

For Maintenance--Before 9:30 Sunday morning

1. Please set up tables in the Rochester Room. 2 large tables in the middle of the room, one small by the door for tea and one small table for the children in front of the toy cabinets.
2. Please cover with plastic table cloths.
3. Fill coffee pot with 40 cups of water. In the summer 25 cups.
4. Fill pot for hot water for tea with 20 cups of water
5. Put both pots into position in the Rochester Room, with plugs ready to be plugged in (be sure to have extension strip visible for volunteer to turn on) at 9:45 am/10:15 (summer) on Sunday mornings.

Monday morning

Please fold and return table cloth covers to cupboard in the kitchen, however in the summer please leave on the tables. Vacuum rug, clear trash, move tables if necessary.

For Coffee Hour Volunteers

Before Mass

Food and Drink:

Buy and bring before Mass about 5 dozen donuts/ 3 dozen in the summer, or comparable amount of cookies, bagels, pastry, etc. Check to see if there's milk in the frig. If not, bring up half gallon of milk from downstairs refrigerator (in the rectory kitchen, past the elevator at the end of the hallway on the right. If elevator is locked, ask the person at the front desk to unlock it.) Apple juice for kids should be in the upstairs kitchen refrigerator or check the last closet in the kitchen. It may not have been unpacked from the shipping box and may be on the floor.
—in an emergency, Duane Reade carries it.

Set Up and Preparation

If coffee is not already in the pot, ground coffee should be in the kitchen cabinets to the right of the frig up top. Please add 2 1/2 full cups of coffee/ 1 1/2 in the summer to the coffee filter in the big pot.

(Measure with white Styrofoam cup in coffee container), and
PLUG IN THE POT. (it takes about an hour to brew)

Set out the following items **(These will be in the last closet by the window on a tray that says coffee hour tray):**

- Stir sticks and container for used sticks and teabags
- Sugar and sweeteners
- Tea bags

****Please refill and return the tray to the shelf after coffee hour.**

The following will also be in the last closet closest to the window :

- Napkins
 - Styrofoam cups (large for coffee, smaller cups for kids)
- Get 2 small saucers/plates under each spigot from the sink area.

Pour milk into larger pitchers for coffee and small for tea—keep in fridge till after Mass.

Cut donuts in half and put on platters you'll find in the kitchen—just look around. Doilies usually in the bottom cabinet to the right of the refrigerator or you can always use napkins or paper towels.

Plug in both pots and turn out lights right before 10:00 mass. Make sure upstairs door is unlocked. If elevator is locked, ask the person at the front desk to unlock it.

Go upstairs right after communion to put milk and juice out and check everything.

After Coffee Hour

In the summer sometimes the treat leftovers can be offered at a later mass or brought down to the priests kitchen or left in the Rochester kitchen to share.

Please wash any serving pieces and the coffee pot.. Grounds go in “Everything Else” garbage can.

Empty the tea pot. NOTE: POTS NOT IMMERSIBLE IN WATER.

Dry and return items to original locations.

Leave unpoured milk and juice, in cartons, in upstairs fridge.

Poured milk from pitchers, if any, should be saved separately in upstairs fridge.

Please note any pending shortages of cups, sweeteners, etc. and email Elizabeth (Elizabeth.ewilliams@gmail.com) so they can be ordered.

Wipe off table cloths and leave on tables to dry.

Turn off lights in Rochester Room, kitchen and bathrooms