



## Liturgical Commission

# Altar Linen Caretaker Member Position Description

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### Reports To:

Altar Linen Caretaker Coordinator

### Ministry Purpose / Objective:

To provide clean altar linens for the liturgies.

### General Responsibilities of All Ministry Members:

- Discerns God's message in one's own life regarding stewardship of Time, Talent and Treasure.
- Is familiar with any Ministry and Diocesan guidelines as well as General Parish Procedures.
- Presents ministry in a positive light at all times.

### Responsibilities of Altar Linen Caretaker Members:

- Picks up altar linens after the last Sunday liturgy, the last liturgy of Holy Days, or other special liturgies, as scheduled.
- Washes, irons, and properly folds the altar linens.
- Returns altar linens no later than the following Saturday before the first liturgy of the weekend.

### Special Activities:

- Attends an initial orientation/training session.
- Any meetings at discretion of coordinator.

### Meetings:

- Attend annual ministry meeting.
- Attends additional meetings as necessary according to coordinator.

### Time Commitment and Frequency:

Time to be allotted to the Following Tasks:

- Ministry Participation

Average Time (may vary):

2 hours/every 6 weeks

### Expected Length of Commitment:

At least one year.

### Qualifications Required:

- A willingness to help, a washing machine, and an iron.
- Knowledge of stain removal procedures and proper folding techniques acquired through ministry training.