

# **Altar and Rosary Cleaning Duties**

Last Update: October 2022

## **Weekly**

1. Dust the worship space of church
  - a. Dust the pews
  - b. Dust where the Missal and holy oils are kept.
  - c. Dust the choir are, organ and piano. (Choir keeps their practice room clean).
2. Tidy up the pews
  - a. Straighten the missalettes/Mass books.
  - b. Clean out old bulletins, paper, etc. from the pews.
  - c. Please put the white prayer card in a hymnal to prevent damage to the card.
  - d. Pencils and small information cards should be in the clear, plastic containers.
3. Swifter any noticeable dirt between the pews.
4. Clean water spots from the baptismal font and clean out holy water fonts.
5. Dust the gathering space and straighten the books in bookshelves.

## **Monthly**

1. Dust statues and their stands
2. Clean any protruding edge (such as windowsills) where dust can accumulate. Use a long-handled duster to dust the curved wood above the altar, sides of alter and side doors.
3. Touch up the windows between the gathering space and church, eliminating fingerprints and smudges

## **Other Notes**

- If there is a wedding, funeral, or special event, try to recheck the church to insure it is ready for Sunday service.
- Laurie Beard is hired to clean the floors in the church and gathering space (Narthex).
- If you think that the cleaning crew is not doing their job, please notify the parish office.