

SANCTUARY AND SACRISTY CLEANING SCHEDULE

November – March 2021

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 12:00 NOON 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"/> NABRZYSKI FAMILY	574-302-1971	November 6 & 7, 2020
<input type="checkbox"/> AMY TATAY	574-273-4047	November 13 & 14, 2020
<input type="checkbox"/> PATRICIA ROBERTS	574-272-3794	
<input type="checkbox"/> MARY BRAMLETT	574-229-3692	November 20 & 21, 2020
<input type="checkbox"/> ESTHER CYR	574-272-6457	November 27 & 28, 2020
<input type="checkbox"/> COLLEEN SWANSON	574-213-4287	
<input type="checkbox"/> MARY STEFANEK FAMILY	574-289-4880	December 4 & 5, 2020
<input type="checkbox"/> LINDA FITZPATRICK	574-273-9262	December 11 & 12, 2020
<input type="checkbox"/> GAIL DHOORE	574-272-0272	
<input type="checkbox"/> WM ZIELINSKI FAMILY	219-575-8345	December 18 & 19, 2020

NO CLEANING SCHEDULE OVER THE CHRISTMAS AND NEW YEAR HOLIDAY

<input type="checkbox"/> CARLIN FAMILY	574-360-2432	January 8 & 9, 2021
<input type="checkbox"/> NOLON FAMILY	574-274-9171	January 15 & 16, 2021
<input type="checkbox"/> UDOH FAMILY	860-899-8004	January 22 & 23, 2021
<input type="checkbox"/> GILBERT FAMILY	574-274-9948	January 28 & 30, 2021
<input type="checkbox"/> LISA FREDLAKE	574-277-8037	February 5 & 6, 2021
<input type="checkbox"/> JENNIFER WILLIAMS	574-250-6666	February 12 & 13, 2021
<input type="checkbox"/> SUSAN MILLER	574-277-2423	
<input type="checkbox"/> ZMUDZINSKI FAMILY	574-243-5812	February 19 & 20, 2021

___ BARTUS FAMILY	574-247-9109	February 26 & 27, 2021
___ KOPCZYNSKI FAMILY	574-271-2878	March 5 & 6, 2021
___ KONKLE FAMILY	574-276-8508	March 12 & 13, 2021
___ LINDSEY DAO FAMILY	574-271-1127	March 19 & 20, 2021
___ NABRZYSKI FAMILY	574-302-1971	March 26 & 27, 2021

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

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

HOLY CROSS CHAPEL

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

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 entrances hall of the Sacristy