SUNDAY COFFEE HOUR FORMAT

1, CALL RECTORY

* 498-6641, three days ahead to have cash box put out for Sunday Morning.

- The key to cupboard and directions are in the cash box.
- Get Cafeteria keys and cash box from rectory Sunday Morning.

2. SUPPLIES NEEDED

* All supplies will be found in the coffee hour cupboard (first cupboard by outside exit door).

- Call and order donuts at least 3 days prior from Mike Chan, 420-6896 at Lina's Donuts, 2638 Los Coyotes Diagonal. Tell him you are from O.L.R.
- 8 Dozen needed (I will advise you otherwise month to month as amounts vary)
- Pick up and pay for donuts Sunday morning.

* Buy 2 Gallons of Tampico Orange drink (this also varies, as more needed during summer) Please do not buy O.J. tooooooooooo expensive , I go in the red.

3. SET UP

* Put coffee on about 8:30 a.m. Sunday Morning. 1-60 cup pot (regular)
  1-35 cup pot (decaf)
  1-small pot water for tea

* Big pots are found in other cupboards in cafeteria

- Put 1 8oz. Styrofoam cup of coffee for every 25 cups of coffee you want to make. (example, 4 for 100 pot coffee)
- Put the coffee pots on the counter, one at each end, of the serving window.
- Put napkins down and a donut on top.
- You may wish to decorate the donut tables. But it is not necessary
- You may wish to set up a card table over by the windows at the end of the donut table for someone to collect the money. There is change in the money box.
- Set out a donation basket.
- Put bowls or small baskets of creamer, sugar, sugar substitute and stirrers out on the end of the first table in each row.Also one in front of each pot on counter.
- Open blinds to let in the light.

4. SERVING

- You will need about 3 people to serve.
- After most people have gone through the line, have a couple of workers take small coffee pots around to refill coffee cups.
- Toward the end of coffee hour, some groups will sell the left over donuts for Whatever they can get. Otherwise give to rectory.
- Reimburse yourself from profits for donuts and punch. Please return starting change to cash box. Amounts on lid of cash box. Put whatever is left in envelope in bottom of cash box. If not enough to reimburse yourself, call me.I will see you are paid.

5. CLEAN-UP

- Clean out all coffee pots, dry and put them away in cupboard.
- Wipe off tables, counters, etc. Make sure everything is back EXACTLY AS YOU FOUND IT. (or better) Especially everything you took out of my cupboard returned there. Thanks! Please refill sugar,creamer,lite sugar in bowls.
- Close windows, turn off lights, lock the doors, except restrooms. They stay open during masses.
- Do not forget to return keys and cash box to rectory.

ANY QUESTIONS PLEASE CALL SUSAN FROST 429-3227