

ST LUKE'S VESTRY ON CALL RESPONSIBILITIES/PROCEDURES

OPEN 30 MINUTES PRIOR TO SERVICE

CLOSE 20-30 MINUTES AFTER CONCLUSION OF SERVICE

	OPEN		CLOSE	
DOORS	<input type="checkbox"/>	State Street	<input type="checkbox"/>	Key in Wardens Folder
	<input type="checkbox"/>	Main (Front Red)	<input type="checkbox"/>	
	<input type="checkbox"/>	Sacristy	<input type="checkbox"/>	
	<input type="checkbox"/>	3rd Floor Landing	<input type="checkbox"/>	
	<input type="checkbox"/>	Office	<input type="checkbox"/>	
LIGHTS	<input type="checkbox"/>	Sanctuary	<input type="checkbox"/>	
	<input type="checkbox"/>	Parish Hall	<input type="checkbox"/>	
	<input type="checkbox"/>	Hallways	<input type="checkbox"/>	
THERMASTATS (Verify Temp) (All are Auto Set)	<input type="checkbox"/>	Sanctuary (68F)	<input type="checkbox"/>	(63F)
	<input type="checkbox"/>	Parish Hall	<input type="checkbox"/>	
	<input type="checkbox"/>	Vestibule Heater	<input type="checkbox"/>	(Auto Off)
FANS	<input type="checkbox"/>	Sanctuary	<input type="checkbox"/>	(Leave On Low)
	<input type="checkbox"/>	Individual Floor	OFF	
SOUND	<input type="checkbox"/> ON	By Organ	<input type="checkbox"/> OFF	
	*Be Sure Headsets are off			
"SANDWICH SIGN"	<input type="checkbox"/> OUT	In Vestibule	<input type="checkbox"/> IN	
WINDOWS (Summer)	<input type="checkbox"/> Open	Sanctuary	<input type="checkbox"/> Close	
		Parish Hall	<input type="checkbox"/> Close	
		Bathrooms	<input type="checkbox"/> Close	
COFFEE POT HOT WATER	<input type="checkbox"/> Plug In	Parish Hall	<input type="checkbox"/> UnPlug	
	<input type="checkbox"/> Plug In	Parish Hall	<input type="checkbox"/> UnPlug	

GENERAL:

1. Check to make sure all readers & chalists bearers are present.
2. Help Krista+ start the service on time.
3. Read Prayers of the people.
4. Welcome and present the announcements before the service.
 - a. There is a blue help sheet on the front lectern.