

VERGERS AT ST. NICHOLAS
A CUSTOMARY (A.K.A. CHECKLIST)

Purpose

The name of the position of Verger comes from the term Verge, the ceremonial mace or scepter with a small cross on top that a Verger carries when acting as master of ceremonies in a more formal service (St. Nick's actually owns a Verge, if you would like to carry one). The Verger serves two main roles:

1. **Team Leader.** In advance of his/her team's assigned Sundays, developing a rotating server schedule.
2. **Master of Ceremonies.** On the day of the service, making sure that assigned servers are present (or finding substitutes), then making sure the service runs smoothly.

Checklist - Morning Service

On the day of the service, make sure that the following are done:

- If possible, **arrive 60 minutes before the service** (in case altar guild needs assistance).
- Set HOLD TEMP on the thermostat to 70 degrees (located by kitchen door).
- Make sure *St. Nicholas Church sign has been placed at Seneca Academy parking entrance and Episcopal Windsock is hung outside the front door.*
- Make sure *paycheck for custodian (in blue portable file box) is slid under office door.*
- Check with the clergy to *see if any new people have been added to the prayer list.*
- Make sure *all servers are present by their allotted time or substitutes assigned.*
 - **Altar Guild:** No less than 60 minutes in advance.
 - **Ushers:** No less than 30 minutes in advance.
 - **Acolytes:** No less than 30 minutes in advance.
 - **Lectors:** No less than 20 minutes in advance.
 - **Chalicians:** No less than 15 minutes in advance.
- Let the presiding clergy know when all are present and accounted for.*
- At 30 minutes prior to the service:** If the ushers are not present, make sure the bulletins, tract rack, several welcome bags, and temporary name tag bin are placed on the hospitality table, and that name tag hangers are hung to the left of the hospitality table. Currently, the welcome materials are in the storage room off the auditorium and the bulletins are brought by the clergy. Eventually, all will be kept in the storage room.
- At 5 minutes prior to the service:**
 - Make sure the *acolytes have lit the altar candles.*
 - Make sure the *altar party is at the back of the auditorium.*
- At 0 minutes prior to the service:**
 - *Signal the altar party all is clear for the procession.*
- During the service, sit near the back of the church, in case any servers need cueing, specifically:**
 - *Make sure the ushers bring up the elements (bread and wine) and the offertory at the appropriate times.*
 - *Make sure the ushers are letting enough people at communion, so that there are no gaps in the semicircle gathered at the chancel steps and that each successive round of communicants are ushered forward while the previous group is still being communicated.*
- Immediately After the service, make sure all thing that need to return to the office are processed and placed in the blue file box, specifically:**
 - Offering is counted by you with help from the usher(s) and placed in an expand-a-file in the box.
 - Temporary name tag box is closed and placed in the box.

- **After the service**, make sure we have left Seneca Academy the way we found it.
 - Auditorium and classrooms are clean (no bulletins, papers, etc. lying around).
 - Lights are turned out.
 - Doors are locked.

Checklist - Evening Service

On the day of the service, make sure that the following is done:

- If possible, **arrive 45 minutes before the service** (in case altar guild needs assistance).
- Make sure *St. Nicholas Church sign is placed at Seneca Academy parking entrance and the Episcopal Windsock is hung outside the front door.*
- Make sure *paycheck for custodian (in blue portable file box) is slide under office door.*
- Check with the clergy to see if any new people have been added to the prayer list.*
- Make sure *all servers are present by their allotted time or substitutes assigned.*
 - **Altar Guild:** No less than 30 minutes in advance.
 - **Ushers:** No less than 30 minutes in advance.
 - **Acolytes:** No less than 30 minutes in advance.
 - **Lectors:** No less than 20 minutes in advance.
 - **Chalicians:** No less than 15 minutes in advance.
- Let the presiding clergy know when all are present and accounted for.*
- At 30 minutes prior to the service:** If the ushers are not present, make sure the bulletins, tract rack, several welcome bags, and temporary name tag bin are placed on the hospitality table, and that name tag hangers are hung to the left of the hospitality table. Currently, the welcome materials are in the storage room off the auditorium and the bulletins are brought by the clergy. Eventually, all will be kept in the storage room.
- At 5 minutes prior to the service:**
 - *Make sure the acolytes have lit the altar candles.*
 - *Make sure the altar party is at the back of the auditorium.*
- At 0 minutes prior to the service:**
 - *Signal the altar party all is clear for the procession.*
- During the service, sit near the back of the church, in case any servers need cueing, specifically:**
 - *Make sure the ushers bring up the elements (bread and wine) and the offertory at the appropriate times (note: the food basket is brought up before the communion, along with the elements).*
 - *Make sure the ushers are letting enough people at communion, so that there are no gaps in the semicircle gathered at the chancel steps and that each successive round of communicants are ushered forward while the previous group is still being communicated.*
- Immediately After the service, make sure all thing that need to return to the office are processed and placed in the blue file box, specifically:**
 - Offering is counted by/with usher(s) and placed in an expand-a-file in the box.
 - Temporary name tag box is closed and placed in the box.
- After the service, make sure we have left Seneca Academy the way we found it.**
 - Auditorium and classrooms are clean (no bulletins, papers, etc. lying around).
 - All welcome items have been put away.
 - Thermostat has been reset to RESUME PROGRAM.
 - Lights are turned out.
 - Doors are locked.

VERGERS ARE AN ESSENTIAL PART OF OUR WORSHIP MINISTRY.
MANY THANKS FOR YOUR WILLINGNESS TO SERVE.