

SANCTUARY AND SACRISTY CLEANING SCHEDULE March 2017 - August 12, 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.

<input type="checkbox"/> VANKIRK FAMILY	574-855-6540	MARCH 3 & 4
<input type="checkbox"/> PETRIN FAMILY	503-708-3378	MARCH 10 & 11
<input type="checkbox"/> LANDERS FAMILY	815-245-8050	MARCH 17 & 18
<input type="checkbox"/> UDOH FAMILY	860-899-8004	MARCH 24 & 25
<input type="checkbox"/> GILBERT FAMILY	574-274-9948	MARCH 31 & APRIL 1
<input type="checkbox"/> RIBONI FAMILY	574-277-3055	APRIL 7 & 8

NO CLEANING SCHEDULE FOR GOOD FRIDAY AND HOLY SATURDAY APRIL 14 & 15

<input type="checkbox"/> JULIA STUDEBAKER	574-272-5095	APRIL 21 & 22
<input type="checkbox"/> LISA FREDLAKE	574-277-8037	
<input type="checkbox"/> JENNIFER WILLIAMS	574-273-4333	APRIL 28 & 29
<input type="checkbox"/> SUSAN MILLER	574-277-2423	
<input type="checkbox"/> GARNER FAMILY	574-485-6382	MAY 5 & 6
<input type="checkbox"/> CRABTREE FAMILY	574-261-1142	MAY 12 & 13
<input type="checkbox"/> ZMUDZINSKI FAMILY	574-243-5812	MAY 19 & 20
<input type="checkbox"/> SMITH FAMILY	574-247-1842	May 26 & 27
<input type="checkbox"/> BARTUS FAMILY	574-247-9109	JUNE 2 & 3
<input type="checkbox"/> KOPCYZNSKI FAMILY	574-271-2878	JUNE 9 & 10
<input type="checkbox"/> KONKLE FAMILY	574-271-8508	JUNE 16 & 17
<input type="checkbox"/> HOA LINDSEY DAO FAMILY	574-271-1127	JUNE 23 & 24
<input type="checkbox"/> NABRZYSKI FAMILY	574-302-1971	JUNE 30 & JULY 1
<input type="checkbox"/> AMY TATAY	574-273-4047	JULY 7 & 8
<input type="checkbox"/> PATRICIA ROBERTS	574-272-3794	
<input type="checkbox"/> MARY BRAMLETT	574-272-5740	JULY 14 & 15
<input type="checkbox"/> JENELLE MILLER	574-292-2186	

___ ESTHER CYR	574-272-6457	JULY 21 & 22
___ COLLEEN SWANSON	574-272-1909	
___ KAREN MACK	574-272-0609	JULY 28 & 29
___ CATHERINE YUHAS	574-272-8620	
___ MARY STEFANEK FAMILY	574-289-4880	AUGUST 4 & 5
___ LINDA FITZPATRICK	574-273-9262	AUGUST 11 & 12
___ 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