

September 2010 SACRISTIAN SCHEDULE

Before:

September 5.....Martha Arbogast and daughter 561-3799
September 12.....Jane and Chris Connolly..... 351-7582
September 19.....Anna Knauer..... 561-3022
September 26.....Carol Carlin..... 683-4958

LIST OF CHORES

STRAIGHTEN	the missalettes and hymnals in the main body of the church and in the balcony.
EMPTY & RELINE	waste baskets. There are 6 of them (1 in each lavatory, 3 in sacristies and 1 in the storage room.
REPLACE & LIGHT	the sanctuary candle when needed. (Supply is in the choir's sacristy under Health and Wellness supplies.)
CLEAN	TWO LAVATORIES (Sacristy and "Cry Room") (Cleaning supplies and vacuum sweeper bags are under the sink in the sacristy.) Be sure there are tissues, toilet paper, and paper towels in each lavatory. Put paper cups in the sacristy lavatory, but not in the "cry room" lavatory.
CLEAN	the floors under the pews with dust mop.
"CRY ROOM"	clean the glass looking out toward the altar. Dust furniture and straighten the children's books.
VACUUM	the carpet with the big sweeper. Do balcony if necessary. (Vacuum sweeper bags are under the sink in the sacristy.)
DUST	all the windowsills (especially on the landing of the balcony - <i>dead flies collect there</i>) and the banister to the balcony and clean under the radiators in the vestibule.
DUST	piano, organ, presider and server chairs, and all the tables in the sanctuary. Dry cloth only: altar, lectern, credence table and tabernacle (those of matching wood).
DUST MOP	the vestibule floor.

Thank-you!