

St. Joseph Donut Sunday Procedures - Updated August 2025

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.)

NOTE: there have been instances where the store calls the day before Donut Sunday, saying they cannot fulfill the order. In that case, you'll need to grab whatever packaged donuts and sweet rolls they have in the bakery aisles.)

1. 7 dozen assorted sweet rolls and donuts

2. 2 dozen hard rolls

- 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.)
2. Contact the parish office to make sure the kitchen and the kitchen cabinet will be open, and that an exterior door is open by 7 a.m. Sunday. (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 an 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 two lockers labeled "Donut Sunday" in the closet on the southwest side of the kitchen. Sugar packets and stir sticks are in one of the cupboards on the west wall.
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 in; 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.
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 lockers.
2. Refrigerate unused milk, juice and creamer and place on the west shelves for Fran.
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.
5. Place used cardboard sweet roll boxes, plastic donut containers and rinsed plastic milk and juice containers in the large recycling bin in the parking lot. Recycle tin coffee cans.
6. Box up leftover donuts and bag leftover rolls. If there is a lot left over, we can take it to St. Ben's. If there is not much, possibly leave it for another event at the parish hall.
7. 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.

***Update August 2025**

As we have been coordinating Donut Sundays along with Play and Play dates, the P&P coordinators, Andrea and Audrey have requested that the Donut Sunday hosts please cut up 1 box of donuts into 1/2s or 1/3s, then take that box, some napkins, one of the juice varieties and several cups over to the cafeteria table in the gym lobby prior to the end of the 10:30 Mass so the kids can go there directly from mass. Thanks!