

2/9/05 – Revised 11/28/07
VERGER RESPONSIBILITIES AND DUTIES

A Verger's tour of duty begins on Monday morning and ends at Midnight the following Sunday, except when Christmas Eve falls on Sunday. The following is a list of some of the Vergers' duties.

1. Attend Liturgy Committee Meetings.
2. Coordinate with applicable committees with regard to, find volunteers for and oversee funerals held during your week.
3. Coordinate with applicable committees with regard to, find volunteers for and oversee weddings held during your week.
4. Line up volunteers for all special services held during your week.
5. On Sundays you are responsible for the following:
 - a. Unlock the Parish Hall side door next to the office, step through the door, turn to your left and immediately enter XXXXXX on the beeping key pad, which turns off the security system to the Parish Hall.
 - b. Step back through the door and pick up the Church Mail, to be left on the Church Secretary's chair and proceed to turn on the hall lights. The lights in the Church School Wing will be turned on as needed by those responsible for Church School.
 - c. Unlock the Church Office door, turn to your right and immediately enter XXXXXX on the beeping key pad, which turns off the security system to the Church Office and turn on the lights in the Church Office waiting area.
 - d. Unlock the Dutch door with the Church Office key, turn on the lights to your right, drop the mail off and proceed down the Church Office Hall to the closet at the end of the Hall.
 - e. Unlock the Hall closet and enter XXXXXX on the key pad to your right, which turns off the security system to the Church.
 - f. Go back to the Church Office work area and pull out the second drawer in the counter to your left next to the copier and take out the 1st reading, psalm, 2nd reading and prayers to the people. Also, if we have a visiting Priest, you will find a check for the services of the visiting Priest. Hold this check until the visiting Priest signs the Church Registry (red book on counter over the drawer with the check).
 - g. Pick up the Bulletins located on the shelf of the bottom part of the Dutch door to your right.
 - h. Proceed out of the Church Office and through the Nursery School Wing, turning on the hall light as you pass through the glass door at the end of the hall.
 - i. Turn left, turn on the entry way light on your right, open the last door on the left (janitor's closet) and pick up the Hex Wrench on the top shelf to your left.
 - j. Take the Hex Wrench and insert it in the left end of the bar that opens the side door, squeeze the bar in the open position while turning the Hex Wrench.

- k. Then open the side door Bolt and leave open.
- l. Proceed through the kitchen, turning on the lights, into the Parish Hall meeting area.
- m. To your right are a series of light rheostats, rotate them to the bright setting.
- n. On the glass door side of the meeting area will be the Coffee Maker, which has been pre-filled, plug it into wall socket behind coffee table (**this is crucial**).
- o. Proceed to the First Avenue doors and rotate the light rheostats located to the right and left of the doors to the bright setting. Unlock the First Avenue doors exit.
- p. Proceed to the back door of the Church, unlock it and proceed through the back door of the Church and turn on all the light switches in the short hall on your right.
- q. Leave the Bulletins and readings, etc. on the rail and go back and get the Altar Flowers from the Church Office waiting area.
- r. Place the Altar Flowers on the Altar.
- s. Perform the following duties in whatever order you wish:
 1. Take the cloth covering off the Altar.
 2. Make sure the hangings correspond with the appropriate Church Season, see calendar for the proper color.
 3. Fill up the artificial candles with the clear fluid found on the first shelf over the sink and, if necessary, replace the “real” candle hanging over gates in front of the Altar.
 4. Place Bulletins in the appropriate chairs or desks for the participants and take the remaining Bulletins to the Bulletin counter in the Foyer at the main entrance to the Church then turn on the lights over the desks and in the center of the Foyer.
 5. Unlock each set of Church entrance doors and the inside and outside doors to the Sacristy.
 6. Turn on the lights for the Altar, Lectern, Pulpit, Sacristy and Organ. If you are standing behind the Organ bench, the switches are located immediately behind and to your right. If the service is held at night, turn on the big lights behind the Altar. The switch for which is located behind the organ door to the Sacristy.
 7. Using the photos, set up the credence table next to the Altar and assess the reserve inventory of blessed wafers and wine, in the back of the Altar, to determine what is available for the two services and any other services to be held later on in the week.
 8. Place the Flagon of wine on the right and the intinction cup with wafers or real altar bread on the left of the top of the cabinet located next to the Pine Street Church doors.
 9. Place the silver water cup on the Pulpit under the book holder.
 10. Place the readings, etc. in the plastic holders.
 11. Insert the appropriate Sunday and Hymn Numbers for that Sunday in the Bulletin Board.

