



Coffee & Donuts Instructions – September 2008

Prior to Sunday

- Scheduled ministers should receive reminder calls prior to Sunday from the scheduled Coordinator, Marie Rechner, or Mark Mills.
- If you are not able to show, please attempt to find a substitute and inform either the Sunday coordinator, Marie Rechner, or Mark Mills - 713.857.6689

8:00 Mass

- Come to the Family Center by 7:30.
- Mr. Donut will typically deliver donuts at 7:15.
- Bagel Café will typically deliver bagels at 7:35.
- Sign in by checking name off on list located in the 1st cabinet on right in kitchen.
- Set up **four** tables in front of stage for donuts and milk, **one** round table for bagels and cream cheese, and **one** table to the right of the kitchen window for the coffee condiments. It's best to use the tables that are in front of the kitchen window. That gets them out of the way to make room for the lines for coffee & lemonade. Place tablecloths on each serving table; stack extra chairs and move to the side.
- Set up condiment table with the following: 1 large basket with powdered creamer, sugar and Sweet & Low; stirrer in either the rectangular Tupperware container or a large plastic cup; napkins; three different non-dairy creamers (Plain, French Vanilla and Hazelnut/Cinnamon); bowl with perishable creamers; and a trash can next to the table.
- Line three trays with a tray liner and fill with a single layer of donuts (Equal mix of donuts provided). Keep donuts covered with paper towels until Mass is over. Remove paper towels before serving.
- Fill three round trays with bagels (Equal mix provided). Keep bagels covered with paper towels until Mass is over. Remove paper towels before serving.
- Place the three bowls with flavored cream cheeses, signs, regular cream cheese, and a cup with plastic knives next to the bagels.
- Set up donut tables with the following: 3 trays of donuts; 3 baskets for donations including a starter \$1 bill; a box of gloves; a package of napkins; and a roll of paper towels.
- Set up kitchen window with the following: 1 basket for donations including a starter \$1 bill; and plenty of small cups.
- Brew 2 pots of coffee. It takes 1 tea filter [larger filter] and 3 packets of coffee per pot.
- Make lemonade in 10 gallon igloo cooler. Mix 5 bags of lemonade mix with water. Empty the 5 bags of lemonade mix into the empty igloo cooler. Add hot water, stirring repeatedly until the mix is dissolved. Continue adding water up to the 8 gallon mark. Fill the remainder of the igloo cooler (up to the 10 gallon mark) with ice.
- After set up, go to Mass and return to Family Center following Communion.
- Use pitchers to serve lemonade.
- **ALL DONUT AND BAGEL SERVERS MUST WEAR GLOVES!**
- After people leave, wipe tables and push in chairs.

- Coordinator should collect money and take the money to the counters located in the lounge.
- In preparation for 9:30 Mass, the three donut trays should be re-stocked and a fourth tray should be filled. The glazed donut tray should be double stacked. Also, re-stock the bagel trays.

9:30 Mass

- Come to the Family Center a few minutes before Mass.
- Sign in by checking name off on list located in the 1st cabinet on right in kitchen.
- Check with Coordinator to see if he/she needs any setup help.
- Go to Mass and return to Family Center following Communion.
- Restock coffee condiments, cups and napkins.
- Remove paper towels before serving.
- **ALL DONUT AND BAGEL SERVERS MUST WEAR GLOVES!**
- Have 3 pots of coffee brewed and filter baskets ready for 2 more prior to the end of Mass. (See 8:00 instructions.)
- Make an additional batch of lemonade, following the instructions above for 8:00.
- After Communion, place individual donuts onto napkins and fill at least 50 glasses of lemonade prior to the rush of people. Do not fill coffee cups until people start coming into Family Center.
- After people leave, wipe tables and push in chairs.
- In preparation for 11:15 Mass, the four donut trays should be re-stocked with the glazed donut tray being double stacked. Also, re-stock the bagel trays. Then cover all trays with paper towels.
- Coordinator should collect money and take the money to the counters located in the lounge.

11:15 Mass

- Come to the Family Center a few minutes before Mass.
- Sign in by checking name off on list located in the 1st cabinet on right in kitchen.
- Check with Coordinator to see if he/she needs any setup help.
- Go to Mass and return to Family Center following Communion.
- Restock coffee condiments, cups and napkins.
- Remove paper towels before serving.
- **ALL DONUT AND BAGEL SERVERS MUST WEAR GLOVES!**
- Have at least 2 pots of coffee brewed prior to Mass. Sometimes you will need more, depending on the time of year.
- After Communion, place individual donuts onto napkins and fill at least 50 glasses of lemonade prior to the rush of people. Do not fill coffee cups until people start coming into Family Center.
- Coordinator should collect money and take the money to the counters located in the lounge.
- After people leave, wipe tables and push in chairs.
- Put tables and chairs back
- Put away condiments, etc. and lock pantry.
- Empty and replace all trash liners.
- Trash goes out to the rolling container outside of the kitchen.
- Wash and put away all dishes, including coffee urns.
- Coordinators: Many times someone will come by and ask you to leave leftovers for an event later in the day. If not, send the remaining donuts home with ministers or other persons.
- Turn out the lights before leaving the Family Center.
- Pat yourself on the back for a job well done!!!