

St. John the Baptist Catholic Parish
Position Description

Name of Ministry

Reset Church Space

Responsibilities

- Clean-Up/Set-Up the Church space after mass
- Pick up any bulletins or other items and place in bulletin rack/lost and found
- Ensure there are two hymnals and at least one Liturgy of the Word on each side of every pew (four hymnals and at least two Liturgy of the Word per pew total)
- Straighten all books so they are facing forward and all pews are symmetrical with one another

Qualifications

- Attention to detail

Time Commitment

- 5-15 minutes after Mass

Length of Commitment

- One year minimum