

Coffee & Doughnuts Social Procedures

Quick Reference

Full details can be found on the pages following the quick reference.
Please be familiar with the details which are also on the smg parish web.

- Signage
 - Installed prior to social
 - Ministry/organization doing social removes
- Setup
 - Setup of tables of chairs is done by SMG facility staff, initial coffee, condiments, etc. are done prior to social by Peace & Justice and the Youth Ministry
- Milk
 - The ministry/organization is required to provide 5 gallons of milk
 - 7:30AM – 1, 9:00AM – 2, 11:00AM – 2
 - Pour 1/2 cup of milk in Styrofoam coffee cups prior to parishioners attending
 - Pour at least 6-12 cups for 7:30AM and use one gallon for the 9 and 11 AM Mass
- Water
 - Two pitchers of water will be staged prior to the social
 - Maintain these during all Masses
- Donuts
 - Put out “ALL” Donuts as defined on the table in the detail below

Donut Type	Totals	7:30AM	9:00AM	11:00AM
Glazed Original	15 Dozen	2 Dozen	8 Dozen	5 Dozen
Chocolate Iced Glazed	12 Dozen	2 Dozen	5 Dozen	5 Dozen
Plain Cake	5 Dozen	1 Dozen	2 Dozen	2 Dozen
Mixed Donuts (6 & 6 different) *	24 Dozen	5 Dozen	11 Dozen	8 Dozen

* The Mixed boxes will be 2 different types in each and will be mixed variations. Do not put out all the same type!

- DO NOT HOLD BACK ANY DONUTS Put the amounts above out unless tables are full
- Coffee
 - The initial coffee will be staged and plugged in prior to the 7:30AM Mass social
 - After each Mass the ministry/organization must refill the coffee pots with more coffee
 - The coffee pots must be unplugged for at least 10 minutes – read detailed instructions
- Money Counts
 - There is a money count sheet – two adults count the money
 - Please read the detail on handling of the money
- Cleanup
 - All condiments, etc. are to be put away in the special cabinet in the Cafetorium kitchen
 - All coffee pots must be dumped, washed and dried out and put away
 - Any remaining donuts or milk go to Peace & Justice for clients
 - Signs are to be removed, tape removed from them and signs placed in their storage
 - All but one donation is to be returned to their storage
 - Tables get wiped down with damp cloth
 - Tables and Chairs and Trash will be handled by parish maintenance

Coffee & Doughnuts Social Procedures

The schedule of the ministry or organization hosting the social "Coffee & Doughnuts" each weekend and the procedures is maintained on the www.smgparish.org web site under Ministries, Service Gifts, Practical Services, Coffee and Doughnut Social Volunteer. A laminated copy is kept with the signs, posted on the back of the Cafetorium kitchen door and on the storage cabinet. Please monitor your ministry mail @smgparish.org regularly for changes to the schedules.

SIGNS: (Peace & Justice-Youth Group/Host Ministry will put up)

- Signs are to be hung at all Coffee & Doughnut Socials with masking or painters tape, no packing tape.
- At least 4 signs should be hung: one on the inside of the south door entering from the Church, one on the middle donut table facing east, one on the left of the kitchen roll up window and one facing south on the west window of the south Cafetorium doors
- **The host ministry is responsible for removal (ALWAYS REMOVE THE TAPE) and storage of the signs.**
- The signs are stored in the east lower cabinet at the base of the stairs exiting the Cafetorium to the Church, top shelf with the social instructions and masking or painters' blue / green tape.

SETUP: (Peace & Justice-Youth Group /Maintenance/Sacristan)

- The coffee pots, condiments, cups, stir sticks, coffee, 5 inch bar napkins and serving containers are maintained in the **tall stainless steel storage cabinet in the Cafetorium Kitchen, SE corner**. They are easily identified with a sign. The Peace & Justice/Youth Group volunteers will set everything out, fill the coffee pots with water and coffee, fill the water pitchers with ice, fill and place the coolers with ice, place the Donation cans and put up the signs.
- Maintenance will set up the tables and chairs and put out the trash cans. (They also take down and dump the trash)
- The Sunday 7:30AM Sacristan will turn off the alarm, unlock the front, side and kitchen doors, turn on the lights and turn on the coffee by 7:15AM.

HOST INSTRUCTIONS FOR MILK AND SETUP:

The host ministry/organization scheduled to serve should bring five (5) gallons of milk. A cooler will be on the table for the milk only being served at that Mass and the rest store in the cooler in the kitchen. Distribution is as follows:

7:30 AM Mass = 1 Gallon / 9 AM Mass = 2 Gallons / 11AM Mass = 2 Gallons

You may leave milk from an earlier Mass in the cooler on the table to use at the next Mass but please do not borrow milk designated for a later Mass from the cooler in the kitchen should you run out.

