

Cleanup Helpers:(Counts as one hour of service)

1. once onsite you will notice a signup sheet at the sign in table please put your name there that way I have proof you attended and if you are St. Anselm school I can share this with Mr. Graham.
2. after mass is over please go to the back of the church and go to the bride's room (the room to the right of the Church entrance that has the bathroom) and get your cleaning supplies.
3. Cleaning supplies needed: a set of gloves (please wear them as the chemicals in the spray are harsh on your skin and not safe), a spray bottle, and at least 4 towels.
4. Once you have your supplies coordinate with the other volunteers what section of the church you are responsible for. I have four slots open and there are four sections of pews. Two side rows and the two center.
5. Once you know your section start spraying the pews and the laminated card on the pew. You also want to spray the top part of the pew in front of your pew since people put their hands here when they kneel down. (you know the pew is dirty by the laminated card being put on red... only clean the pews with the card turned to red).
6. I suggest spraying all the pews in your section first then go back and wipe them down. By doing this you are allowing the spray solution to sink into the pew and clean it. Once you clean the pew you need to flip the laminated card to the GREEN side so parishioners know it is clean and safe to sit on at the next mass.
7. Once you have finished your section please go back to bride's room and put your dirty towel in the designated basket for used towels. Put also your spray bottle back and throw away your used gloves.
8. The last person to clean their pews is to make sure the brides room is closed and not left open.

Sign in Table Helper: (Counts as one hour of service)

Please arrive in the church at least 15minutes before mass starts. Most of the time Sr. Mary will have already put all the items needed for the sign in table out already on the table when you enter the church. If she has not done this, you need to go instead the brides room and grab the following items to put on the table:

1. Folder that says Mass Sign in (it is the only binder folder there),
2. The three clipboards which one has Mass clean up sheet, mass waivers, and mass sign in.
3. The two cups, one that says Clean and the other that says USED. *If there are pens already in the used cup you need to clean them and put in the clean cup. *you can either clean them with the wipes that are inside a white tube with a purple lid or you can use the spray that is instead the spray bottle.
4. If the Offertory box is in the bride's room please move it inside the church between the last two pews. It is heavy so be careful.

5. Once you have all the items on the sign in table make sure to open the sign in folder to the page for the current mass. This is the list of people who have already reserved their spot online and so their names are typed. I allow them to sign in themselves but some parishioners will just tell you their name and you need to mark them off. If their name is not on the list, they need to write it in on the clipboard signup sheet. This has a space for you to put today's date and mass time on that sheet. Then the parishioners will put their name and phone number on that sheet.

6. It is good to make sure they are grabbing pens from the clean cup and not the dirty one. So many times they will grab from the wrong one. Also make sure they put it in the used cup. Again, you are to clean the pens as needed.

7. Please stay at the sign in table until at least 3minutes into mass starting. Then you can leave the table and attend mass yourself.

8. After mass you are to put everything from your sign in table back into the bride's room. You are also responsible of putting inside the Offertory Box (this can be found in-between the last two pews).