

St. Francis Xavier Volunteer Appeal

Do you think someone would be a great addition to our Church Council? Please let us know...

Nominations for Pastoral Council: (3yr term not to exceed 2 terms in a row)

1.

2.

3.

Stewardship of your Time and Talent are ways to give back to God what He has graced you with in your life. Please prayerfully consider what ways you could give back to God and the church. Thank you in advance for your stewardship in action!

Volunteers for Liturgy * Father will provide training

- | | |
|---|--|
| <input type="checkbox"/> Rosary Leader (20min before Mass)
<input type="checkbox"/> Greeters (bulletins at end of Mass)
<input type="checkbox"/> *Eucharistic Minister _____
<input type="checkbox"/> *Lector _____
<input type="checkbox"/> Choir - If you would like to be a part of the choir and have an instrument to play, please list that here:

_____ | <input type="checkbox"/> Usher (collect offertory & if pews are near capacity, help seat)
<input type="checkbox"/> *Sacristan (set up side table – water, wine, hosts - before Mass)
<input type="checkbox"/> Offertory (takes gifts to altar)
<input type="checkbox"/> Hospitality (snacks after Mass)
<input type="checkbox"/> *Server 4/5th grade & older) If your child(ren) are servers or want to serve, please list names and grades here:
_____ Grade _____
_____ Grade _____
_____ Grade _____ |
|---|--|

Volunteers for Rectory & Grounds Upkeep:

- | | |
|---|--------------------------|
| Change HVAC filters in rectory | <input type="checkbox"/> |
| Check exit and outside lights | <input type="checkbox"/> |
| Maintain paint on sidewalks and parking areas | <input type="checkbox"/> |
| Shovel Snow when needed prior to CCD, Mass times or other church events | <input type="checkbox"/> |
| Perform insurance inventory (yearly or as needed) | <input type="checkbox"/> |

Volunteers for Additional Parish Help:

- | | |
|---|--------------------------|
| Count collection money following church and prepare deposit (rotating assignment like Hospitality) | <input type="checkbox"/> |
| Church decorating | <input type="checkbox"/> |
| Funeral Meal Committee | <input type="checkbox"/> |
| Circle all that apply - CCD Teacher, CCD Volunteer, VBS Teacher, VBS Volunteer | <input type="checkbox"/> |
| Funeral Meal Committee | <input type="checkbox"/> |
| Youth Group & Young Adult Core Member Volunteer | <input type="checkbox"/> |
| Adoration (circle one: Full – time Regular, Part –time Substitute) List best time to attend _____am or pm | <input type="checkbox"/> |

Volunteers for Church & Hall Upkeep

- | | |
|--|--------------------------|
| Unlock church & hall - turn on lights and check bathrooms - 1.5hr before Mass | <input type="checkbox"/> |
| Water & weed plants around outside of the church & front of hall | <input type="checkbox"/> |
| Change HVAC filters in church & hall | <input type="checkbox"/> |
| Check dehumidifier in church basement on and set on 65% during summer. Turn off for winter months.
Filter needs cleaned weekly. | <input type="checkbox"/> |
| Maintain church basement floor drain traps | <input type="checkbox"/> |
| Restock votive candle displays | <input type="checkbox"/> |
| Check exhaust fans in church & hall | <input type="checkbox"/> |

Volunteers for Church & Hall Upkeep continued

Remove water from church basement after heavy rains

Change water filter on ice machine in parish hall

Clean air intake on ice machine, refrigerator and freezer in parish hall

Clean ceiling fans in parish hall

Clean HVAC return registers in parish hall

Replace lightbulbs in church and hall

Clean church (rotating assignment like Hospitality – See list below) Note: cleaning would take about 1 – 2hrs every other week. What month(s) would you be willing to help clean? _____

Other that you might be able to offer the parish here:

Other Comments:

Name:

Best Phone contact:

Email address:

Mailing address:

Other:

Church Cleaning List

The ideal situation for the church cleaning would be a team of 2 families, individuals or groups that will clean together every other week. Cleaning can be done any day except for Thursday's Adoration. All cleaning supplies will be provided by the parish. Cleaning would take about 1 – 2hrs.

Entry way	___ Clean entry counters	___ Refill hand sanitizer	___ Vacuum rug
	___ Restock tissues	___ Dust entry counters	___ Clean display windows
	___ Empty trash cans		
Main floor	___ Sweep	___ Wet mop floor *	___ Vacuum sanctuary
	___ Vacuum Confessional	___ Dust window sills	___ Refill hand sanitizer
Loft	___ Vacuum	___ Dust piano & organ	___ Empty trash cans
	___ Refill hand sanitizer	___ Restock tissues	
Sacristy	___ Clean Counter	___ Dust window sill	___ Clean sink
	___ Clean Mirror	___ Empty trash can	___ Refill hand sanitizer
	___ Restock tissues	___ Vacuum	
Basement	___ Sweep floors	___ Wet mop floors *	___ Dust window sills
	___ Dust shelving	___ Dust piano	___ Take out trash
	___ Vacuum rug when out	___ Take out trash	___ Refill soap
Basement	___ Clean mirrors	___ Replace baby liners	___ Clean toilets
Restrooms	___ Restock hand towels	___ Restock toilet paper	___ Restock tissues
	___ Clean sink	___ Clean counter	
	___ Sweep bathrooms	___ Wet mop bathrooms *	

* Note: Wet mop as needed or once a month.