

VERGER JOB DESCRIPTION-Trinity Church, Baytown

1. Arrive 30 min. early for any service to ensure all is in order for the worship services-walk through the church greeting people and checking lights. 9:00 service-check the lights, AC/heat, turn on sound system. Check the altar arrangements, review the service bulletins, and alert other ministries to any changes.
2. Have any acolytes vested? If not, draft someone before the service starts. Maybe one of the LEM's can carry the cross. Are there any LEM's? Worship Leader? Lector?
3. Organize the procession-cross, choir, LEMs, Worship Leader, Gospel Book, Deacons, and Priests. Verger will not process on regular Sundays. Only on special Sundays, as directed by the Rector, verger will lead the procession.
4. Try to anticipate/correct problems during the service. The verger should sit where the deacons/priest can easily contact them during the service as needed. Place altar rail gate and cushions-remove after service is finished.
5. Worship Committee-verger membership and participation on the Worship Committee is necessary, Father Nick suggests a one-year look-ahead meeting in the fall (around Rally Day) and seasonal meetings for the major service seasons: Advent/Christmas, Palm Sunday through Easter, Pentecost, and Trinity Sunday.
6. Other Lay Ministries-know who the leaders are of the other guilds who participate in the worship service, including the organist. Become active in any guild to which you do not currently belong (except maybe choir?).
7. Assist in training-probably the biggest assistance we can be is to make sure training happens on a consistent basis for new people as well as seasoned members. Also Sunday coaching may be needed before or during services for any ministry-always be ready.
8. "Special worship services"-Master of Ceremonies for Baptism, Confirmation, Bishop visits, large funerals and memorial services.
9. Recommendations to clergy-on the spot Sunday to Sunday suggestions as well as Verger Guild suggestions.

