

## Verger Check List for Set Up Prior to Chancel Eucharist

Updated 9/1/17

Arrive at least 30 minutes prior to start of service. Unlock all doors (including Washington Ave.)

- Check General Setup in back
  - Check sign at Nave doors, ensure it reflects the upcoming liturgy.
  - Ensure all lights are on in Chancel, Nave, All Souls' Chapel, and hallways. Only upper or lower lights are needed in the Nave, not both.
  - Baptismal Font should be open (use sides—not cross—to lift).
  - Look up front to make sure the Sanctuary Lamp is burning. If not, refill with oil.
- Check Altar Guild Setup on Table at Front of Nave
  - Bread and wine on table. If there is no bread, place 25 wafers in bread box. At Eucharist, give count to priest. If using wafers, a priest's host goes on the paten at the altar.
- Check and prep in vesting sacristy
  - Vest in cassock and chimere (unless serving as Eucharistic Minister, in which case you vest as an EM) and make sure the virge is in in the vesting sacristy.
  - Pre-service prayers on the counter. (No sound system needed).
- Check Setup in Chancel
  - Tidy Chancel area. No programs for service, so ensure sufficient BCPs in pews. If there are hymns in the liturgy, ensure there are sufficient hymnals as well.
  - Check that the correct readings marked. (If Daily Office, use green book instead.)
  - Pulpit setup correctly: glass of water, digital clock, and Kleenex on shelf.
  - Remove kneeling cushion from altar gate (place in sacristy or inside altar rail).
- Check Altar Guild Setup in Sanctuary
  - 2 Candles on the altar, equal distance from the edges of the altar.
  - If no deacon serving, then Gospel Book on choir side of the altar, reading marked.
  - Altar book on organ side of altar, opened to the Sursum Corda.
  - White corporal on altar – including during Lent, when hangings are unbleached.
  - Stack set on corporal (chalice, purificator, paten, pall, chalice veil). Centered on altar.
  - Organ side credence table: slotted spoon in shell, lavabo bowl, towel, cruet of water, extra paten with gluten-free wafers. No extra chalice needed. "OI" oil stock.
  - Choir side credence table – alms basin and hand sanitizer.
  - Remove vases from gradine if there are no flowers.
  - If more than 2 days since last Eucharist, pour wine in tabernacle down the piscina.
  - Check that there are tapers in the candle lighters
- Check All Souls' Chapel
  - Tidy the All Souls' Chapel, if needed.
  - Ensure Washington Avenue doors are unlocked.

At 10 minutes prior to start of the service.

- Check in with worship ministers—ask if they have any questions or concerns.
  - Ensure everyone is checked in. If not, make alternate arrangements.

- Reader (only one, will do readings, psalm, and prayers). Remind no microphone and to face the People in the Chancel when reading. Reader chooses form of the Prayers.
- If there are ushers, they will ring bell. Remind them to come to Chancel and join when liturgy starts.
- You light the candles in the sanctuary (but not the pulpit and lectern candles).
- Anything else that needs to be done so that all will be ready for pre-service prayers.

At 5 minutes prior to the service

- Pre-Service Prayers, Ready to Begin liturgy
  - If all are ready for full prayers, bow to Celebrant at 4 minutes prior.
  - If all not yet ready, then Celebrant will lead a simple prayer at 1 minute prior.
  - Procession from sacristy (Vergers with virgins out rings bells, then EM then Celebrant).

At the conclusion of the service

- All candles extinguished.
- Return kneeling cushion to choir side of altar gate.
- If not two ushers, the Vergers assist the usher in the counting of the money. Both count, both sign the slip, and both carry the envelope with the money and deposit it in the safe in the Finance Office (money is never left alone with one person). *NOTE: If it is during the day there is only one EM and only the V (or no V and only one EM), then the Parish Administrator should come and assist with counting the money, putting it in an envelope, and depositing it in the safe. If it is the evening, the minister serving should ask another lay person present for help to ensure money is never left alone with one person.*
- If no altar guild present, lock the altar guild door.
- Tidy Chancel area.
- Straighten up the vesting sacristy.
- Return virgins to vesting sacristy.
- Record the service information/attendance in the Service Record Book.
- Ensure the Celebrant and Preacher sign in the service record book for the liturgy.
- Vergers sign in service record book for "Server."
- Return small table to front of Nave pews.
- Make sure the front door (Washington Avenue entrance) is closed & locked.
- Turn off the lights (if the altar guild is finished with their work).
- Return cover to the Baptismal Font.
- Return legillum to All Souls' Chapel.
- Return Gospel Book to the Altar.
- After a midweek service, return *Great Cloud of Witnesses* to the vesting sacristy.
- Change sign on Nave doors back to normal sign.
- Check lock-up schedule, if this Eucharist is last thing of the day, lock all doors and turn off all lights.