

Sacristan/Verger Checklist

Questions? Call Diane! 206-617-4994

Prior to Sunday

- Tidy the chapel
 1. Kneelers up
 2. Bulletins and other garbage cleared
 3. BCP and hymnals organized (hymnal, BCP, BCP, hymnal all pushed to the center)
 4. Check for correct color of hangings.
 5. Water in baptismal bowl clean (if you change it, water should be poured outside over flowers and put a note in my box or send me an email so I can have a priest bless it Sunday morning. Ask Doyt or Kate to bless it in the morning.
- Place bulletins and hymnals for the altar party in the chapel. (priest's desk, intercessor desk, one in front of organ (2 if guest preacher), all four chairs in sanctuary (five if there is a guest preacher) Priest desk does not need a hymnal.
- Place bulletins on the lectern in the back of the chapel. The overflow can be placed on the pew in the back towards the chapel door.
- Place Gospel in the pulpit of the chapel.
- Place 8:00 readings, psalm and POP in the notebook and place on the lectern in the chapel. **CHECK WITH BULLETIN!**
- Get the small table from the sanctuary of the church. Place it on the carpet in front of the radiator between the pews in the back of the chapel. Place an OPT cloth on it (in drawer in the sacristy)
- Place visitor cards, formation booklets, flower donation envelopes, and pens on a tv tray (from the church) by the lectern in the back.
- Place a basket for recycling bulletins by the tv tray (get from the church)
- Put out sign in narthex of church for the 8:00 service (it's by the pew between the church and chapel)
- Place 3 hymnals on the pew just inside the church between the church and chapel.
- Make sure the hunger basket is on the small table to the front side of the pulpit.
- Put two collection plates on the pew in the back of the chapel.
- Fix nametags in the back of the church
- **Straighten** the curtains. All should be open except the second one from the front door.
- Check batteries in portable hearing devices on the table (batteries in drawer in Christie House office behind Emily's desk).
- Tidy table and resupply (envelopes and cards are in the lectern in the narthex)
- Make sure there is a pen for the guest book
- Tidy vesting room (put albs for Ems and acolytes in order by length if you have time)
- Check batteries in portable mics in vesting room. They must have 3 bars. (batteries in drawer of vesting room)
- Mark Gospel for correct reading. **CHECK FOR ACCURACY! Change if it doesn't match the bulletin.**
- Place 10:30 notes on top of the attendance register (except for one copy that you will use to mark seats and then place up there). Place the roster of servers on top of the drawers.

- Make sure there are 8:00 rubrics for Intercessor and Crucifer.
- Make sure there are rubrics for 10:30 Altar Assistant, Intercessor, Eucharistic Minister 1 and 2.
- Straighten books in pews in the church (Hymnal, BCP, BCP, Hymnal pushed to the center)
- Make sure there are guest cards, flower envelopes, and pens in each pew in the church.
- Remove all red cushions from the church and chapel and place in the pile by the front door (except two for Charley and Linda)
- Rope off Charley's pew.
- Rope off five pews on the epistle side for the Sunday School
- Check for hand sanitizer in both the church and chapel.
- Mark the 8:00 altar book for the Eucharistic Prayer (make sure the correct Preface is marked) **THIS VERY IMPORTANT**
- Check black notebook against the 10:30 bulletin. **THIS IS VERY IMPORTANT.**
- Make sure there are two copies of the 10:30 Eucharistic Prayer for the ends of the altars(only three pages)
- Mark seat assignments for 10:30 service. Remove extra chairs, or place more chairs (from the counting room) if needed.
- Place hymnals and bulletins for 10:30 altar party
- Place a bulletin in the priest's seats (on the floor between the desk and the partition) (no hymnal)
- Place a bulletin in the ambo on the shelf.
- Place three bulletins on each side of the pews for the Sunday school.
- Place the Prayers of the People on the intercessor's seat in the sanctuary.
- Place the readings for 10:30 in the ambo (first reading on top)
- Place the tub of bulletins in the last row of pews in the church until after the 8:00 service.
- Make sure torch stands are in place.
- Move platform if Kate is preaching or did preach.
- Make sure there are two LEV kits set up. Look in the reredos to see if any are already set up. One kit needs 16 wafers (two pyx). That one should be placed on the cart in the sacristy. The other needs 8 wafers. Place in the reredos. Don't forget folded napkin and wine. Kits are in the cupboard by the wall in the sacristy or on the counter or in my office.
- Fill candles (church, chapel, torches by the sacristy, torches in vesting room)

