SANCTUARY CLEANING INSTRUCTIONS

The Sanctuary Key can be picked up at the church Monday – Friday during regular office hours. If you finish after the office is closed, please drop the keys in the mail slot in the boiler room.

First Friday: If you clean on First Friday, do not run the vacuum or disturb the Altar. You can clean on Thursday if one of you comes back and fills the Holy water fonts on Saturday--Remember, the monstrance contains the Body of Christ, genuflect when going past.

When cleaning on Friday, please be aware of the people in the church for Adoration. This does not mean you can’t clean, just try to keep the noise down.

Wedding Rehearsals: If you plan to clean on Friday after 5 p.m., it would be a good idea to call the parish office and verify if there is a wedding rehearsal or other event planned.

If you will be gone on your weekend to clean, please switch with another group.

Brooms, dust mops, etc., are found in the cupboard just through the door opposite the candle room. Other cleaning supplies are in the cupboard under the sink.

* The ablution cup by the tabernacle should be washed and refilled each week. Change the little towel (found in the labeled drawer in the large wooden cupboard)
* Clean the sinks and change the towel by the sink on the priest’s side.
* Empty water out of holy water fonts. Clean and refill (3/4 full)

When empting old Holy water, always be sure to pour down the LEFT side of sink in the sacristy as this drains into the ground and not into our sewage system. There could be particles of the Eucharist in the holy water.

NOTE: Holy water fonts will still be filled during Lent

* Run the vacuum (found in the closet by the sink). Sweep the sacristy and vacuum rugs.
* Empty all wastebaskets into the large basket by the sacristy door. Maintenance will empty that one.
* Dust confessionals, devotional alcove, window sills (both in sacristy and church), altar furniture, the ledge around the church, the gathering space, and shelves where statues are placed.
* Water any plants if needed (except Christmas and Easter--a separate group takes care of them). Watering cans are under the pew in the sanctuary. If any plants look pretty bad, please remove from the altar and place in the sacristy for floral ministry to dispose. Pick up any leaves if necessary.

If you have any questions, call Sue Fox at 989-292-9227 or the parish office (during office hours) 989-224-8994.

Thank you for your time and effort to keep our church clean.

(revised Feb 2023)