

# **St. Joseph Donut Sunday Procedures - Updated 827 January 2024**

## **Week Prior to Donut Sunday**

1. Call Piggly Wiggly on 124th and North to place order on the Monday prior to Donut Sunday. 262-782-3663 - ask for the bakery.
  - 1. 5 dozen assorted sweet rolls**
  - 2. 2 dozen hard rolls**
    - The above should feed 70 to 90 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.)
3. The parish secretary will take care of information for announcements at Masses.

## **On Donut Sunday**

1. Pick up the bakery order, plus 1 gallon of juice and 1 and 1/2 gallons of milk (2% or whole), spreadable butter/margarine for hard rolls and creamer at 7:30 a.m. 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, and plastic knives are in two lockers labeled “Donut Sunday” in the closet on the southwest side of the kitchen. Sugar is in individual packets 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. 50 cups of regular (use 4 to 4.5 to 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.**
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 - for serving purposes. **Put out plastic tongs for people to use to grab items. They are in one of the kitchen drawers - west wall.**
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. Start pouring orange juice and milk into 5-ounce cups and place on a separate table near the coffee. (Or: **pour ahead of time and place on trays in cooler until needed.**) **Fill cups about 2/3rds.**

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 - **Date per Health Dept. Rules**
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.
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 that day, such as Youth Ministry.
7. Turn out the lights. Lock the kitchen door. Make sure all other doors are closed and locked.
8. Enjoy the rest of the day!

### **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

### **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 65 people after the 10:30 a.m. Mass.