

Coffee/Donut Instructions

7:30am Mass

- Pickup donuts from Walmart bakery (around 6:45am)
 - 9 dozen (already ordered by Hays)
- Make 60 cups of coffee 1 cup of coffee for every 20 cups of water
- The fruit juice is in the cabinet by the phone, make one bag. Use the red thermos marked coffee & donuts. I have two water lines on the thermos for the amount of water to be added. You can add ice as well. Stir juice and serve. If you can't find the thermos there are directions on the back of the juice pouch.
- Set out donuts, napkins, baskets for donations, coffee, stirs, cups for juice and coffee, sweeteners
- Serve juice, coffee drinkers can serve themselves and people can pickup their own donut
- After serving, wipe down counter and tables
- Pull everything inside the gate and close gate
- Call Teresa Hays 250-8607 (home) if any problems

7:30am Mass continued

- Take the large coffee pot and set on cart (outside back door) add 60 cups of water, add stem that goes inside and the basket that holds the coffee
- Add the coffee inside the basket (1 cup of coffee for every 20 cups of water)
- Put on the lid and close
- Take over to counter, plug in and turn on, wait a few minutes to hear the maker percolate, if not, get another maker from the pantry
- If the **pantry door is locked**, ask the **Deacon** to let you in for anything you need, especially a coffee pot or the thermos for juice.
- Count donations and write on form in the binder, binder is on the counter or top cabinet by the phone, put money in the moneybag, if you have a receipt, fill out the receipt reimbursement in the binder and place receipt and form in the moneybag and a check will be mailed to you
- Coffee is kept on the counter by the small coffee maker. If you run out there is more in the pantry.
- We have to setup tables and chairs, how many is your choice.

9:30am Mass

- Go to kitchen right before mass ends, open gate
- Replenish anything missing
 - Juice is in the thermos
- After serving, wipe down counter and tables
- Place leftover donuts on the island
- Empty and rinse out coffee pot (leave on counter)
- Take trash out to dumpster. Replace the trash bags. Trash bags are above the ice maker.
- Count donations and write on form in the binder, binder is on the counter,
- **PLEASE PLACE THE DONATION SHEET IN THE MONEY BAG, put money in the moneybag, take the moneybag and place in the box on the wall outside of the church office.**

Misc. Instructions

- email thays1@csc.com if you notice we are running out of items
- You can serve water or use a pitcher to serve, some appreciate this very much
- If you cannot serve on your weekend please switch with another member
- **THANK YOU THANK YOU THANK YOU**