

## SANCTUARY AND SACRISTY CLEANING SCHEDULE MARCH 2018 – AUGUST 2018

### 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** until 4:45pm 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 these hours of Adoration, but you will not be able to enter the Holy Cross Chapel. **Please close the curtains and the door to the Holy Cross Chapel before you run the sweeper.**

**Please place a check by your name when you have completed your sacristan duties. Thank you!**

<input type="checkbox"/> NOLON FAMILY	574-274-9171	March 2 & 3, 2018 (First Friday)
<input type="checkbox"/> ANDERSON FAMILY	574-243-0463	March 9 & 10, 2018
<input type="checkbox"/> LARKIN FAMILY	574-277-4320	March 16 & 17, 2018
<input type="checkbox"/> DAMPEER FAMILY	574-274-6519	March 23 & 24, 2018
<b>NO CLEANING – HOLY WEEK MARCH 30 &amp; 31</b>		
<input type="checkbox"/> KIELTON FAMILY	574-876-3325	April 6 & 7, 2018 (First Friday)
<input type="checkbox"/> PETRIN FAMILY	503-708-3378	April 13 & 14, 2018
<input type="checkbox"/> UDOH FAMILY	860-899-8004	April 20 & 21, 2018
<input type="checkbox"/> GILBERT FAMILY	574-274-9948	April 27 & 29, 2018
<input type="checkbox"/> RIBONI FAMILY	574-277-3055	May 4 & 5, 2018 (First Friday)
<input type="checkbox"/> LISA FREDLAKE	574-277-8037	May 11 & 12, 2018
<input type="checkbox"/> JENNIFER WILLIAMS	574-273-4333	May 18 & 19, 2018
<input type="checkbox"/> SUSAN MILLER	574-277-2423	
<input type="checkbox"/> CRABTREE FAMILY	574-261-1142	May 25 & 26, 2018
<input type="checkbox"/> ZMUDZINSKI FAMILY	574-243-5812	June 1 & 2, 2018 (First Friday)
<input type="checkbox"/> SMITH FAMILY	574-247-1842	June 8 & 9, 2018
<input type="checkbox"/> BARTUS FAMILY	574-247-9109	June 15 & 16, 2018
<input type="checkbox"/> KOPCYZNSKI FAMILY	574-271-2878	June 22 & 23, 2018
<input type="checkbox"/> KONKLE FAMILY	574-271-8508	June 29 & 30, 2018
<input type="checkbox"/> LINDSEY DAO FAMILY	574-271-1127	July 6 & 7, 2018 (First Friday)
<input type="checkbox"/> NABRZYSKI FAMILY	574-302-1971	July 13 & 14, 2018
<input type="checkbox"/> AMY TATAY	574-273-4047	July 20 & 21, 2018
<input type="checkbox"/> PATRICIA ROBERTS	574-272-3794	
<input type="checkbox"/> MARY BRAMLETT	574-272-5740	July 27 & 28, 2018
<input type="checkbox"/> JENELLE MILLER	574-292-2186	

___ ESTHER CYR	574-272-6457	August 3 & 4, 2018 (First Friday)
___ COLLEEN SWANSON	574-213-4287	
___ MARY STEFANEK FAMILY	574-289-4880	August 10 & 11, 2018
___ LINDA FITZPATRICK	574-273-9262	August 17 & 18, 2018
___ GAIL DHOORE	574-272-0272	
___ CAROLYN TIHEN	574-272-1155	August 24 & 25, 2018

**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 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
- Sweep up any flower petals/leaves
- Vacuum carpet in Sanctuary

- 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

**Thank you for your continued ministry!**

### **HOLY CROSS CHAPEL**

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

*Karen Mack was involved in this ministry for over 20 years and for the past 15 years she was our Church Sacristan. She trained almost all our volunteers and did so many things behind the scenes.*

### **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

*Karen passed away on January 20, 2018. She was a very kind person and very devoted to this ministry. Please keep her and her family in your prayers.*

*Thank you, Karen, for your ministry and dedication to our parish. May you rest in peace.*

### **GENERAL CLEANING**