

Sacred Heart Coffee and Donuts

You should have at least two people to staff the coffee & donuts.

Arrive at Church about 8:30 – 8:45 to prepare for 8:30 mass and 11:15 – 11:30 to prepare for 11:00 mass.

Call Grosse Ile Bakery (734-675-1255) and order 8 - 10 dozen donuts (no filling) on Friday for Sunday morning. Arrange to pick them up by 8:45. You need to remember to get the receipt from GI Bakery and place in the blue “Donut Sunday” bank bag (on counter near the coffee pots), along with the money at the end of both Masses, and any receipt from Kroger’s or other store.

Make sure that the sign is out in the gathering space (it is stored where the coat rack is behind brick wall to right of entrance doors).

Make sure we have milk and orange juice (at least 1.5 gallons of orange juice and 1 gallon of milk). This can be purchased at Kroger’s on the island. You will be reimbursed for any purchases you make.

Make three pots of coffee – two pots of regular, one pot of decaf. Coffee making directions are on the wall near the coffee machine (very easy). Set up coffee on serving table along with creamer, sweetener, coffee stirs and cups. Be sure to have one pot of hot water (use coffee pot marked water/tea and fill from red spout on coffee machine).

Cut the donuts in half and arrange on serving trays along with napkins (trays are in room to right inside of the kitchen and napkins are in the paper products room by the back door to parking lot on left side). There should also be a donation basket for people to donate toward the cost of coffee & donuts. Place this at the beginning of the serving table.

Pour some milk and orange juice into pitchers. Set out cups (smaller cups for orange juice and larger cups for milk found in paper products room).

When you are done, please clean coffee pots and serving trays and wipe off tables. Put the money donated into the blue “Donut Sunday” bank bag along with the GI Bakery receipt, Kroger (or other store) receipt (for reimbursement) and Donut Sunday Breakdown sheet (in binder on counter next to coffee pots). If you want to fill out the breakdown sheet, that would be helpful, but it is not necessary because the office can do it as well. Leave the donut Sunday bag in the kitchen and office personnel will pick up on Monday morning.

Take your reimbursement for milk, juice, and whatever else you purchase out of the money donated. If there is not exact change, just round up to the next dollar. Please indicate on the Breakdown sheet that you reimbursed yourself. If for any reason you did not reimburse yourself, it will be in an envelope with your name on it at the front desk by Monday afternoon.