

SANCTUARY AND SACRISTY CLEANING SCHEDULE August 9 – December 14, 2019

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!

___ JULIE CARLIN	571-276-1741	AUGUST 9 & 10, 2019
___ NOLON FAMILY	574-274-9171	AUGUST 16 & 17, 2019
___ ANDERSON FAMILY	574-243-0463	AUGUST 23 & 24, 2019
___ UDOH FAMILY	860-899-8004	AUGUST 30 & 31, 2019
___ GILBERT FAMILY	574-274-9948	SEPTEMBER 6 & 7, 2019 (FIRST FRIDAY)
___ LISA FREDLAKE	574-277-8037	SEPTEMBER 13 & 14, 2019
___ JENNIFER WILLIAMS	574-273-4333	SEPTEMBER 20 & 21, 2019
___ SUSAN MILLER	574-277-2423	
___ ZMUDZINSKI FAMILY	574-243-5812	SEPTEMBER 27 & 28, 2019
___ BARTUS FAMILY	574-247-9109	OCTOBER 4 & 5, 2019
___ KOPCZYNSKI FAMILY	574-271-2878	OCTOBER 11 & 12, 2019
___ KONKLE FAMILY	574-276-8508	OCTOBER 18 & 19, 2019
		<small>(MAY NEED TO CLEAN ON THURSDAY DUE TO CONFIRMATION AT 7PM FRIDAY AND A WEDDING SATURDAY AT 2:30PM)</small>
___ LINDSEY DAO FAMILY	574-271-1127	OCTOBER 24 & 25, 2019
___ NABRZYSKI FAMILY	574-302-1971	NOVEMBER 1 & 2, 2019
		<small>(FRIDAY IS A HOLY DAY OF OBLIGATION – MAY NEED TO CLEAN ON THURSDAY OR WAIT UNTIL SATURDAY MORNING)</small>
___ AMY TATAY	574-273-4047	NOVEMBER 8 & 9, 2019
___ PATRICIA ROBERTS	574-272-3794	
___ MARY BRAMLETT	574-229-3692	NOVEMBER 15 & 16, 2019
___ ESTHER CYR	574-272-6457	NOVEMBER 22 & 23, 2019
___ COLLEEN SWANSON	574-213-4287	
___ MARY STEFANEK FAMILY	574-289-4880	NOVEMBER 29 & 30, 2019

__ LINDA FITZPATRICK
__ GAIL DHOORE

574-273-9262
574-272-0272

DECEMBER 6 & 7, 2019

__ WM ZIELINSKI FAMILY

219-575-8345

DECEMBER 13 & 14, 2019

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 at 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

HOLY CROSS CHAPEL

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

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 entrances 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

Thank you for your continued ministry!