

St. Joseph Donut Sunday Procedures - Updated August 2026

Week Prior to Donut Sunday

1. Call Metro Market (formerly Pick n Save) on 124th and Capitol to place order on the Monday prior to Donut Sunday. 262-783-7502 - ask for the bakery. (Or go to the store.)
 - 1. 7 dozen assorted sweet rolls and donuts**
 - 2. 3 dozen hard rolls (seeded or plain)**
 - The above should feed 90 to 120 people – a common turn-out
 - (Check the calendar for events that might lead to a lower turnout after the 10:30 Mass, such as noon Packer games; if there is such an event, reduce the order. Also in such situations - make less coffee. If there is Pray and Play after the 10:30 Mass, get an extra dozen donuts.)
2. Contact the parish office to make sure the kitchen and the kitchen cabinet will be open, and that you have a code for the exterior door. (One of the doors by the garbage bins.) If Donut Sunday will be held in the narthex, **a room set-up sheet** needs to be completed and turned into the parish office.
3. Contact the parish secretary make sure Donut Sunday is announced at Sunday Masses.

On Donut Sunday

1. Pick up the bakery order, plus 1 gallon of juice (orange juice or a less-expensive alternative such as apple juice, Sunny Delight, etc.) and 2 gallons of milk (2% or whole), spreadable butter/margarine for hard rolls and creamer at 7:30 a.m. (or later if the Donut Sunday will only be after the 10:30 Mass.) Pay the costs with a personal credit card and save the receipt for reimbursement (see next page). Tell the clerk the order is tax-exempt for St. Joseph Parish. **(ES7082)**
2. Coffee, juice and coffee cups, napkins, plastic knives, spray cleaner and paper towels are in the shelves labeled “Donut Sunday” in the closet on the southwest side of the kitchen. Sugar packets and stir sticks should be there, too.
3. Start the coffee. Use the large urn for regular and smaller one for decaf.
 - a. Coffee measurements are marked on a sheet taped to the wall.
 - a. 40 cups of regular (use 3.5 to 4 cups of coffee grounds)
 - b. 20 cups of decaf (use 2 cups of coffee grounds)
 - b. Coffee takes about 1-1/4 hours to brew, so start it no later than 7:30 a.m.**
 - c. Some of the outlets are touchy. Make sure the pots start brewing a few minutes after plugging them in.**
 - d. When service is in the narthex, brew the coffee in the kitchen, remove the grounds, and haul the urns up the walkway into the Center Street entrance. No need to keep it plugged it; it will stay hot for post-Mass service. Then, if the post-10:30 Mass service will be in the kitchen, plug the urns back in at about 11 a.m.**
4. Start preparing donuts and hard rolls.
 - a. Cut donuts and hard rolls in half vertically. After they are cut, put them back into the box they came in, cut side down - for serving purposes. No need to put them on trays.

5. Place a donation basket at the start of the line.
6. Put out napkins (don't use plates), and butter and plastic knives for hard rolls.
7. Pour juice and milk into small cups, on serving trays. Put the trays full of juice/milk cups in the walk-in refrigerator until serving time.
8. Put sugar/sweetener, stir sticks, creamer packets or cream, and 8-ounce coffee cups on the coffee table.

After the 10:30 Mass:

1. Return unused paper goods, sugar/sweetener, etc. to the Donut Sunday shelves.
2. Label and date refrigerate unused milk, juice and creamer - or send items home with someone. Give leftover donuts and rolls to someone.
3. **Clean off all the counters, tables and chairs**, using the Donut Sunday cleaning spray and paper towels.
4. Clean the coffee pots and trays. Put all parts of each coffee pot back together properly (color-coded pieces.)
5. Place used cardboard sweet roll boxes in the trash bin in the parking lot. Rinse and recycle tin coffee cans, juice and milk bottles.
6. Turn out the lights. Lock the kitchen door. Make sure all other doors are closed and locked.

Monday After Donut Sunday

1. Take the following to the parish office:
 - a. The cash donations
 - b. Any receipts needed for personal reimbursement
 - a. If you turn in this in Monday, a check will be cut for you on Tuesday

Donut Sunday Supplies

(these items should be on hand; Pastoral Council's donut Sunday coordinator is in charge of keeping supplies current)

- 8-ounce coffee cups
- 5-ounce juice and milk cups
- napkins
- coffee stir sticks
- plastic knives
- coffee grounds

Attendance

On a Sunday when there is no Packer game, or a Sunday when the game is late afternoon, expect about 25 people after the 8 a.m. Mass, and about 90 people after the 10:30 a.m. Mass.