

Mass Coffee Hour Volunteer Instructions

Remember to Sign for keys to kitchen, get a reimbursement form, and a collection bag **Not Later Than (NLT) Thursday** (Office is closed Friday). Make sure the Hall is set up the way you want it for the coffee. Usually, two tables are under the Guild/CDA bulletin board for juice/water, cream, sweetener, tea bags etc. It is your choice to set up tables for snacks or use kitchen counter. *If you need more tables they are on the right side of the Hall near the stage.*

On Sunday for 8:30 Mass Arrive not later than 7:45 am.

Unlock and unbar both sets of doors to the Hall (front and back).

Get Coffee Hour sign out of far right confessional and set up in front of church.

Turn on lights to Hall. *Switches are to the right of the electric panel across from kitchen door.*

Make a bucket of Bleach water. *Instruction on/near red bucket to right of far-right sink.*

START A POT OF REGULAR COFFEE. Once it is finished brewing move pot carefully to pot warmer (*Remember to plug in the coffee warmer*) and face it toward the hall. *Instructions for making coffee are on the wall next to the coffee makers.*

Once Regular Coffee is on warmer begin a pot of DECAF. It can continue to brew during Mass and will be ready once you come down after Communion.

Open pass through from kitchen to hall

Prepare the snacks you selected. And lay out on trays. *Trays, serving dishes, bowls and donation basket are in the closet to the right side of the refrigerator. Pitchers and cream pitchers are in closet to the left of the refrigerator (if locked the key to kitchen door unlocks the closet). Serving tongs are in a box under the central counter.*

Cover your snacks clean white dish cloths. *Dish cloths are under counter by dishwasher.*

Put out small paper plates, napkins, coffee cups, water glasses, small paper juice cups, tray with sweetener, creamer, tea bags, and coffee stirrers. *These items are on the shelves under the pass-through counter or in cupboard under coffee makers. A tray is already set up with sweetener, cream packets and tea bags and is usually in the cupboard under the coffee makers or on the shelves under the pass-through counter.*

Put out DONATION Basket in prominent place. Don't forget a Donation Sign. *Donation sign is on the shelf by the serving dishes*

Fill two or three pitchers with ice and water and put in refrigerator until time for coffee.

Pour juice/milk in small cups and put on tray. Put tray in refrigerator until time to set out food.

Fill cream pitcher with half and half and put in refrigerator until time to set out food.

PLEASE COME DOWNSTAIRS RIGHT AFTER COMMUNION. This gives you enough time to uncover snacks and set up water, juice/milk and cream, put out decaf coffee and be ready for people.

We follow rule that once the snacks and juice are gone, they are gone for that Mass but use your own judgement. We need snacks and juice/milk for the later Mass. A good ratio is 50% to 60% first Mass and 50% to 40% second Mass.

After most people have left begin clean up and prep for the next Mass.

Wipe tables after people have left with bleach water.

Check coffee pots and see if you need start more Regular and/or Decaf coffee.

Put cream/half and half back in refrigerator until next service. Put any juice/milk back in refrigerator until next service. Fill more juice/milk cups if necessary.

Check kitchen for overall orderliness so volunteers for next Mass can get started prepping in a tidy kitchen.

On Sunday for 11:00 Mass arrive Not Later Than 10:30m

Check Coffee. Make more if needed.

Make sure you have enough plates, napkins, etc.

Prepare your snacks and cover with towels so they are ready to put out.

About 11:50 am layout any snacks, juice/milk, creamer etc.

After last Mass clean and return everything to its proper location. Clean all tables, and counters and wash down with bleach water. Cover any remain food and take it home or put in refrigerator. *Foil, plastic wrap and zip lock bags are in the drawers near the right side sink.*

Close kitchen counter pass through and lock kitchen door, the doors to Hall (lock and bar) and turn out the lights. Return key, the donations, the completed reimbursement form with all receipts to the office. Place all these in the mail slot to the right of the office front door.

////////////////////////////////////
Snacks are usually pastries (donuts, muffins, breakfast Danish or other pastries). Pastries are usual cut in half or quarters unless you get mini pastries. Usually, 5-6 dozen donuts or muffins or equivalent pastries are enough. Be creative!

You can add fruit, hard boiled eggs or other snacks of your choice. Usually 5-6 pounds of fruit, 3 dozen hard boiled eggs, or equivalent other breakfast snacks of your choice.

Juice is either apple or orange and 1 gallon is plenty.

Milk is usually whole milk, and 1 gallon is enough.

Half and half creamer. Do not need large bottles half gallon will usually do.

Usually, we can have between 30 and 40 people come to Coffee. Remember sometime young people and children have hollow legs.

Instructions for making the coffee are on the wall next to the coffee makers.

If you need something look in closets, drawers and shelves.

Thanks you so much and God Bless