

DUTIES OF THE VESTRY PERSON ON DUTY (revised 1/18/03)

The responsibility of the Vestry Person on Duty is to insure that certain activities are completed on Sunday morning. Even though another person may do the task, the duty Vestry Person should check to assure that all is in order. Although the tasks are arranged here in a logical order, variation is certainly possible.

1. Set the heating or cooling switch near the choir to 68 degrees. The parish house heating is zoned for each room and should be set at 65 degrees in the winter. The parish house air-conditioning thermostat is in the central hallway, and should be set on 70 degrees in summer months.
2. Put the flags out in the front of the church. The U.S. flag is nearest highway 29.
3. Turn on the lights in the church. The altar light is in the sacristy.
4. Make the coffee and heat water for tea or hot chocolate; these pots should be set up in the cup room and turned on when the church service begins. Set up the service (creamers, sugar, chocolate, tea bags) by the coffee pot & hot water urn.
5. Insure that each person assigned a task is at the service. If not, make arrangements to have the duty done in consultation with the rector and layperson in charge of that activity.
6. Greet people before and after the service, particularly newcomers. Invite people to the fellowship room for coffee. Ask guests to sign the register. Tell newcomers about Sunday school if there are children.
7. After the service, make sure that the heating/cooling is adjusted. In the winter, set heating at 60 degrees; in the summer, turn cooling to 80 degrees.
8. After the service, process the offering according to the Treasurer's "Vestry Offering Counting Procedures".
9. Bring in the flags and place them in the flag stand at the back of the church. They are rolled and placed in the flag stand inside the front door.
10. Make sure the church is neat and orderly. Check that the usher has cleared the pews of bulletins and that the prayer books, hymnals, and prayer hassocks are in place.
11. Make sure the coffee material is cleaned and put away.
12. Turn out the lights.
13. Make sure all doors are locked or that the last person there will perform this duty.

Note: Under normal circumstances the rector will do numbers 1 – 4 before the 8:30 a.m. service; number 6 is done by the vestry liaison in charge of new members; number 11 is done by the fellowship hour host(s); and the rector does number 13.