

**St. Mary's Catholic Church**  
**Altar Society Weekly Cleaning Checklist**  
**12/10/2010**

**Job Summary:**

Clean Church to keep it neat for each Mass.

**Duties & Responsibilities:**

- Get Key for Church and other doors from the Church Office. Call in advance to make sure someone will be at the office
- Check bathrooms
  - Notify team Leader or straighten up
  - Replenish paper products, soap, and cups
- Check the card/rosary table in the foyer,
  - Straighten cards (replace as necessary)
  - Replenish Rosaries(extras are in the Front Closet)
- Check and if needed
  - Straighten up missalettes by each door, including the chapel
- Clean Pews
  - Straighten the Songbooks
  - Pick up trash
  - Sweep floor under pews
- Check Votive Candles
  - Notify Person Responsible, or clean and replace as needed.
- Check for candle holders that have melted candles in them
  - Take over to the church, if needed.
- Check for dead flowers
  - Throw away as needed
- Vacuum Carpet
- Check on Cleaning supplies and tools. Report needs to the office or to David Swinson dvswin3@sbcglobal.net.
- Return Keys to office

**Time:**

Do this anytime between 11:30am Sunday to 12:00pm Saturday before Mass.

**Qualifications:**

- Willingness to Clean
- Ability to work as part of a team
- Good Communication Skills
- Phone with answering machine/voicemail and/or email