

**Church of Saint Mary of the Lake
Volunteer Ministry Description
Spring 2005**

Position Title: CHURCH CLEANING

Responsible to: Sacraments and Worship Committee

Purpose of Position:

Maintain regular cleanliness of church building.

Number of People Needed for Cleaning:

16 to 20

Responsibilities:

- Vacuuming: 7 – 9 persons.
Vacuum all tiled areas on and around the altar, main Church body, Blessed Sacrament Chapel, Confessional, Gathering Space, St. John the Baptist Room, St. Joseph's Room, Sacristy, hallways and nursery.
- Scrubbing: 3 persons.
All tiled areas in and around altar area and in the kitchen.
- General Cleaning: 2 persons.
Wash all pews and dust all woodwork in the church, chapel, gathering spaces and brides room. Change linens on altar, credence table and chapel.
- Wash Windows: 2 – 3 persons.
Wash all windows inside and out in the gathering space doorways and entries. Wash all mirrors in brides room and bathrooms. Wash all venetian blinds.
- Kitchen: 1 – 2 persons.
Wash floor, counter tops, coffee pots and general cleaning of area.
- Books: 1 – 2 persons.
Straighten all books in the pews (all three sets).
- Trees: 5 – 6 persons.
Put up and take down all Christmas trees.

Qualifications:

Sense of humor!

Time Requirement:

Flexible time (Monday morning 8:30 a.m. – 10:00 a.m.).

Perks:

- Coffee and conversation when work is completed.
- Breakfast "out" once a month.
- Summer group outing.
- Fall outing at the cabin.
- Christmas party.

