

# 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**
  - **PICK UP DONUTS BY 9:00 AM**, go to Donut Haus 265 E. 29<sup>th</sup> Ave. and pick up donuts (just to the east of the King Soopers and next to the Petco) You can pick up anytime after 5:00am.
  - Go to cash register and someone will get the donut boxes for MVPC for you.
  
- **ARRIVE & SET-UP**
  - **PLEASE PLAN TO ARRIVE AT MVPC NO LATER THAN 9:15 AM**
  - You will enter into the Sanctuary Lobby Area through the U-Shaped drive doors
  - Head to the Nook small kitchen.
  
- **ITEMS TO MAKE & SET OUT**
  - **WORSHIP (begins at 10:15am!)**
    - Make TWO pot of regular coffee & ONE pot of de-caf coffee, instructions are posted the wall.
      - When coffee is done, insert pouring stem and place lid.
      - ONE REGULAR COFFEE and ONE DE-CAF COFFEE 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.
    - While coffee is brewing place donuts on platters with serving tongs and a knife at front of pass through roll up window.
    - Place Donation basket by the donut platters.
    - Check coffee in regular pot for Worship Service and if needed, make another pot.
    - Place the copy of the invoice for the donuts in a manilla envelope.
      - Envelopes are in the top drawer on the lefthand side of the counter facing the roll-up window inside of kitchen.

- **AS WORSHIP SERVICE BEGINS(i.e. 10:15am or so)**

- If there are donuts left from service, please put them in a baggie and place them in the refrigerator freezer.
- Money from the Donation Basket should be put in manilla envelope
  - Once service has started, any money received for donuts 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.
- 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, please 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.
- There is a small box between frig and stove for soiled cloths.
- Close the pass-through roll up window!
- Check all supplies in the kitchen.
  - If we are out of something please let Pam McGee know so she can refill the items.
  - If you can't find what you need, please add it to the grocery list, which is on the counter by the pass- through roll up button.
- Once there are a couple of empty donut containers, please take them back to the Donut Haus after the Worship Service and you are going home.

- **IF THERE IS A SUNDAY SCHOOL CLASS AFTER WORSHIP SERVICE**

- If there is a Sunday School Class after Worship 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.

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

*Revised 9/5/2024 by Fellowship Committee*