



Holy Spirit Parish Ministry Guidelines

Indoor Plant Watering

Plant watering should be done on **Thursday or Friday** during normal office hours: 8:00 AM-4:30 PM. That way, the plants will look their best for our weekend liturgies.

A cart containing all of the watering supplies is located in the back room of the church office. Sign your name/date in the notebook on the cart.

All of the jugs should be full of plain water when you arrive. Before watering plants, fill half of the large side of the scoop with Miracle Grow and add it to the jugs. Water all plants that are located in the Atrium, Narthex, church and chapel. There is a towel hanging on the cart for any spills. When you are finished, return the cart to the back room and refill the jugs with plain water.

At certain times during the year (Christmas & Easter), there are several additional plants that need watering:

Watering of poinsettias & Easter flowers: Use PLAIN WATER for the poinsettias & Easter flowers, **not the blue water** in the jugs. Get a 5 gallon bucket from the closet located in the Atrium just outside the church office. Fill the bucket using the sink in that closet. Use a water pitcher from the cupboard underneath the coffeepot located in the church kitchen. Dip the pitcher in the 5 gallon bucket and fill the small watering can. Poinsettias & Easter flowers are located in the Atrium, Narthex & church. Easter hydrangea need the special fertilizer for acid loving plants. It is located on the cart. Add that to the water before watering them.

If you are unavailable for your scheduled week, please request a sub through the ONLINE WEB TERMINAL.

Contact [Lisa Jessen ljessen@holyspiritrochester.org](mailto:ljessen@holyspiritrochester.org) or [Roxane Kadrlik Chlachula rchlachula@hspiritmn.org](mailto:rchlachula@hspiritmn.org) or the parish office at 280-0638 with any questions.

Thank you for volunteering!