

Duties of Vestryperson of the Month

Before - Please arrive in time to have all the doors unlocked by 9:00 am

- Go by the donut shop. Pick up the donuts for church and sign the invoice
- Unlock the double door to parish hall (Be sure the lock disengages completely)
- Place the donuts on the counter
- Begin making pots of coffee (2-regular 1-decaf)
- Check the A/C control in the parish hall. (too hot or cold? - push appropriate arrows)
- Check the A/C control in the Parish Hall Parlor Library
- Check the A/C control in the hall behind the kitchen (check switch in Parish Hall Music Office)
- Check the A/C control in the kitchen (behind the door facing the back hall)
- Unlock the door for the "King's Kids" and 5th grade "Exploring the Faith"
- Check the A/C control for the "King's Kid's" room and 5th Grade "Exploring the Faith" room
- Unlock the double red doors at the rear of Parish Hall leading out to Education Rooms
- Unlock the classrooms for Godly Play and Jr High/High School room (teachers will likely be there before you)
- Check the A/C control in the classroom with the red door.
- Unlock side door to Parish Hall (Be sure the lock disengages completely)
- Unlock the side door of Church (Be sure the lock disengages completely)
- Unlock the vesting rooms including the small room off the chancel. (The light helps the acolytes)
- Turn on all church lights in the vesting rooms hallway (Make sure they are brought on to top position on slides)
- Open the front doors to the Church.
- Open the side door to the Chapel and unlock
- A/C control in church is automatic.Problem? Set the control to "Temporary Occupied" and adjust
- Be sure bulletins are in the Narthex and some in the Vesting Room hallway
- Check Vestryperson box in Parish Office for attendance chart and any other instructions
- Set up chairs, rearrange tables in Parish Hall as necessary

During Service

- Go to Narthex at 10:15 to assist greeters
- Complete the attendance sheet (discretely) Please total the results. Return to Parish Office
- Ask 2 people to assist by presenting the bread and wine
- Find someone to assist you with the collection plates (The children's teachers have been selecting 2 students)
- You may ask a child or children to assist with the food basket.

After Service

- Go to Narthex and assist guests and welcome visitors and direct them to Parish Hall
- When Church is empty, check all pews, kneelers should be up, books in racks & other stuff removed
- Get one other person to assist you in counting the offering and fill-out offering summary sheet in Bankbag.
- Turn off all the lights and A/C units you turned on.
- Check all restrooms to be sure there is no water running and flush toilets as needed.
- When the Parish Hall is empty, please take all trash to the dumpster
- Lock all of the doors to the Church, Parish hall and Parish Office