

# Coffee and Donut Instructions

## FOR 8:00 AM MASS:

- Please pick up donuts from the bakery at Chief Supermarket on Cable Rd before you arrive at Mass. They are ready to pick up by 7:20 AM. You may leave directly from the bakery - no need to check out since they have already been paid for.
- **Biggby on Cable Rd. will deliver coffee by 8:15 AM.** Wait until after communion if it is not there before you go in to Mass. During set up, unscrew the knob on top of regular coffee slightly for better coffee flow. Make sure the mats are under each container to catch drips!
- Before Mass, please bring out coffee supplies, coffee hot pads, donation baskets, plates, cups and napkins, as well as water or juice from the refrigerator (if available) in the closet.
- Place a wastebasket near the coffee area so folks can dispose of their waste.
- To set up coffee, unscrew the knob on top of the containers slightly for better coffee flow. Make sure the mats are under each container to catch drips!

## FOR BOTH MASSES:

- After communion, please go to the Gathering Space.
- Remember that Coffee and Donuts is a Ministry of Hospitality. Your most important role is to greet and welcome all who come. Make sure the folks you meet feel valued, noticed and cared for. Some things you might do are:
  - assist the older folks with their coffee or clear used plates or cups.
  - smile and say hello
  - offer to find an available seat
- If you meet someone that has come to St. Charles for the first time, please introduce them to Fr. Kent or one of the staff. We want folks to know us as a warm and welcoming faith community.
- After folks have cleared, take donation money to the Sacristy and place it in the security bag together with the Sacristan. The Sacristan will seal it after 10:30. The 8am volunteer ensures an empty basket is set out for the next Mass. They also restock items (cups,sugar, creamer, etc) as needed for the next Mass. The 8am returns juice/water to the refrigerator when finished, then the 10:30am volunteer will retrieve juice/water when they go to the Gathering Space after communion.
- Empty the small wastebasket into the large trash container in the closet.

## FOR 10:30 AM MASS:

- Please put all coffee supplies away in the closet area by the entrance to the Gathering Space. Remaining donuts should be taken to the kitchen downstairs.
- Please take tablecloths outside and shake out donut sprinkles and crumbs.
- Take the donation money to the Sacristy and place it in the security bag together with the Sacristan. Both people should sign the bag.
- Please take the coffee container back to Biggby Coffee at the Cable Rd location. The container needs to be back by 2pm.

*Thank you so much for your help. We appreciate you SO MUCH!!*