

St. John's Episcopal Church Verger's Pre-Service Checklist Sunday 10:30 AM Service

- ✓ Verify that the laptop computer and projector are in place, running and presenting the pre-service announcements by 10:15 AM. Verify that somebody is prepared to switch the computer to the service order slides and advance the slides as required during the service.
- ✓ Verify that the video camera is in place and ready to record the sermon. Verify that somebody is prepared to start and stop recording as required during the service.
- ✓ If the service requires special setup, (baptism, bishop's visitation, etc.) verify that all special setup requirements have been completed.
- ✓ Notify the organist, choir, ushers, greeters, etc. if there are any unusual aspects of the service that will affect them.
- ✓ Verify that the altar missal is on the credence table and that the ribbons are set correctly for the service.
- ✓ Verify the altar and credence table setups. Before the service, only the altar candles, a Bible (on the missal stand) and the Book of the Gospels should be present on the altar, as shown below. The Chalice stack, altar missal, and other items should be on the credence table, also as shown below.



- ✓ Take the service order listings, lectionary sheets, and any special prayer listings from the yellow folder on the lectern and place them on the various chairs behind the altar. Take the prayers of the people listing from the yellow folder and place it on the lectern behind the lectionary book.
- ✓ Make sure that the Choir has picked up their copies of the service order listings and lectionary sheets from the yellow folder.
- ✓ Ensure that the Celebrant has a copy of the service order listing and any special prayer listings that may be required for the service.
- ✓ Verify that the lectionary book and illumination sheets on the lectern are set correctly for the service.
- ✓ Verify that unconsecrated bread and wine are on the table at the rear of the nave, for the ushers to bring forward at the start of the offertory.
- ✓ Check for reserved sacrament in the tabernacle and estimate how many consecrated wafers and how much consecrated wine is available. If reserved sacrament is present, is the sacristy lamp candle lit?
- ✓ Check that the wireless microphones to be used for the service are operating properly and that they have fresh batteries.
- ✓ Does the priest want to use the carillon before the service? If so, who will activate it and when should it be activated?