

9AM MASS DOUGHNUT/COFFEE INSTRUCTIONS:

Thank you for volunteering your time to help make St. Theresa a warm & welcoming community!

Week Before:

Call Debbie Rubin at the rectory (547-2777 ext.20) & make sure no other events supersede donuts (ie. Pancake breakfast, etc). Pick up the key for the supply room from Debbie by Friday.

Friday or Saturday:

Call Colonial donuts in Montclair ph#339-8230 before noon on Saturday to confirm doughnuts for St. Theresa (12 dozen) to be picked up Sun.AM. You won't need to pay for the doughnuts, they'll bill the church directly for them. If your group prefers to do something other than donuts, that's great, just make sure it stays within the donut cost. Also, if possible, you might want to pick up half & half for the coffee-we definitely have more takers than when we just have the coffeemate packets!

Sunday:

8:30-8:45AM Pick up doughnuts-just sign receipt-they will bill St. T's

8:45-9AM Start coffee-only make 1 "tank" of it The coffee can be found in the storeroom (across from the kitchen) in the church hall which you will need your key (Debbie Rubin) to access. Fill the tank with water to the 42 cup mark. Pour in ½ pound of ground coffee (about 3 cups) into the basket (no paper filter is needed) & secure the lid. Plug into a working outlet-the one in the main hall by the built in cubbies is good.

9-9:10AM Set up a table from the hall outside in front of the rectory (inside the hall-if it's raining) and put the blue box of supplies under it for later set-up.

9:45 (or right after communion) Bring coffee "tank" & doughnuts out to the table. Set out supplies from the box (napkins, sugar, coffeemate, etc) & a trash can from the hall. Set out the "cash" basket-best to put a few dollars in so parishioners can see where to make donation.

10-10:20ish Greet anyone who looks new or lost.

10:20-30 Clean Up: throw away boxes in trash, leave leftover doughnuts in hall & mark it "STEP." Put blue box of supplies away & call Clarice Cummins @ 594-8021 if we're low on anything so she can shop for it. Rinse & dry coffee pot & put away in storeroom. Return table to hall.

** Drop off storeroom key & cash in the rectory mailbox in manila envelope with a deposit slip filled out (see example of cash deposit sheet in the supply box).

Thank you again for your generosity!