

SANCTUARY AND SACRISTY CLEANING SCHEDULE September 2016 – February 2017

PLEASE NOTE: INSTRUCTIONS TO TURN LIGHTS ON IN THE CHURCH

In the priest's sacristy on the left when you enter the door there is a touch pad. Tap the screen and choose the option B/A Mass (before and after Mass). To turn off the lights use the ALL OFF option on the pad.

The church will be unavailable to clean during Eucharistic Adoration on the First Friday of every month and on EVERY Saturday morning between the hours of 8:00am – 10:00am. You may schedule your cleaning time on Thursday during the day or evening or on Saturday morning after 10:00am.
Please check the bulletin for wedding rehearsals and weddings.

There will be additional times for EUCHARISTIC ADORATION in the Holy Cross Chapel every Friday of the month.

You may clean the Sanctuary and Sacristy during the hours of Adoration, but you will not be able to enter the Holy Cross Chapel. Please close the curtain door to the Holy Cross Chapel before you run the sweeper.

We are requesting that you place a check by your name when you have completed your sacristan duties.

___ VANKIRK FAMILY	574-855-6540	SEPTEMBER 9 & 10
___ PETRIN FAMILY	503-708-3378	SEPTEMBER 16 & 17
___ LANDERS FAMILY	815-245-8050	SEPTEMBER 23 & 24
___ UDOH FAMILY	860-899-8004	SEPTEMBER 30 & OCTOBER 1
___ GILBERT FAMILY	574-274-9948	OCTOBER 7 & 8
___ RIBONI FAMILY	574-277-3055	OCTOBER 14 & 15
___ JULIA STUDEBAKER	574-272-5095	OCTOBER 21 & 22
___ LISA FREDLAKE	574-277-8037	
___ JENNIFER WILLIAMS	574-273-4333	OCTOBER 28 & 29
___ SUSAN MILLER	574-277-2423	
___ GARNER FAMILY	574-485-6382	NOVEMBER 4 & 5
___ CRABTREE FAMILY	574-261-1142	NOVEMBER 11 & 12
___ ZMUDZINSKI FAMILY	574-243-5812	NOVEMBER 18 & 19
___ SMITH FAMILY	574-247-1842	NOVEMBER 25 & 26
___ BARTUS FAMILY	574-247-9109	DECEMBER 2 & 3
___ KOPCYZNSKI FAMILY	574-271-2878	DECEMBER 9 & 10
___ KONKLE FAMILY	574-271-4619	DECEMBER 16 & 17

NO CLEANING SCHEDULE FOR CHRISTMAS AND NEW YEARS WEEKEND

___ HOA LINDSEY DAO FAMILY	574-271-1127	JANUARY 6 & 7
___ NABRZYSKI FAMILY	574-302-1971	JANUARY 13 & 14
___ AMY TATAY	574-273-4047	JANUARY 20 & 21
___ PATRICIA ROBERTS	574-272-3794	
___ MARY BRAMLETT	574-272-5740	JANUARY 27 & 28
___ JENELLE MILLER	574-292-2186	

___ ESTHER CYR	574-272-6457	FEBRUARY 3 & 4
___ COLLEEN SWANSON	574-272-1909	
___ KAREN MACK	574-272-0609	FEBRUARY 10 & 11
___ CATHERINE YUHAS	574-272-8620	
___ MARY STEFANEK FAMILY	574-289-4880	FEBRUARY 17 & 18
___ SHANTEL CROSS	574-229-2271	
___ LINDA FITZPATRICK	574-273-9262	FEBRUARY 24 & 25
___ GAIL DHOORE	574-272-0272	

SUBSTITUTE LIST: Karen Mack

If you are unable to clean until Saturday, please come to the rectory office before Friday at 4:30 PM to check out the Sacristy key. Please bring the key back to the Rectory and use the drop box in the door. DO NOT LEAVE THE KEY on the Sacristy countertop.

**If you are unable to keep your assignment PLEASE find a substitute.
Please call Karen Mack 272-0609 or Linda Fitzpatrick 272-3113 if you have any questions.**

****PLEASE MAKE SURE THAT YOU CLOSE AND LOCK THE SACRISTY DOORS AND HAVE TURNED OFF THE LIGHTS WHEN YOU ARE FINISHED CLEANING** THANK YOU.**

SANCTUARY

- Dust presider chair
- Dust Tabernacle
- Dust Credence table
- Dust Statue pedestals (Mary & Joseph)
- (dry) dust mop floor and steps with large dust mop
- Sweep up any flower petals/leaves
- Vacuum carpet in Sanctuary

HOLY CROSS CHAPEL

- Dust chair
- Dust small credence table
- Dust altar
- Dust ambo
- Dust window sills
- Dust baseboard along storage closets

ANY QUESTIONS..... PLEASE CALL

Karen - 272-0609 or Linda at 272-3113 ext 315

Thank you for your continued ministry!

SACRISTY: BOTH SIDES

- Dust window sills (wipe down with window cleaner)
- counter top (use small duster where it is hard to reach)
- Clean stainless steel sinks (2)
- Replenish paper towels if needed (located in the closet on the top shelf)
- Vacuum carpet
- Wipe down the heat registers in the entrance hall of the Sacristy

GENERAL CLEANING

- Wipe off sweeper after each use.
- Shake out dust mops
- Notify Parish Office when supplies are getting low such as:

Lime Away

Paper Towels

Liquid cleaner for stainless sinks