

# SUNDAY MORNING COFFEE & DONUTS DUTIES

## Duties for your Group

You can divide getting, set-up and clean-up between members of your group.

- **GO PICK UP DONUTS @ DONUT HAUS**

- Any time after 5:00am, go to Donut Haus 265 E. 29 th Ave. and pick up donuts.
- Go to cash register and someone will get the donut box for MVPC for you.

- **SET-UP IN NOOK**

- The main entrance to the Church should be open
- Open the kitchen pass-through window

- **ITEMS TO MAKE & SET OUT**

- Make one pot of regular coffee, instructions are posted the wall.
  - When coffee is done, insert pouring stem and place lid.
  - Coffee pot should be placed in rack on credenza outside of kitchen door.
  - Check the credenza area to make sure there are coffee cups, sugar & creamer, etc
- Using the small Mr. Coffee Pot, make a pot of Decaf Coffee
  - one cup of coffee to 10 cups of water.
  - When coffee has brewed pour into stainless steel pot, insert pouring stem and place lid.
  - Place in rack on credenza next to regular pot.
- While coffee is brewing place donuts on platters with serving tongs and a knife.
  - Place donuts with napkins at front of pass through.

- Place Donation basket up by donuts
  - Check coffee in regular pot and if needed, make another pot.
  - Place copy of invoice for the donuts in a manilla envelope.
    - Envelopes are in the top drawer on south end of kitchen.
- **ONCE SERVICE HAS STARTED**
    - If there are donuts left, please put them in a baggie and place them in the refrigerator freezer.
    - If there is decaf coffee left, pour into carafe and Donna will take it home. Leave it outside the closed Nook pass through.
    - Money received should be put in the same envelope as the invoice.
      - Once service has started, any money received should be put in the same envelope as the invoice.
      - The envelope should be placed on the offering plate, or it may be taken to the safe which is in the room next to the Chapel.
- **IF THERE IS A SUNDAY SCHOOL CLASS AFTER WORSHIP**
    - If there is a Sunday School Class after Service, another pot of regular coffee is made and placed at the end of the Nook pass through just before you leave or go to service.
- **ONCE WORSHIP HAS STARTED**
    - Once church service has started, wash all platters and utensils used and put them away or let dry in the sink drainer.
    - Empty coffee pots and clean.
    - Put dirty coffee cups in the dishwasher.
      - If the dishwasher is full start it and change the sign to CLEAN.
    - Wipe down all countertops and all tables that were used
    - Chairs should be pushed under the table.
      - In the summer, when the courtyard is open, tables and chairs need to be wiped down before and after service.
    - There is a small box between frig and stove for soiled cloths.
    - Close the pass-through window!

- Check all supplies in the kitchen.
  - If we are out of something look in the pantry in the main kitchen.
  - If you can't find what you need, please add to the grocery list, which is on the counter by the pass- through button.
- Once there are a couple of empty donut containers, please take them back to the Donut Haus.

***Thank you for your service!***

*Revised 4/2023 skr*