12. If the Priest so desires, place the Priest's vestment, corresponding with the Church hanging colors, on the rail for the Priest to put on during the Collection.
 13. Turn on the Sound System.
 14. If necessary, puts fresh wicks in the candle lighters.
 15. Make sure the artificial fire starters (barbeque starters) in the Sacristy and the Foyer are operational.
 16. Assess inventory of unblest wine and wafers, candle fluid, wicks and real candles for ordering purpose.
 17. Read Bulletin and set Gospel ribbon to appropriate reading. **DO NOT SET THE ALTAR BOOK.** This priest prefers to do that himself. Further, read Bulletin to see which Lems, Acolytes and Readers are scheduled to serve for both services.
 18. Light the reredos candles, the Communion candles (light the left one first and extinguish the right one first), and if in place, the candelabras and the Big candle, if it is the appropriate season.
 19. As you exit, shut both doors to the Sacristy and the door next to the rail on the right.
- t. Go back to the Parish Hall and determine if those parties scheduled for the service are in attendance and have Lems determine which Lem will read the Psalm and Prayers and, if necessary, take the place of an errant reader.
 - u. At the eight o'clock service, approximately 3-5 minutes before the service is to begin, gather the participants at the back door of the Church for a short prayer.
 - v. At the eight o'clock service, lead the participants, Verger, LEM, LEM, Server and Priest(s) to the area in front of the Altar. During the service observe the participants to make sure everybody is in the proper place, is doing what they are supposed to be doing or have the proper items to perform their duties and, if not, correct the situation and follow the Customary until the end of the service.
 - w. At the end of the service, reset the credence table, if Altar Guild is not in attendance, refill the candles.
 - x. Between services determine if you have readers, Lems and Acolytes for the ten o'clock service. The Acolytes are needed in the following order, Crucifer/Server, Torches, Book Bearer, Banners and Flags. Of course, when you do not have the requisite number of Acolytes, then find at least three (can be made up of you and two Lems if necessary), the Crucifier/Server, two torches/gate closer. What ever number of Acolytes you have, use them, do not do everything yourself, they came, let them do their job.
 - y. Have the Acolytes light the candles then gather in the foyer with the Cross, Torches, Banners (and Flags) and Gospel Book. Light the Torches approximately 3 minutes from processional and have participants line up in the following order: Verger, Crucifer, Torches, 1st Banner, Choir, 2nd Banner, (Flags), LEMs, Server, Book Bearer and Priests. During the service observe the participants to make sure everybody is in the proper place, is doing what

they are supposed to be doing or have the proper items to perform their duties and, if not, correct the situation and follow the Customary until the end of the service.

- z. At the end of the service, reverse the order of the applicable duties set out in paragraphs a.-s. above, making sure the flowers are taken to the kitchen and that all the bathroom lights are turned off.

The easiest way to set the Church security systems is to first lock up the Church then, after locking up the Parish Hall, go to the hall closet in the Church Office (see 5. d. above) and enter # 2, then go to the Church Office waiting area, lock the door, close the door and enter # 2, exit through Church Office door to Parish Hall side door across from Church Office, lock the door, close the door and enter # 2 and exit through Parish Hall side door.