**Coffee & Donut Host Responsibilities**

*If ALL Signup Genius slots are not filled within two weeks of your desired date, we will cancel and open the date up for other groups.*

**Staff Contacts**

Michelle Kazanjian, Pastoral Ministry - mkazanjian@sta2.org; text for last-minute issues to 734.660. 6268

Albert Holder, Discipleship/Religious Ed - aholder@sta2.org; text for last-minute issues to 734.680.5989

Kevin O’Connor, Evangelism - koconnor@sta2.org; text for last-minute issues to 734.730.0056

Mark Moses, Maintenance - mmoses@sta2.org; text for last-minute issues to 734.546.0400

**Managing C & D (STA Staff)**

Someone from the Ministry Direction group will keep posters, website, and pulpit announcements current, recruit host teams, watch Signup Genius, cancel if one week away and no host, serve as liaison with operations. (Currently this is Michelle)

Brew 2 urns of regular coffee; auto-drip 2 pots of decaf coffee; heat hot water - find coffees in C & D supply tote on counter in kitchen and note which one you brewed for ballots! (Albert)

**Setting up C & D (STA Maintenance)**

Macro set-up in gym

* 3 long tables (2 end to end for serving refreshments, 1 for display)
* Round tables and chairs to seat ~ 50
* Unlock preschool toy closet or take out balls & hula hoops
* Set out a trash can and make sure dust-mop and dustpan are handy

**Host Team (Rotating Volunteers)**

*Before 9A Mass*

* Unlock preschool breezeway crash bar by 8A (if Albert isn’t arriving that early?)
* Check in with Albert
* Set out sign in front of breezeway door
* Check that donuts have arrived; troubleshoot if not! (see list of donut suppliers)

*Before or During Mass*

Gather supplies in kitchen

* Donuts on counter - open boxes, tear off lids, save receipt!
* Fill 4 air pots with regular coffee - don’t forget pump inserts!
* Fill 2 air pots with hot water - don’t forget pump inserts!
* Fill 2 carafes with decaf coffee
* Cream (refrigerator)
* 4 bunches bananas and 2 bags clementines
* 48 milk boxes - fridge
* Styro cups - in box to the right of stoves before you pass through to the sink room
* (Small dessert plates)
* Napkins - drawer (labeled)
* Stirrers or spoon/ Sugar and fake sugar/tea bags (cupboard to right of tall closet by refrigerators
* Donation “jars” with ballots / Golf pencils / Pink tablecloths
* 6 Pitchers of water and ice - pitchers in marked cupboard, ice in ice maker to right of white freezer

*Set-up*

Indicate an area for shoes (anyone going on court) and coat racks

Place beverages on one table, duplicating supplies on each side for a double line

* Cups and beverage napkins
* Regular coffee
* Hot water & tea bags
* Decaf coffee
* Coffee condiments
* Donation jar, coffee voting ballots, pencils

Set out food, organize for serving on both sides of long table

* Place donuts in boxes on the next table, remove/tear off lids - Lay out small dessert plates and/or napkins
* Put washed fruit in bowls
* Miik boxes
* Donation jar, coffee voting ballots, pencils

Set up a welcome table with name tags.

Set up your own group table if applicable (handouts, donations, signage, sign-up sheets)

*Service*

Arrive in Gym from church before Mass ends OR arrive at 9:45

Greet guests, encourage them to rate coffee and donuts and donate

Serve, mingle, snap photos (ask permission to post on web if taking photos of minors - get written permission on clipboard in C & D tote found in kitchen)

If desired, make an announcement about your group and let the attendees know about any handouts, donation requests, etc.

*Cleanup*

*When gym empties or by 11:15*

Put away everything you put out

Clean up the kitchen

Wipe tables

Place donations/ballots in manila envelope and give to Albert or turn in to Parish Office (if collecting $ for your own group, just turn in ballots)

Sweep

Turn out lights

Take out trash to bin pen between rectory and parish hall entrance

Bring lost-n-found to Parish Office or give to Albert