

You should get a bulletin in advance to review. Determine line-up. Arrive at least 30 min before the liturgy.

- 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.
 - Baptismal Font should be open (use sides—not cross—to lift).
 - Make sure correct programs for the service are out at the rear of the Nave (remove old).
 - Torches in the rear of the Nave. Make sure cross is in stand at rear of Nave.
 - Look up front to make sure the Sanctuary Lamp is burning. If not, refill with oil.
 - Compare Hymn Board to bulletin, ensure liturgical day and hymns are correctly listed.
- Check Altar Guild Setup in back
 - Bread and wine on table. If there is no bread, place wafers out and direct the Ushers to put the proper amount of wafers (given attendance) in bread box to bring to altar. If using wafers, a priest's host (located in sacristy) goes on the Paten at the altar.
 - Alms basins at the rear of the Nave.
- Check and prep in vesting sacristy
 - Vest and make sure the virge is in the vesting sacristy.
 - Pre-service prayers on the counter.
 - Make sure sound system in the vesting sacristy is on. Put fresh batteries from recharger in handheld microphone—*always replace batteries even if they were just used in a service.*
 - Check the hymn for procession at Gospel, determine when to begin the procession.
- Check Setup in Chancel
 - Clear any programs from the early service. Place one program at lectern and any you want to have at your seat (other worship ministers will each get their own).
 - Check that the microphone at the lectern is properly directed, correct readings marked.
 - Pulpit microphone properly directed. Glass of water, digital clock, and Kleenex on shelf.
 - Check to make sure the stands for the torches and the cross are in place.
 - Move center kneeling cushion to the choir side so both  &  can kneel at rail.
- Check Altar Guild Setup in Sanctuary
 - 2 Candles on the altar, equal distance from the edges of the altar.
 - If no  is serving, then Gospel Book on choir side of the altar, correct reading marked.
 - Altar book on organ side of altar, opened to the Sursum Corda.
 - White corporal on altar – including during Lent, when rest of hangings are unbleached.
 - Stack set on choir side credence table, corporal folded and in burse.
 - Boundary Microphone set on altar, near front, between altar stack and missal.
 - Organ side credence table: slotted spoon in shell, lavabo bowl, towel, cruet of water, extra paten with gluten-free wafers, extra chalice with purificator hanging over top. If there is an EV kit, the bread and wine holder should be out of the kit and on the table. If there is more than one EV kit, ensure a post-it note is on each with who is taking it, keep bread & wine near the kit with which it goes. If there is healing, the oil stock marked “OI” should be on the table as well.
 - Choir side credence table: hand sanitizer.
 - Check that there are tapers in the candle lighters. If not, more are in the altar sacristy.
- Check All Souls' Chapel
 - Make sure correct programs for the service are in the bulletin rack (remove old).

- Tidy the All Souls' Chapel, if needed.
- Ensure Washington Avenue doors are unlocked.

At 15 minutes prior to start of the service

- Check in with worship ministers—both here and ask if they have any questions or concerns.
 - Readers (welcome but not required to join for pre-service prayers)
 - Intercessor (should have prayers, may join pre-service prayers). If there is no intercessor, the Second Reader should do prayers from lectern.
 - Acolytes (should light altar & Chancel candles, along with torches at rear of Nave)
 - Ushers (who will ring bell, should be rung for the hour)
 - Musicians and choir. Check who will process. Explain procession and reverence.
 - Organist

At 10 minutes prior to the service

- Final check
 - Ensure everyone is checked in. If not, make alternate arrangements.
 - All candles (including torches) lit. If not, light them.
 - Anything else that needs to be done so that all will be ready for pre-service prayers.

At 5 minutes prior to the service

- Set for Prayers
 - All acolytes/EMs should be vested and in vesting sacristy (readers/intercessor optional)
 - Ensure everyone has card for prayers.
 - At 4 minutes prior, bow to Celebrant to begin prayers. After: silence.

At 1 minute prior to the service

- All ready to begin.
 - Acolytes and EMs at rear with torches and cross ready (not in aisle until bells).
 - Prelude concludes – acolytes form up, choir comes forward.
 - Organ begins hymn – acolytes start procession.

At the conclusion of the service

- All candles extinguished by Crucifer after the postlude.
- Pick up service programs from the Sedilia and adjacent seats. Tidy, if needed.
- Straighten up the vesting sacristy.
- Return virge to vesting sacristy.
- Turn off sound system.
- Retrieve handheld microphone and place all four rechargeable batteries in the charger.
- Record the service information/attendance in the Service Record Book.
- Ensure the Celebrant and Preacher sign in the service record book for the liturgy.
- Verger signs in the same service record book for “Server.”
- Put used service programs, attendance sheets, and other recyclables in recycling bin.

Check schedule for closing building. If it is the Verger,

- Make sure the front door (Washington Street entrance) is closed & locked.
- Turn off the lights (if the altar guild is finished with their work).
- Return cover to the Baptismal Font.
- Lock up remaining doors and turn out lights in rest of building.