

Chapter 10: Cheat Sheets

Verger Cheat Sheets

Verger Check List for a Pontifical Eucharist

Updated 9/1/17

You should get a bulletin in advance to review. Arrive at least 60 min before the liturgy. Follow normal checklist for the liturgy, but also check these additional items related to the bishop's visit.

Questions to ask the Parish Office

- What time will the bishop arrive? _____
- Will his spouse be joining him? _____
- Will there be baptisms or other episcopal actions (if not, then he will celebrate from the regular sedilia instead of from the bishop's chair)? _____
- Has he been told to use the Rector's Parking Spot (and has the Rector been reminded not to park there)? _____

Greeting the Bishop (the task of the Bishop's Chaplain)

- Help him carry things in, offer him a coffee or glass of water.
- Bring him to the Rector's Study (should be unlocked), let him know he is welcome to rest and prepare here, if he would like.
- Would his spouse like a reserved seat? _____
- Would he prefer to vest in the Rector's Study or the vesting sacristy? _____
- Ensure he has a liturgy booklet. Review plans for the procession.

Preparing for the liturgy

- Reserve any seats needed (bishop's family, candidates for baptism and family, candidates for any episcopal acts, etc.)
- Determine oblation bearers (particularly fitting for anyone who is a candidate for baptism or another episcopal act).
- Confirm Episcopal Chair, if used, is in position (center of the Chancel, facing the people). Near the chair should be a stand for the crozier and a small table for a glass of water and the mitre.