



*Holy Spirit Parish*  
Ministry Guidelines

**Indoor Plant Watering**

*Updated August 23, 2016*

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.

Water all plants with the jugs of water that are on the cart. The jugs contain water mixed with Miracle Grow. All plants are located in the Atrium, Narthex, and church. 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 water and Miracle Grow. Fill about half of the large side of the scoop with Miracle Grow.

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 coffee pot 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.

*If you are unavailable for your scheduled week, please request a sub through the  
**ONLINE WEB TERMINAL.**  
Contact [Lisa Jessen](#) or [Mary Margaret Yaeger](#) in the church office with any questions.*

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