

## VESTRY CHECKLIST FOR SUNDAY MORNINGS

### Opening:

- ✓ Unlock doors:
  - State Street, parish hall entrance, office, Main Street, sacristy, and door on 3<sup>rd</sup> floor.
- ✓ Place sandwich board sign out on Main Street
- ✓ Turn on all lights
- ✓ Unlock Sacristy and make sure Bulletins on Service Chairs.
- ✓ Microphone set up:
  - Turn on the sound system by only pushing the red button which is marked
  - Lectern (eagle) and front pew area. Test to make sure they are on.
- ✓ Give lapel microphone to the priest (as needed) and check to make sure it works.
- ✓ Check with priest (as needed) if he/she would like microphone at the pulpit. (Usually not..)
- ✓ Heating: note ALL heating is programmed. Switches on back heaters turn heat **off** for Y minutes.
  - ~~✓ During winter or if the church is chilly, turn on the two blowers located at the Main St. entrance.~~
  - ~~✓ Turn thermostats located in parish hall, office, and in 2<sup>nd</sup> floor classroom to 68°~~
- ✓ Light candles 10 minutes before service.

### Closing:

- ✓ Return offering plate to rear of church.
- ✓ Collect and place offerings into red lockbox in the Office.
- ✓ Check building up and down and turn off all lights.
- ✓ Leave fans on
- ~~✓ Turn down thermostats~~
- ~~✓ Turn off heater in sacristy~~
- ✓ Return microphones to sacristy
- ✓ Turn off sound system by pushing red button
- ~~✓ Turn off blowers (if on) located at the Main St. entrance~~
- ✓ Check candles to make sure extinguished
- ✓ Bring in sandwich board from Main Street (store in vestibule)
- ✓ Make sure windows are closed and front red door is locked.

### General:

- ✓ Check to make sure coffee pot is on.
- ✓ Please wear your name tag!
- ✓ Remind Krista+ of time 10 minutes before service starts (so service can start on time)
- ✓ Ring bell 5 minutes before service (ushers at 10 may do this). Also pre-communion (3x).
- ✓ Read Prayers of People during service (no need to go to microphone)
- ✓ Arrange for element presentation and Offering collection.
- ✓ Announcements at front lectern: (there is a blue cheat sheet on the podium stand as a guide)
  - Welcome everyone and introduce yourself as member of Vestry, ask others to come forward to make announcements
  - Call attention to special events as listed in bulletin
  - Ask visitors to sign the guest book (advise location) and that you would like to meet with them after the service (have other Vestry members assist you as needed)
  - Fellowship time – invite ALL to join in parish hall
- ✓ Welcoming:
  - give a mug to any visitors (one per family)
  - offer a tour if appropriate
  - engage in conversation
  - introduce to Krista+
  - introduce to others
  - make sure no one stands alone at coffee hour