

INSTRUCTIONS FOR SUNDAY MORNING
"COFFEE & DONUTS" FOLLOWING THE 8:15 A.M. MASS

Usually two people are in charge of coffee & donuts for one Sunday. Coffee & donuts are served after the 8:15 a.m. Mass. Donuts are picked up from Jack & Jill or Shipley's (alternate each week.) You simply sign the slip and bring a copy of the slip to put with the money collected.

- Make five pots of coffee: 3 regular (Black top) and 2 decaffeinated (orange tops.)
- Mix a Pitcher of Orange Juice and prepare more if necessary. Orange Juice will be found in the Refrigerator.
- Use a portable burner for coffee and serving.
- Napkins, sugar, creamer, cups, moneybox, etc. need to be set out before parishioners arrive.

If you are attending the 8:15 a.m. Mass, come early enough to have everything set up before Mass. You will not have to leave Mass early. If you leave when Father leaves the Altar during the last song, you will have plenty of time to get ready to serve before the people arrive. The final Blessing by Father is very important!

- After serving, put the money in a cup and take it to the money counters (in the Pastoral Center Conference Room.)
- If there are donuts left, put them in the refrigerator or try to sell them for \$2/dozen.
- Make sure the portable burner is disconnected and the coffee maker buttons are off.
- Do not unplug the coffee maker.
- Pour leftover coffee out and rinse the coffee pots.
- Be closed by 10:30 a.m. or earlier.
- Unless another function is taking place or is to follow, be certain to Turn All Four THERMOSTATS to OFF.
- Be certain to turn all four BATHROOM lights OFF.
- Turn light OFF in the Kitchen and the Hall.
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Should you have any questions/comments, please contact the Coordinator of the Coffee & Donut Service - ANGIE GERICK at (254) 778-1776 Thank you!!

- Angie orders the donuts and calls or mails the information to the parishioners scheduled to serve. The Ministry COORDINATOR needs to make sure and select two volunteers for each week of that ministry's scheduled month(s) of duty. Please let ANGIE GERICK know who is scheduled.