Before the 8:00 service

- Open Gate to back parking lot
- Make coffee in Christie House
- Unlock exterior door of Christie House
- Get the newspaper from the sidewalk. Place on Doyt's desk.
- Open the two door to the office
- Check for messages (envelope then #) Alert Doyt when he arrives if emergency, otherwise just hang up
- Unlock Great Hall, Church and Chapel exterior doors
- Turn on all lights
- Unlock interior doors (counting room, vesting room, nursery, Sunday school rooms)
- Turn sound system on
- Turn on the Rose Window (gently)
- Check mic
- Check heat in Chapel
- Check Heat in Great Hall
- Check Sacristan set up
- Check Altar Guild set up
- Remove door and flower paraphernalia if outside the exterior door by the sacristy. Place by the potting bench, in the shade if a hot day. Bouquet for Park shore can stay there
- Place flowers on altar if not already done (either from outside or the floor in the sanctuary)
- Vacuum if not done
- Sweep portico if needed
- Remove altar cloth protector in chapel, place on cart
- Check the altar book
- Place altar book on brass stand on the altar in the chapel
- Check readings in lector book and place on the lectern in the chapel, if it isn't already there.
- Place Gospel on the pulpit in the chapel, if it isn't already there.
- Assist 8:00 Altar Guild person (check burse (corporal folding) and placement of the chasuble)
- Make sure EMs know their assignments
- Make sure the lector has arrived.
- Make sure candles are lit
- Hand out bulletins (look for newcomers)

During the 8:00 service

- Ring bell when Tom ends the voluntary exactly at 8:00 (watch Doyt or Kate)

- Count parishioners, record on sheet from the lectern in the back of the church. Take communion last. Bring the hunger basket to the rail and replace the stand by the pulpit.
- Check for parishioners that can not come to the rail. Tell priest if they are not aware.
- If no one is sitting in the chancel to receive an LEV kit, you do it. After the service place it on the credence table in the church for the 10:30 service.

Before the 10:30 service

- Check with 8:00 EMs about offering. Either they will give it to you to place in the safe in Christie House or you will need to take it over and place it in the safe.
- Return stuff from tv tray to table in church Place tv tray by front door of church for bulletins
- Place all kneelers up
- Straighten hymnals and BCPs in the chapel
- Remove all bulletins and cushions from the chapel
- Move the recycling basket to the back of the church
- Move the sign for 8:00 service back to beside the pew
- Place bulletins at front and sky bridge doors
- Remove protector from the church altar
- Move altar book to the church, or place the black notebook on the stand
- Move sermon to the vesting room and put it on top of the respective priest's CRITICAL
- Move the small table (and cloth) to the sanctuary of church, place by the credence table
- Make sure hunger basket got onto the cart in the sacristy
- Remove flowers from the chapel. Place on the table in the back of the church
- Make sure candles in the chapel are extinguished
- Get the altar book and lectern and put them in the corner on the counter in the sacristy
- Put the bell in the lectern in the narthex of the church.
- Replace collection plates on the shelf in the back of the church
- Set up the recording. Unlock the sound system, plug in the cord. Turn on the computer. Log in to Audacity (Church1805). Open Audacity.
- Walk through with acolytes
- Walk through with EMs
- Make sure candles are lit
- Make sure lectors are in place
- Make sure recording has started (Hit the red dot). You should see it recording.

During the 10:30 service

- Leave during the Gospel reading (discreetly)

- Count everyone on campus (Melanie, nursery, Ben, nave, balcony, choir, altar party, priests, Tom, add 10)
- Count Sunday school: undercroft, upstairs in Christie House, basement Christie House, Bottom floor of Great Hall
- Return during the Peace

After the 10:30 service

- Turn off recording (hit the yellow square) and save (save project as 20 Pentecost 12)
- Shut down the computer
- Turn off the sound system (just the outside switch)
- Unplug the cord and lock it in the sound system
- Turn off the Rose Window.
- Recycle bulletins from sanctuary, chancel, and nave
- Take off seat assignments
- Make sure portable mics are off
- Make sure portable hearing devices are off
- Collect ropes and put away
- Make sure the candles are extinguished
- Make sure vesting room is shut and locked
- Place the sermon in Emily's box

Send Doyt and Diane a text with the numbers from both services

Helpful Tips:

Copy Machine: Code 1907 don't use the keypad use the screen. After entering password you will need to touch the bottom right hand side of the screen.

If the Prayers of the People are missing or need to be rerun, use the computer on my desk. Use the copy emailed to you on Tuesday and make the changes if necessary. You can print to the printer (Plug 950). Just make sure it is on. No need to enter password.

If there is no computer in my office you can get the one from the counting room (Behind the organ). Log in as Chinn. Password is Epiphany. Please put the computer back in the counting room when finished.

Occasionally the Gospel Book does not match what is in the bulletin. If that is the case you will need to make the Gospel Book match. Use size 16 font and only type what you need to fix it in the book.

Things migrate. Check the chapel, Counting Room, Sacristy, Vesting room, my office.

If the color needs to be changed do not change the frontal in the church by yourself. You can do it with the altar guild or flower arranger or leave it for Sunday morning. Frontals are kept upstairs in the vesting room, hung up or in one of the drawers in the sacristy.

Call me with any questions 206-617-4994. Please don't hesitate to call. The altar guild does it every week. It is better to ask questions than for me to have to rush around fixing things Sunday morning. Mistakes tend to be made the (by me).