

Vestry Counter Duties

- If Tammy is absent (a rare event), the all the exterior church doors EXCEPT for the office doors and the exterior kitchen door need to be unlocked by 7:30am. Tammy will contact one of the wardens who will then contact you if this is needed.
- If Tammy is absent, remind the ushers for the 10:30 service that one of them gets to ring the bell.
- The sound system is to be turned on by the early morning Altar Guild and turned off by Deacon Bob or Debbie Styles. The Altar Guild will also had the lavalier to the celebrant to use.
- One counter needs to be at the 8am service to do the announcements. Theresa will send any late announcements by Friday afternoon. Those that are in the bulletin: just highlight any of those that need sign-ups or are being held that week. Theresa will e-mail any late announcements that are not in the bulletin.
- One counter needs to be at the 10:30am service to do the announcements. Same as above.
- Please note that it is NOT appropriate to ask Deacon Bob to do the announcements or to ask our supply priests to do them. Deacon Bob can announce the events he is involved in, such as the Stop Hunger Now event that will be held on September 13th and the Pet Blessing that will be on the afternoon of October 4th.
- Please make sure that the attendance numbers (the ushers count this and put it on a paper that is in the offering plates) are added to the service book in the sacristy. The visiting priest will not do this. It is very important to have these numbers for the Parochial Report.
- Don't forget to count the offering plate and sign the forms!
- Please make sure all doors are locked (altar guild should be able to lock the door to the parking area, but verify). Tammy can do this, but it is helpful to make sure they are locked.

Attached is the Building Closing Checklist that Tammy is supposed to go through. If Tammy is absent, do not worry about emptying all the trashcans (but it would be nice to do the kitchen one) but if you could make sure that there is toilet paper and paper towels in the bathrooms (Sunday evenings and Tuesday evenings are busy at the church).