

Altar & Rosary Members'
CHURCH CLEANING DUTIES

- Duties now begin on the 1st of the month rather than on meeting day.
- Provide coffee and breakfast treats after 1st Friday 8:30 Mass.
- A&R Cabinet, in work sacristy, contains cleaning supplies.

WEEKLY

1. Dust pews, straighten books, check for old bulletins, trash, etc.
2. Dust narthex and straighten books on book shelves.
3. Clean water spots from baptismal font.
4. Clean/fill (from baptismal font) holy water fonts at entry doors. Extra acrylic liners are in A&R cabinet.
5. Dust where missal and holy oils are kept.
6. Dust choir area and organ.
7. Choir responsible for keeping choir room clean.
8. Swiffer any noticeable dirt between pews.

MONTHLY

1. Dust statues and stands.
2. Clean any protruding edges where dust can accumulate, i.e. windowsills. If you can, reach arches above altar and side doors.
3. Dust decorative ends of pews and front of each section of pews.
4. Examine and clean windows for smudges.
5. Check to make sure church is clean, especially after funerals, weddings, etc.
6. If you find additional cleaning is necessary, contact office.
7. Portable vac are available to clean small areas under pews.

Thank you!

Additionally:

- If A&R volunteers do sweep crumbs out from under pews, please sweep them up or if there is an area that is really dirty then sweep but, otherwise, no sweeping should be done.
- Only clean big smudges on windows, but no need to wash full windows.
(Interior windows are cleaned professionally every 3 months.)
- Volunteer Altar & Rosary ladies should not be over burdened with this cleaning.