



Doughnut Sunday

Hosting Instruction Guide

The McDonald family is responsible for ordering the doughnuts and providing juice & milk. They may also be present to help with Doughnut Sunday but it is the responsibility of the Doughnut Sunday Hosts to make sure all steps below are completed.

Doughnuts are delivered by the bakery to the church basement.

7:45 a.m. Turn coffee maker power on and turn dial to brew. It usually takes about one hour for the coffee maker to heat up before brewing coffee.

8:45 a.m. Brew coffee. The coffee maker filters have been changed and will only allow half batches to be brewed at a time. Detailed brewing instructions are posted on the wall by the coffee maker.

- move water line above coffee maker to appropriate side
- select half batch
- depress toggle start switch to brew coffee
- takes only minutes to brew
- once first half batch is finished, depress toggle start switch to brew the second batch.
- Brew more coffee as needed.

Place a variety of doughnuts on trays

- 4 smaller clear plastic trays work great
- larger caramel rolls may be cut in half

Place the "free-will offering" basket on counter with seed money

Place napkins on counter

8:55 a.m. Start pouring water/juice/milk

- use small juice cups
- place on table along kitchen counter
- leave pitchers/jugs on table for refills

Fill 4 coffee carafes

- place on counter near juice table
- with coffee cups, creamer & sugar, stirrers

When people start coming downstairs after Mass:

- stand behind counter and greet people
- pour coffee
- fill doughnuts on trays as needed
- monitor cold drinks
- if enough hosts are present, go into dining room, refill coffee and visit

In between Masses:

- refill doughnut trays and cover with box lids from doughnuts
- prepare for next group

Clean up after:

- place leftover doughnuts in doughnut box and cover
- wash tables in dining room
- wash and store trays & utensils
- rinse and store coffee carafes
- take out garbage and replace garbage bags in trash cans
- take soiled dish rags & towels home to launder and return to church with next visit.

Coffee maker clean up:

- empty remaining coffee into empty carafe and pour in sink drain
- remove brewed coffee and filters and place in trash
- pour carafe of water into coffee maker and wipe with dishrag
- empty cleaning water from coffee maker
- rinse & replace coffee filter wire & baskets
- turn off coffee maker

Money drop (two people required):

- count the money
- place money and doughnut receipt in deposit bag (on counter)
- write date and amount on outside of deposit bag
- place sealed deposit bag in safe located in sacristy closet.

Shut off all lights and lock all basement doors and Church doors.

Thank you for hosting Doughnut Sunday!