

Sunday Coffee Instructions

The St. Mary Parents Association appreciates your time and effort.

Two families are responsible for serving Sunday coffee each weekend. One family will be responsible for picking up the cash box, purchasing (2) quarts of half and half cream (you may reimburse yourselves at the end of the day, just leave the receipt in the cash box.), and opening the hall while the other family will be responsible for picking up the donuts and invoice at Dunkin Donuts at Maple Ave in Shrewsbury and completing the replenishment form (at the end of the morning).

The invoice from Dunkin Donuts will need to go into the cash box. The family that picks up the cash box is responsible for returning it to the school office Monday morning.

Both families will meet at the church hall and are responsible for preparing, replenishing after masses and clean up.

The Key to open the church hall is located in the Sunday Coffee Box. There is a separate key to open up the storage closet (located behind the piano). In the storage closet you will find everything you need. There are 2 signs in the closet that can be displayed at the front and back entrances of the church. There are also yellow signs to put on the tables and near each “donation” basket.

Lights & power - Circuit breakers #7 and #10 need to be turned on for the coffee plugs/ coffee maker. *** Lights for the main portion of the hall can be turned on using the circuit breaker marked “auditorium”.

The breakers are located in the second breaker box nearest to the entrance. (Right outside the kitchen door.)

Supplies are located in the closet in the back of the hall and also in the cabinets above the coffee makers. Please return all items neatly back to the correct shelf or cabinet during clean up.

To make the coffee, you must use the automatic coffee maker located on the right, inside the kitchen near the serving window. Please make sure the coffee maker and hot tray are turned on 15 to 20 minutes before you are ready to make coffee. This

coffee maker has a reserve of water, so please make sure you have an empty carafe situated in the coffee making position, while pouring water into the machine (coffee direction are located above coffee maker. One and a half (1 ½) packet of coffee makes one carafe. Please use your discretion when making coffee, please make sure you have enough made and ready for the rush after each mass, to brew a pot of coffee takes approximately 2.5 minutes and all coffee should be served from the serving window. Also, you should have hot water boiling for those who would like tea.

Also note, on some Sundays someone from upstairs comes to ask for a pot of coffee (and sometimes a few donuts) to take upstairs for the “counters”. This is okay, and they will bring the pot and tray back when they are finished.

Please place a basket for donations in a convenient place at the window. Please be sure the basket is emptied often (and completely after the 7:30 mass), especially if there are large bills.

The Donuts, Bagels and Munchkins should be arranged on school trays for serving and replenished when needed. Presentation is important. Munchkins can be placed in a basket lined with a napkin. Please serve these items on a table, set up perpendicular to the serving window on the right side, facing the hall looking out the window. Again, please use your own discretion. Place a basket for donations in a convenient place at either end of the tables. Please be sure the basket is emptied often (and completely after the 7:30 mass), especially if there are large bills.

Children's drinks including milk, chocolate milk and orange juice should also be placed on the table with donuts. It can be found in the left refrigerator on the left side, at the bottom in crates. Please be sure to use the boxes with the oldest dates first. If any have expired, please throw them away, but note it on the replenishment form so I will know.

Recycle Efforts: There is a sign on the blue recycle bin asking people to place their empty coffee cups in the recycle bin. If you have other suggestions or issues, please let me know. This is something new we are trying.

Inventory list:

- Coffee cups
- Coffee Packets
- Container for Stirrers
- Napkins
- Extra trays for families and easy carrying
- Baskets with sugar & sweet-n-low
- Half & Half
- Cream cheese
- Knives
- Tea bags
- Donuts, bagels and pastries
- Milk, chocolate milk & orange juice for the children

Clean Up: Unplug hot trays, coffee maker and wash all used coffee carafes with soap and water, please make sure everything is dried well. Please make sure when placing inventory back in the storage closet you put it back where it belongs and the door is closed tightly behind you. Clean the tables used and put them away.

The trays also need to be washed and stacked in the kitchen. Please make sure all floors are swept and clean for Monday morning.

If there is an abundance of donuts/bagels left over, please drop them off at the end of Sunday Coffee at the Sage House. Sage House is the next driveway after Danielson's Insurance. Use the side door.

Please fill out the Sunday Coffee Replenishment Form at the end of the day and either e-mail the results to me (christine@russo.com).

Please call or e-mail Christine Russo with any ideas, suggestions, recommendations or questions: christine@russo.com; 508-845-6923

Again, thank you for serving.