



St. Thomas More Church ~ Coffee and Doughnuts Guidelines

Before Mass

1. Pick up doughnuts at Red's on Jackson Street
2. The following groceries ***can be found in the parish hall refrigerator:***
 - a. 1 gallon of orange juice
 - b. 1 gallon of milk
 - c. 1 large bottle of apple juice
 - d. 2 bags of bagels (one plain, one cinnamon raisin)
 - e. 2 containers of cream cheese
3. Set out coffee cups and other paper products
4. Put doughnut holes in cups (4-5 per cup)
5. Brew regular coffee in large pot
 - a. Fill to 60 cup line
 - b. Use 3 cups of coffee (no paper filter needed)
 - c. Plug in pot...it takes about an hour to perk
6. Brew decaf coffee in smaller pot
 - a. Fill to 30 cup line
 - b. use 1 ½ cups decaf coffee
 - c. Plug in pot
7. Place napkins, condiments, and donation container on tables
8. Please place doughnut receipt, along with any collected donations, in an envelope in the drawer with the dish rags.

The key to the pantry/parish hall closets is located in the cupboard above the countertop where the small coffee pots/filters are located. Please remember to replace the key after use.

Approximately 9:45 (After Communion)

1. Set out doughnuts
2. Pour juice and milk
3. Slice bagels and place on large serving plates
4. Place 1 cup of milk near coffee pots for use as creamer, along with powdered creamer
5. Set out cream cheese

Clean Up *(please leave the Parish Hall in clean condition; there is no regular custodial service on weekends, and the Hall is often used by several different groups on Sundays.)*

1. Wipe off tables/chairs
2. Clean up any spills and sweep the floor
3. Clean coffee pots, plates, and utensils and return them to the pantry
4. Take out the trash and replace trash can liners
5. Turn off the lights

Coffee/doughnuts supplies are located in the pantry. Cleaning supplies are located in the cabinet near the sink. Brooms/mops are located near the pantry or in the chair storage closet in the Parish Hall. Thank you for your service to this ministry!