

Saint Jude the Apostle Catholic Church Coffee & Donuts Procedures

Thank you for running Coffee & Donuts! Here are guidelines and set-up information:

- When:** Served after 8:30 a.m. and 10:00 a.m. Masses
- How many volunteers:** 3 minimum but please invite members from your ministry to help!
- On-Site Help:** Mindy Hickein is our weekend on-site staff person. Please call her cell at 404-667-1731 if you have questions.
- When to arrive:** Please arrive by 8:30 a.m. to begin making the coffee and set-up.
- Where is the coffee?** Coffee packets will be in a basket near or below the coffee machine or in a box in the pantry. Same for the filters. Coffee carafes are under the counter below the machine.
- How do I make coffee?** It's easy! Put one filter in the basket with one coffee packet. Position the carafe in place under the basket. Turn machine ON if it's not already. **No need to add water** –it comes out automatically. Press start. Carafe will fill up in a few minutes. When finished put pump/lid on carafe. Make at least 2 Regular and 2 Decaf to begin.
- Where is the sugar, etc.?** Real sugar, fake sugar, powdered cream and a pump container of vanilla non-dairy creamer should all be in the pantry or near the coffee machine. (Sometimes the vanilla creamer is in fridge.) Napkins, cups and stirrers will also be in the pantry.
- Where are the Donuts?** Dandy Donuts will deliver the donuts. They usually arrive by 8:00 a.m. and will be placed on the large wooden table outside the kitchen.
- Do I need to set up tables?** No. Tables will be set up when you arrive. Use one of the 6' rectangular tables for coffee and one for water.
- Water Set-Up?** Fill a plastic pitcher with water from the tap. Add ice. Fill about 20 Styrofoam cups about half way with water. Arrange those on the table.
- Are there signs?** Yes, there are! There is a large easel that Mindy will put out. It will already have your ministry name on it.

- Where is this supply tub?** In the pantry (usually to your right but sometimes people move things so look around please) there is a large clear tub with a blue lid labeled “Coffee & Donuts”. In that tub are the small signs for the round tables and 2 larger acrylic signs that say “Donation Requested”. Place one on the donut table and one on the coffee table. Please use the basket to collect money.
- Other:** When the Children’s Liturgy of the Word is in session on the side of the Stapleton Center, please remain quiet while you are setting up. This program is considered a Mass for children (although a Priest is not in attendance.) Thank you!
- We are ready! Now what?** Speaking of “Welcome signs”, this is your opportunity to welcome parishioners and be the “face” of St. Jude! Have your volunteers take turns monitoring the donuts and drinks and mingling around the crowd. You can also use this time to talk with our guests about your ministry.
- Done! How do I clean up?** Please wipe down tables and chairs with the wipes from the tub. Empty and rinse all pitchers and coffee carafes, then dry them and return the pitchers to the pantry and the carafes to the shelf under coffee machine. Put all the signs back in the tub. Push all the chairs back in and vacuum the floors (vacuum is located in large open area to the right of kitchen.) Thank you in advance for helping us maintain a nice Tie up the garbage bag and place on the ramp (go through double doors with Exit sign.) There is no staff clean-up crew to come in later.
- Can I keep the \$\$\$?** Sorry, it’s not a fundraiser. The money collected goes back to the parish to help pay for the donuts.
- Is there a money form?** Yes, there is! A copy of the “Income Remittance Form” will be in the Donut tub. Please count the \$\$\$ and fill out that form. **Place the \$\$\$ and form in the plastic, tamper-evident bag that will also be in the tub (or on the counter.)** You should then take the bag up to the sacristy and put in the safe, located on the floor in the larger middle room. Please remember to sign the log that will be on top of the safe.
- You did it!** Again, thank you for your support and help! Please contact me with any questions. Last but not least, enjoy a donut while you are there!