

CHURCH CLEANING INSTRUCTIONS

Updated January 2013

Committee members clean church during the month, and serve rolls and coffee in the Church Hall on the 1st and 3rd Sundays of the month. All women of the parish bring rolls the 1st Sunday of the month, the 3rd Sunday is up to the Monthly Committee to determine what to serve.

Women of the parish sign up during December for one month during the year to be on the Cleaning Committee. The list is created and displayed in the back of church as a reminder of who is on the committee. The committee will usually consist of two women of the parish each month.

If you are unable to clean in the month you selected, please try to find a substitute, or contact the president. The schedule can be changed. Please work with the other person designated for your month to coordinate cleaning and serving coffee and rolls.

WEEKLY:

*Make sure all kneelers are placed in an upright position.

*Place all missals and song books to the end of each pew. Straighten the book library in the back of church.

*Pick up and throw away any loose paper, cereal, etc. from the pews and floor underneath the pews. There is a trash can in the back of church and in the room behind the sanctuary.

*Dust the church: altar, room directly behind the altar, balcony, steps up to the balcony, window sills and confessional, as needed. The spider webs will need to be knocked down from the corners of the church, underneath the pews, and in the windows from time to time.

*Vacuum the carpet in the aisles of the church, entrance of the church, altar, and back room, as needed. The wood underneath the pews may be dusted with a mop to the ends of each row.

*Remove any dried flowers that may be on the altar. Check live plants to ensure they are properly watered and groomed.

*Sweep off sidewalks outside of church.

*Remove remains of burned out candles from glass candleholders and replace them with new candles. The candles are kept in the south cupboard in the back room.

MONTHLY:

*The kneelers should be dusted by hand with a cloth to remove dust, dried mud, and spider webs.

*Vacuum pews if there is debris and crumbs.

SEMI-ANNUALLY:

The Altar Society as a group gets together to perform a thorough church cleaning during the Easter and Christmas seasons. This consists of dusting, vacuuming, scrubbing the wood floors and waxing them. Linens are placed on the altars and removed as needed, depending on the season.

The cleaning supplies are kept in the cubby hole underneath the stairs in the back of church. If you find any items that need to be replaced, please feel free to purchase the item(s) and submit bill to the Altar Society.

A clean church is always a very pleasant place to enter each weekend! Thank you!