Subject: Sunday Coffee Responsibilities

Thank you for participating in the Sunday Coffee program. We appreciate all that you do for the St. Mary’s Parish and School!

The “new family” will be responsible for bringing the cash bag to collect all of the donation money on Sunday. This bag can be picked up at the school office during the week before your scheduled date. Inside the bag will be the key that opens the supply closet in the parish hall. In the closet you will find the necessary items not found in the kitchen (coffee, cups, stirrers, napkins, etc.) in a cart labeled “Sunday Coffee.” You will also need to bring 2 quarts of half and half. You may reimburse yourself from the donation money collected at the end of Sunday morning. Please drop off the cash bag at the school office first thing Monday morning.

The “veteran family” is responsible for picking up the donuts at the Dunkin Donuts in the center of Shrewsbury around 7:15 am on Sunday (you do not pay for the donuts), and also for completing the replenishment form at the end of the morning.

You are responsible for setting up for the 7:30am and the 9:00am Masses only. You should plan to meet at the parish hall/school cafeteria at 7:15am (between 7:15 and 7:30 for the family with the donuts) to set up for the coffee. You will find a full set of instructions below.

If something comes up and a family is unable to host on the scheduled day, it is the responsibility of that family to switch dates with another family. If you do switch with another family, please contact Kim Haugli by email: kjhaugli7@gmailcom, no later than the Friday before your assigned Sunday.

Thank you again!

~ The St. Mary Parent Association
Sunday Coffee Instructions

The St. Mary Parents Association greatly appreciates your time and effort.

Two families are responsible for serving Sunday coffee each weekend. One family will be responsible for the donation cash bag, purchasing 2 quarts of half and half cream (you may reimburse yourselves at the end of the day, just leave the receipt in the cash bag.), and opening the hall. The other family will be responsible for picking up the donuts, bagels, etc. at Dunkin Donuts (you do not pay for this order) on Maple Ave in Shrewsbury and completing the replenishment form at the end of the morning.

The family that has the cash bag is responsible for returning it to the school office Monday morning.

Both families will meet at the church hall and are responsible for preparing, serving, replenishing the cart at the end of the day, and clean up.

**Lights & power** – Turn the lights on as you enter the parish hall. There is one switch to the right of the parish hall door, another as you turn the corner to the kitchen on the right wall, and two others just inside the kitchen door on the left. The circuit breaker box is located next to the entrance to the kitchen on the right. Circuit breakers #1- #8 (the top breakers above the sign in the box) need to be turned on for the coffee plugs/ coffee maker and additional lights.

**The Key** to open the storage closet is located in the Sunday Coffee cash bag. You will find everything you need in this closet.

**Supplies** are located in the closet in the back left corner of the hall. There is a cart labeled “Sunday Coffee” containing all of the supplies that you will need. Replenishment supplies are in the boxes and clear plastic tubs to the left of the cart.

**To make the coffee**, you must use the automatic coffee maker located on the right, inside the kitchen near the serving window. The carafes are located in the far upper kitchen cabinet across from the sink by the microwave. Please make sure the coffee maker and hot trays are turned on 15 to 20 minutes before you are ready to make coffee. This coffee maker has a reserve of water, so please make sure you have an empty carafe situated in the coffee making position, while pouring water
into the machine (coffee directions are located above coffee maker). One and a half packets of coffee makes one carafe (orange carafes for decaf, other carafes for regular). Please use your discretion when making coffee and ensure you have enough made and ready for the rush after each Mass. To brew a pot of coffee takes approximately 3 minutes and all coffee should be served from the serving window.

You should also have hot water in a carafe on a burner for those who would like tea. The tea bags can be placed on the serving window counter off to the side. Place the sugar and sugar substitute in the small clear bowls off to the side along with the creamer, stirrers, and napkins. Please place the creamer in the fridge between Masses.

Also note, on some Sundays someone from upstairs comes to ask for a pot of coffee (and sometimes a few donuts) to take upstairs for the “counters”. This is okay, and they will bring the pot and tray back when they are finished.

Please place a basket for donations in a convenient place at the window. Please be sure the basket is emptied completely after each Mass.

*Set up two long tables* perpendicularly to the serving window between the first two posts in front of where the tables and chairs are stored. Cover them with table cloths provided in the cart. Place a basket for donations in a convenient place at the end of either table with a donation sign. Please be sure the basket is emptied completely after each Mass. Place trash cans throughout the cafeteria using your discretion.

*The Donuts* can stay in their boxes (please mix them up to create an assortment in each box) with the tops torn off. *Bagels* should be sliced using long serrated knives in kitchen drawer and served on school lunch trays lined with parchment paper. Parchment paper is located in the back left corner of the kitchen on top of the microwave in a box. *Munchkins* can be placed in the plastic bowls (green or leaf) lined with parchment paper. *Gloves* are located under one of the prep areas in the kitchen (they get moved around so you’ll need to look). Please also place napkins and plates on the tables. Replenish all as needed.

*Children’s drinks*, which include milk, chocolate milk, and orange juice, should be placed on school lunch trays on the table with the donuts. Place a cup of straws near the drinks. Drinks can be found in the right refrigerator on the right side at the bottom in crates. Please be sure to use the boxes with the oldest dates first. If
any have expired, please throw them away, but note it on the replenishment form so I will know.

**Water** can be taken from the tap if anyone asks for some. We do not provide bottled water. Sometimes there is a jug of spring water in the fridge, which is also okay to use.

**Inventory list:**

- Coffee cups
- Coffee Packets
- Coffee filters
- Stirrers
- Straws
- Napkins
- Bowls sugar & sugar substitute
- Half & Half
- Cream cheese
- Knives
- Tea bags
- Donuts, bagels, and pastries
- Milk, chocolate milk, orange juice, and straws

**Clean Up Checklist:**

- Turn off and unplug hot trays and coffee maker.
- Wash all used coffee carafes with soap and water. Please make sure everything is dried well.
- Wash the trays and stack them upright to dry next to the sink.
- Replenish inventory on the cart so it will be ready for the next family to use.
- Fill out the Sunday Coffee Replenishment Form at the end of the day. It can be either emailed to kjhaugli7@gmail.com or sent on Monday via backpack C/O Juliana Haugli for Kim Haugli.
- Lock the storage closet door (turn lock to the horizontal position on the inside handle) and close it tightly behind you.
- Clean the tables used with spray bottle under the kitchen sink and paper towels by the microwave, and put them away.
- Sweep the floor.
- Take all garbage bags out of containers and place in the dumpster which is located in the corner of the parking lot (next to the church) by the road/sidewalk.
- Turn off all lights and breakers #1-#8 unless someone is staying after to use the hall (i.e. CCD).

If there is an abundance of donuts/bagels left over, please drop them off at the end of Sunday Coffee at the Sage House located at 538 Main Street in Shrewsbury. Sage House is the next driveway after Danielson’s Insurance. Use the side door. Again, thank you so much for serving!