

## St. John Fisher Chapel University Parish Guide For Coffee Hosts

*Please come early to do the preparation (9:30am)*

### **Before Mass:**

#### **1. Procedure for Making Coffee:**

- A. Fill plastic measuring pitcher with cold water to the level line.
- B. Put coffee in paper filter and put into machine (Regular or Decaf)
- C. Put empty glass pot on lower burner
- D. Pour the water into the top opening
- E. Coffee will brew quickly
- F. Make three pots of each type of coffee before Mass. Fill the black carafes with regular coffee and the white carafes with decaf.

**2. Make two large punch bowls of lemonade.** The mix is in the cupboard above the sink. Add the ice after Mass.

**3. Place donuts on trays.** Cover to keep fresh. Keep these trays on the back counter so as not to tempt children attending Child Church from 10am to about 10:30am.

**4. Boil one kettle of water for tea and fill the burgundy carafe.**

**5. Cover the two long serving tables and the lemonade table near the windows.** Paper cloths are in the marked lower cupboard.

**6. Fill the coffee creamer and sugar dispensers, two of each.**

**7. Set up tea bags, sweetener, coffee cups, punch cups, coffee stirrers and napkins.**

**8. Crank the counter shade down and keep it down until after Mass.** Do not set anything out until after Mass. When leaving the kitchen to attend Mass, please **close the door.**

*No preparation should be done after 10am as the Activities Center is the location for Child Church.*

***After Mass:***

Return to the kitchen immediately after Blessings (before priest exits). Add ice to the lemonade and set up on the table near the window, along with the punch cups. Place several coffee carafes, stirrers, fixins' and cups at both ends of the table, other carafes, etc. on the counter so that many people can be served at one time.

In an effort to ensure there are enough donuts for everyone, we ask the Coffee Hosts to perform a monitoring function. When possible we will try to assign more than one couple for each week so that someone can **stand at the donut station and remind little ones to take just two donut holes each. There is also a card reminder. Set the donuts out on the far end of the table and monitor this, please. Our Art and Environment Ministers have created small table cards reminding parents to be aware of their children's activities. These cards are in the drawer beneath the coffee pots. Please place these around on each of the tables.**

**Another person should assist the children by serving the lemonade to prevent spills.**

***After the Reception:***

1. Wash punch bowls, coffee accessories and store for next time.
2. Wipe all tables and counters
3. We no longer use paper tablecloths. Leave used cloths on back counter in kitchen. Dispose of used cups, napkins, etc.
4. Turn off all coffee burners (but don't unplug coffee makers) and stove burners.
5. Put away all supplies.

***Thank you for providing this enjoyable get-together for our Parish Family.***

Questions: Contact the front office at [frontoffice@sjfcup.com](mailto:frontoffice@sjfcup.com) or 248-373-6457.  
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