

Coffee & Donuts Instructions

Suggestions for Preparing C&D on Sunday

- Team should arrive by 8:15 (if they want to go to 9:00am Mass)
- Set up a sugar and creamer table (round table by the soda machine)
- Place a few of the sugar and creamers, stirrers, sugar and sweetener packets and liquid creamer on this table only – NO SPOONS
- Refill the sugar and creamer If needed (supplies in C&D cabinet)
- Place donuts on the two long tables in front of the kitchen (remove the trays from the boxes), DO NOT THROW BOXES AWAY! These are returned to Morning Glory along with the yellow trays. On the table: collection basket, brown trays, napkins and cups and sleeves for the paper cups
- Coffee supplies are in the pantry – first closet on the left (labelled).
- Use a large filter and three cups (Styrofoam cups) for one pot – instructions are also on the side of the coffee maker. Switch the coffee maker on by pushing the button with 2 lines.
- Once coffee is made move to the serving table on the end atop the stands; decaf is set up on kitchen counter with cups
- We make 2 pots of regular and ½ pot of decaf.
- Because the new paper cups are a bit larger we are finding you may need to make one additional pot of regular
- Prepare 2 brown trays of apple juice Make a pitcher of Hawaiian punch or whatever fruit juice is in the closet and prepare a tray as well. Place trays in the refrigerator to keep cold.
- Teapots are on the sink side of the kitchen – left cabinet; prepare each of two teapots with 5 teabags in each but don't fill till after Mass. Loosely tie teabags to the handle so they strings don't fall into the water.
- After Mass put juice trays on table and brew tea; serve coffee, tea.
- Serve coffee as parishioners go down the line getting donuts.

After coffee and donuts is complete (usually a little after 11:00) start clean up

- Pick up creamer and sugar; wash pots and trays; wipe down the tables.
- Consolidate left over donuts and move to black trays; wrap with plastic wrap
- Place money collected in the tamper-proof plastic bag on the counter and mark as coffee and donuts; money is placed in the safe (main Church) or give to Father.