- Please put the milk receipt in the donation can if you wish reimbursement and print your name on the back of it.
- Fill the Styrofoam cups ½ full only with milk and insure napkins are available.
 - Please, do not let the parishioners fill their own cups – a volunteer should be managing the milk
- If available, fill the small pitcher half full with milk for those who prefer to have milk in their coffee.
- Arrange doughnut tables and coffee tables with napkins and condiments if more are needed.
- Fill water pitchers with water and ice if more is needed.
- At least one ministry member should arrive at the Church by 7:45AM. The doughnuts are picked up at Krispy Kreme Doughnuts, 2600 S. Cooper, Arlington and will be placed in the kitchen by 8:15 AM.
- Please insure at least two ministry members are serving at each Mass. One should pour and serve the milk while the other removes empty doughnut boxes and keeps and eye on the coffee.

If no one will be there between Masses, please insure the money has been counted (see MONEY paragraph below) after each Mass, consolidate all money to one can and lock that can in the kitchen.

Either a Sacristan or maintenance person can unlock the door for the next Mass. Do not keep it near the front doors.

(OVER)

DONUTS:

Please note the table below with the different sets of doughnuts per Mass. Donuts are to be put out at one time for each Mass – **PLEASE, DO NOT HOLD ANY BACK!**

Any doughnuts remaining after each Mass are to be left out for use by the next Mass. They are not to be collected and put in the kitchen. After most parishioners have left, please close the boxes for freshness. Any doughnuts left after the last Mass and most parishioners have left; collect and put in the kitchen for pick up by a volunteer or maintenance to be taken to Peace & Justice for distribution to their clients.

Please sort the donuts into three groups as defined below:

Donut Type	Totals	7:30AM	9:00AM	11:00AM
Glazed Original	15 Dozen	2 Dozen	8 Dozen	5 Dozen
Chocolate Iced Glazed	12 Dozen	2 Dozen	5 Dozen	5 Dozen
Plain Cake	5 Dozen	1 Dozen	2 Dozen	2 Dozen
Mixed Donuts (6 & 6 different) *	24 Dozen	5 Dozen	11 Dozen	8 Dozen
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SPECIAL NOTE: On weekends when attendance is expected to be light the above counts may be reduced. The Host Group will find a sheet in the kitchen identifying the amounts to put out per Mass and if possible, receive an email with the same information. The milk counts may be reduced as well.

COFFEE:

- **The ministry/organization serving is responsible for insuring coffee is available and making new coffee. At a minimum a full pot is needed of both regular and decaf for the 9AM and 11AM Masses.**
- A new pot can be made or just add new coffee grounds to the existing and fill with water to the 60 cup mark. This has been the easiest due to the weight of a full pot of coffee.
- A ½ filled Styrofoam cup of coffee equals 10 cups of coffee. A full cup equals 20 cups of coffee. The coffee pot has 10 cup increment marks on the inside of the pot. It takes 30 minutes to brew a new pot. **You must unplug before adding water and coffee, wait 10 minutes and plug back in to start the brewing again.**

CLEANUP: (Host Ministry/Maintenance)

- **Coolers:** Please ensure both coolers are emptied out, dried and a towel folded and draped over the openings to allow complete drying and prevent mildew. Place the coolers on top of the storage cabinet in the kitchen.
- **Signs:** Please insure the signs are taken down, tape removed and stored as indicated under SIGNS:
- **Donation Cans:** Place the unused donation cans on the bottom of the storage cabinet with the signs.
- **Coffee Pots:** After the last Mass unplug the coffee pots, (**remember they may be hot and heavy**) dump the grounds, clean coffee pots in the sink, dry out, wrap cord around them and place on the indicated shelf in the storage cabinet to the left of the ice machine. Leave the lids loose to allow for all moisture to evaporate.
- **Miscellaneous:** Collect and store the sugar, creamer, stirrers, napkins, cups, and coffee, equal and sweet n' Low containers in the storage cabinet in the appropriate location as identified by the shelf labels.
- **Tables:** Wipe the tables down with a damp towel. If no towels are available, contact maintenance to get them.
 - Maintenance will take down and put away the tables and chairs.
- **Trash:** Deposit all trash in the trash receptacles. Maintenance will collect the trash bags.

MONEY:

- **Two adults should count the money, excluding the change, each Mass, marked on the special form and then placed in the donation can with the milk and donut receipt. Count the change only after the last Mass.**
 - Extra special forms for counting the money are in the storage cabinet in a sleeve on the door.
- **Brad usually take the money to the Sacristy but if not there, take the can with the money to the Sacristan.**

Thank you for your time and service to the community of St. Maria Goretti!