

SANCTUARY AND SACRISTY CLEANING SCHEDULE

December 3, 2021 through May 31, 2022

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"/> MEYER FAMILY	785-200-7569	DECEMBER 3 & 4, 2021
<input type="checkbox"/> CASSANDRA SABAJ	574-301-9832	DECEMBER 11 & 12, 2021
<input type="checkbox"/> AMANDA REMBLE	574-250-9346	
<input type="checkbox"/> KINZEL FAMILY	740-215-5539	DECEMBER 19 & 20, 2021

NO CLEANING DURING THE WEEK OF CHRISTMAS AND NEW YEARS

<input type="checkbox"/> BRECHT FAMILY	574-276-0579	JANUARY 7 & 8, 2022
<input type="checkbox"/> NABRZYSKI FAMILY	574-302-1971	JANUARY 14 & 15, 2022
<input type="checkbox"/> AMY TATAY	574-273-4047	JANUARY 21 & 22, 2022
<input type="checkbox"/> PATRICIA ROBERTS	574-272-3794	
<input type="checkbox"/> MARY STEFANEK	574-289-4880	JANUARY 29 & 30, 2022
<input type="checkbox"/> WM ZIELINSKI FAMILY	219-575-8345	FEBRUARY 4 & 5, 2022
<input type="checkbox"/> CARLIN FAMILY	574-360-2432	FEBRUARY 11 & 12, 2022
<input type="checkbox"/> NOLON FAMILY	574-274-9171	FEBRUARY 18 & 19, 2022
<input type="checkbox"/> ANDERSON FAMILY	574-243-0463	FEBRUARY 25 & 26, 2022
<input type="checkbox"/> UDOH FAMILY	860-899-8004	MARCH 4 & 5, 2022
<input type="checkbox"/> GILBERT FAMILY	574-274-9948	MARCH 11 & 12, 2022
<input type="checkbox"/> LISA FREDLAKE	574-277-8037	MARCH 18 & 19, 2022
<input type="checkbox"/> JENNIFER WILLIAMS	574-250-6666	MARCH 25 & 26, 2022
<input type="checkbox"/> SUSAN MILLER	574-277-2423	

___ ZMUDZINSKI FAMILY 574-243-5812 APRIL 1 & 2, 2022

___ BARTUS FAMILY 574-247-9109 APRIL 8 & 9, 2022

(NO CLEANING SCHEDULE FOR APRIL 15 & 16, 2022 (EASTER WEEKEND))

___ KOPCZYNSKI FAMILY 574-271-2878 APRIL 22 & 23, 2022

___ KONKLE FAMILY 574-276-8508 APRIL 29 & 30, 2022

___ LINDSEY DAO FAMILY 574-271-1127 MAY 6 & 7, 2022

___ LISA LARKIN FAMILY 574-277-4320 MAY 13 & 14, 2022

PLEASE CALL THE PARISH OFFICE TO SCHEDULE YOUR TRAINING FOR THE NEW SACRISTY. IT WILL TAKE ABOUT 15 MINUTES TO RUN THROUGH THE NEW CLEANING PROCEDURES. I WOULD LIKE TO HAVE EVERYONE TRAINED BY THE FIRST WEEK OF DECEMBER. THANK YOU FOR YOUR MINISTRY. LINDA

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

- 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

HOLY CROSS CHAPEL

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

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!

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)