

## St. Luke Women's Society – Altar Care Duties

1. Dust all surfaces in the Narthex, hallways, Family Room, Sanctuary, Chapel, Vestry, Altar Server Sacristy, and upstairs (if door is unlocked). Hand and wand dusters are provided in the far-left cabinet in the Sacristy.
2. Throw away used matches from the bowls under the candle stands in the Chapel.
3. Wipe down the water fountains in the Narthex with cleaning wipes (provided in the Sacristy).
4. Wash all holy water fonts with hot water and soap. If needed, remove limescale from the fonts by soaking them in vinegar (provided under the sink) for at least ten minutes. There are six fonts: two at the east entrance to the sanctuary, two in the Chapel, one at the Family Room entrance near the stairs and one at the west entrance to the Sanctuary. After cleaning, replace and refill each font with holy water from the Baptismal Font.
5. The Family Room tends to be overlooked. If it is in disarray, please straighten the chairs and books. You may also find little handprints on the windows and mirrors. There is window cleaner under the sink in the Sacristy that may be used to clean both surfaces.
6. Wipe down the counters and clean the sink in the Sacristy.
7. If you notice any areas that need attention by maintenance (restrooms, windows, etc.), notify the office when you return the key to the Sacristy.

If you have any questions, please feel free to call/text me at (254) 913-2215.

Thank you for your service!

Sheila Kurtin