

Coffee & Donuts

NOTE: Committing to host Coffee & Donuts on a specific Sunday is a commitment to provide supplies and preparation for three Masses.

Prior to the weekend

- Check supplies in the closet of the kitchen. Do this during office hours, 9:00 AM – 4:00 PM.
- You will need:
 - 6 sleeves of Styrofoam coffee cups (300 or so)
 - 250 or so plastic cups for lemonade
 - Two powder creamers and two sugars
 - Stir sticks
 - 500 napkins
 - Roll of paper towels
 - Gloves for plating cookies & donuts serving
 - Box of saran wrap
 - Decaf and regular coffee, one can of each
 - Lemonade, makes 34 quart size
 - See if there are any cookies left from the last Coffee & Donuts weekend in the marked plastic tub in the supply closet.
- Purchase so that you have a total of 35 dozen “generic” store-brand cookies to serve with the donuts.
- Purchase any supplies that are needed. Please ensure that anything you use is not the last.
- Please be sure you do not pay tax. Turn in a receipt to the parish office and we will reimburse your expense.

Sunday Morning

- At 8:00 AM Pick up donuts Shipley’s in Lakeway (by Home Depot). There will be a prepaid order of 75 dozen so you just need to pick them up. Tell them you are with Emmaus.
- Drop the donuts (and cookies if not in kitchen already) off in the Narthex.
- Get the large gray cart from underneath the stairs in the PLC foyer. Or use the smaller one in the kitchen.
- Gather the pre-purchased packages of cookies. The 35 dozen should cover 3 Masses (8:30 AM-10 doz.; 10:30 AM-15 doz.; and 12:15 PM – 10 doz.)
- Put the lemonade mix and ice into six of the water serving hard plastic pitchers. Water will be added at the sink in the Narthex. Using two scoops of lemonade mix per pitcher. Take a spoon for stirring also.
- Make 2 pots of regular coffee and 1 pot decaffeinated
 - Use one Styrofoam cup full of coffee grounds for each pot of coffee
 - Coffee and set ups should be under the coffee maker. If not, extra supplies are in the pantry
 - Set-up for coffee
 - Basket and/or containers of sweetener
 - Stir sticks
 - Creamer and Sugar
- The following needs to be taken to the west side narthex coffee bar on the cart
 - Cookies
 - (6) pitchers lemonade and a spoon for stiring
 - (2) pots regular coffee
 - (1) pot decaffeinated coffee

- Coffee set-up (sweeteners, creamers, etc.)
- (5) large platters with doilies
- (5) Tongs
- Small plastic cups (lemonade and water)
- Small Styrofoam cups (coffee)
- Napkins – small cocktail napkins
- Disposable gloves
- Set up one table near west coffee bar under narthex screen. Tables are located in the utility closet in the bride's room. Set-up coffee service on this table.
- Add water to the lemonade pitchers. Set-up lemonade serving at the end of the coffee bar by Narthex sink. Fill just a dozen or so cups about ½ full with lemonade.
- Prepare large platters with doilies and the donuts and cookies; cover with saran wrap and place underneath coffee bar.
- When Mass ends – pull out the food trays and uncover.
- After the Narthex empties, prep everything for the next Mass.
 - Put any leftover lemonade in the refrigerator of the sacristy.
 - Re-load food trays and cover with Saran. Place underneath coffee bar.
 - Wipe down counters.
 - Make more coffee as needed. Make more lemonade as needed.
- Repeat for 10:30 and 12:15 Mass set-ups
- **MAKE SURE two trays of donut holes and one tray of cookies is left for Spanish Mass!**

12:15 PM Mass

Your ministry is not expected to stay for the 12:15 PM Mass. Just prep everything (more coffee, lemonade, etc.) so it is ready to go for 12:15 PM Mass. Please cover any remaining food and place under the coffee bar.

- Clean-up after 12:15 PM Mass
 - Take everything back to the kitchen
 - Wash out coffee pots and place by coffee maker (DO NOT put coffee pots in sink filled with water, just rinse the inside and leave open to dry.)
 - Wash platters and return to cupboard
 - Wash pitchers and return to cupboard
 - Replace all supplies
 - Place any remaining cookies in the pantry, in ziplock baggie, in container

SUPPLIES NEEDED

- Please notify the office if additional supplies are needed by calling 512.261.8500 or email emmaus@emmausparish.org

SUGGESTIONS: We welcome your suggestions!



Water Pitchers are used now, not the gallon jugs. This picture is to show location.