

JOBS FOR A RETREAT (2- 3 DAY)

Turns to Pray	Mass Spiritual reading	Visit Stations of the Cross Prayers at meals	Holy Rosary Gospel Commentary
Thursday			
Friday			
Saturday			
Sunday			
Other Jobs			
Candles			
Meditation table			
Flowers oratory			
Adjust Blinds & Lights			
Prepare room for talks			
Set & Unset Vestments			
Singing			

Dining Room Roster (If needed)	Friday	Saturday	Sunday
Breakfast Preparation			
Breakfast wash up			
Lunch Preparation			
Lunch wash up			
Dinner Preparation			
Dinner wash up			
Prepare afternoon tea			

JOBS FOR A COURSE

Candles _____

Ps- Ensure the wicks are long enough to stay within the reach of the paraffin oil. The sanctuary lamp should always be 3/4 full with paraffin.

Meditation table _____

Flowers oratory _____

Blinds _____

Lights _____

Heating common
areas _____Prepare room for
talks _____

Diary _____

Set vestments _____

Unset vestments _____

Singing _____

Water for the
classes _____

Other _____

Turn to lead
prayers _____**Dining Room Roster (If needed)**

Breakfast

preparation _____

(after mass)

Dinner preparation _____

Dinner service _____

Dinner wash up _____

Breakfast setting _____

CLEANING JOBS FOR A COURSE***A) The Terrace***

Oratory and sacristy (Beechworth)

Dusting 1- Living room, entrance, foyer & corridors to Castlemaine & Ballarat

Dusting 2- Chewton, Bendigo, Walhalla, Clunes and Daylesford.

Dusting and floors- Dining room, kitchen, staircase to administration, Garage & lift

Vacuum 1- From Clunes to Chewton

Vacuum 2-From Ballarat to Castlemaine

Bathrooms 1- Castlemaine, Beechworth, & Ballarat

Bathrooms 2- Chewton, Bendigo & entrance

Bathrooms 3- Castlemaine, Beechworth & Ballarat

Verandas & outdoors (dining room, entrance & pool area)

Extras

Glass doors, windows

Cobwebbing Outside

Upholstery: living areas & bedrooms

High dusting all rooms

B) Butterworth (3 People)

Bathroom, WC and laundry

Dusting- All bedrooms, classroom and
common areas

Vacuuming/ Kitchenette & fridge

Extras

Glass windows- doors

Cobwebbing outdoors

Sweeping outside, front entrance, side &
back

High dusting all rooms
