass.
  - b. Return the monetary donation buckets to the cabinet in the Ushers closet.
  - c. SK Jim Cawley will take possession of cash envelope for counting and delivering to the Financial Secretary.