

# Donut Sunday

SET UP INSTRUCTIONS





## 8:00-10:00 Shift

- **Arrive no later than 8:00am.**
- **Donuts are delivered to the Gathering Space.**
- **Set up tables in the Gathering Space.**
  - **Tables are stored in the old Eucharistic Adoration Chapel.**
  - Set up 2 near windows by Mary Garden
  - Set up 2 on long wall near the elevator
  - Set up 1 table in front of the kitchen pass through window for your ministry materials.
  - Set up 1 table in front to the wooden Respect Life box for the Welcome ministry.
  - Cover the tables with plastic covering. *(located in the pantry. It is on a big roll.)*
- **Brew coffee - Make sure it is perking before leaving for Mass.**
  - 2 Large percolators are stored in the kitchen pantry. (the door is next to the refrigerator.)
    - Do not use the one marked "Hot Water".
    - Fill each with 40 cups of water.
    - Fill each percolator basket with 3 cups of coffee grounds.
    - Plug into the electrical outlets in the kitchen. *(do not plug in the Gathering Space.)*
- Use one outlet on either side of the sink so that the breakers do not trip.
- Use sockets marked with arrows.
- There are more specific instructions for the percolators in the pantry and inside the cabinet door next to the fridge if they are needed.
- **Set water bottles up in between the two coffee percolators.**
- **Set out the following:**
  - Napkins, Styrofoam cups, sugar, creamer, stir sticks. *(do not use creamers in the refrigerator, they belong to WOW and Fathers Team ministries.)*
- **Attend the Mass.**
- **Return to the Gathering Space before Mass ends to welcome parishioners.**
- **Unplug percolators and set out on the "SMOY Café" stands.**
- **Use food service gloves to place donuts on napkins.**
  - Food service gloves are in the kitchen pantry.
- **Allow parishioners to help themselves to donuts and coffee unless assistance is needed.**





- **Clean up after your shift.**

- Bag up trash from the cans inside the Gathering Space and put in fresh can liners.
- Bag up empty donut boxes for recycling
  - Trash and recycling should be brought to dumpsters at Columbia Road near the rectory.

- **Clean percolators.**

- Pour any remaining coffee into insulated containers for use after next Mass.
- Throw coffee grinds in trash. **Do not throw in sink.**
- Sweep floors of large crumbs.
- Throw away any leftover used napkins, cups, etc.
- Wipe off table coverings, but do not throw away.





# 10:30-12:30 Shift

- **Arrive no later than 10:30am.**
- **Brew coffee - Make sure it is perking before leaving for Mass.**
  - 2 Large percolators are stored in the kitchen pantry. (the door is next to the refrigerator.)
    - Do not use the one marked "Hot Water".
    - Fill each with 50 cups of water.
    - Fill each percolator basket with 3 1/2 cups of coffee grounds.
    - Plug into the electrical outlets in the kitchen. (*do not plug in the Gathering Space.*)
      - Use one outlet on either side of the sink so that the breakers do not trip
      - Use sockets marked with arrows.
    - There are more specific instructions for the percolators in the pantry and inside the cabinet door next to the fridge if they are needed.
- **Set up any additional water bottles in between the two coffee percolators.**
- **Replenish the following if needed:**
  - Napkins, Styrofoam cups, sugar, creamer, stir sticks. (*do not use creamers in the refrigerator, they belong to WOW and Fathers Team ministries.*)
- **Attend the Mass.**
- **Return to the Gathering Space before Mass ends to welcome parishioners.**
- **Unplug percolators and set out on the "SMOY Café" stands.**
- **Use food service gloves to place donuts on napkins.**
  - Food service gloves are in the kitchen pantry.
- **Allow parishioners to help themselves to donuts and coffee unless assistance is needed.**
- **Clean up after your shift.**
  - Bag up trash from the cans inside the Gathering Space and put in fresh can liners.
  - Bag up empty donut boxes for recycling.
    - Trash and recycling should be brought to dumpsters at Columbia Road near the rectory.
  - Clean percolators.
    - Pour any remaining coffee out.
    - Throw coffee grinds in trash. **Do not throw in sink.**
    - Rinse and dry the percolators.
  - Sweep floors of large crumbs.
  - Throw away any leftover used napkins, cups, etc.
  - Throw away the table coverings.
    - Fold up all tables and return them to the red cart in the old Eucharistic Adoration Chapel.
    - Return all supplies to pantry.



# Set Up Images



Coffee percolator set up.



Donut table set up.



Welcome New Parishioner table set up.



Ministry table set up.





Coffee, filters, and directions for percolators.



Coffee percolators, sugar, creamer, stir sticks.



Food service gloves, napkins, coffee cups.



