

M.C. Sunday Morning Duties

*Almighty and eternal God, so draw our hearts to you,
so guide our minds, so fill our imaginations,
so control our wills, that we may be wholly yours,
utterly dedicated unto you; and then use us, we pray, as
you will, and always to your glory and the welfare of your
people; through our Lord and Savior Jesus Christ. Amen.*

Opening Duties

Remember that your duties are an act of worship toward God and an act of hospitality toward all who join us for worship.

1. **Arrive:** 1 hour before the first service.
2. **Vest:** Please vest before you begin any other duties. Sensible black shoes should be worn.
3. **Open Doors & Turn On Lights:**
 - **Sanctuary:**
 - **Doors:** All
 - **Lights:** All. Don't forget the narthex, side chapel, and altar rail spotlights.
 - **Parish Hall:**
 - **Doors:** All
 - **Lights:** All
 - **Ministry Center:**
 - **Alarm:** Turn off alarm—if activated—by entering your 4-digit code followed by "01".
 - **Doors:** Depress and unlock all crash bars. Hex keys are located in fire extinguisher cabinets.
 - **Lights:** Turn on hallway lights on both floors.
4. **Check In with Rector:** If the Rector is not present for the day, check with the priest serving as Celebrant.
 - **Microphone Sheet:** Ask the Rector or Celebrant to complete the microphone sheet. (Copies are in the clergy vesting room.)

5. **Thermostats:** All thermostats (except those in Little St. Anne's) are pre-programmed and should already be set to a comfortable temperature. A/C fans are set to remain on automatically for the duration of Sunday morning.
6. **Sacristy Candle:** Light the small candle in the Altar Guild sacristy using fire from the light before the icon.
7. **Bulletins:** Place bulletins on the tables in the narthex and the rear pew next to the side door for the ushers.
8. **Set the Books:** Using the bulletin as your guide, set the following:
 - **Altar Book** (i.e. Missal) – *carry with you*
 - **Revised Common Lectionary** – *place on ambo*
 - **Gospel Book** – *give to acolyte, Deacon, or AP*
 - **Microphone Sheet** – *place on sound board*
 - **Prayers of the People** – *give to Euch. Minister*
9. **Water:** Set water on Altar and next to lectern.
10. **Check Candles:** Ensure that the acolytes have lit all candles on the altar and ledge.
11. **Check on Mic Batteries:** Check with Media Ministry to ensure microphone batteries have been changed.
12. **Lectors:** Ensure that the assigned lectors are present for their readings.
13. **Assemble in Parish Hall:** Ensure that ministers, acolytes, and choir are prepared for worship. Ask Celebrant to pray at 3 minutes 'til worship time, then process over to Narthex.
14. **Incense:** If incense is used, ask the Celebrant to load the thurible immediately after the organist has finished the prelude. (Loading it sooner than this burns it to char with an unpleasant odor before the procession has even begun.)

Between Service Duties

- 1. Receiving Line:** Stand near the Rector or Celebrant at the end of the first service to jot down any notes or take requests from parishioners asking for information.
- 2. Reset the Books:** Ensure that the following are reset for the second service:
 - Altar Book
 - Revised Common Lectionary
 - Gospel Book
 - Microphone Sheet
 - Prayers of the People
- 3. Candles:** Ensure that acolytes extinguish candles after the first service and relight them before the second.
- 4. Pews:** Ensure that ushers clean the pews and reset pew books before the second service.
- 5. Bulletins:** Ensure enough bulletins are in the narthex for the second service. Some may be salvaged from the first service.
- 6. Basket:** Ensure that the basket of donated food items is returned to the narthex. It is fine for donations from the first service to remain inside it.
- 7. Be Available:** Remain vested and present in the Parish Hall or Sanctuary in case someone needs access, assistance, etc.
- 8. Assemble in Parish Hall:** Ensure that ministers, and acolytes are prepared for worship. Ask Celebrant to pray at 3 minutes 'til worship time, then process over to Narthex.
- 9. Incense:** If incense is used, ask the Celebrant to load the thurible immediately after the organist has finished the prelude. (Loading it sooner than this burns it to char with an unpleasant odor before the procession has even begun.)

Closing Duties

1. **Receiving Line:** Stand near the Rector or Celebrant at the end of the second service to jot down any notes or take requests from parishioners asking for information.
2. **Lock Doors & Turn Off Lights:**
 - **Sanctuary:**
 - **Doors:** All
 - **Lights:** All. Don't forget the narthex, side chapel, and altar rail spotlights.
 - **Thermostats:** Manually turn off A/C fans.
 - **Parish Hall:**
 - **Doors:** All
 - **Lights:** All
 - **Ministry Center:**
 - a. **Alarm:** Do not set the alarm.
 - b. **Doors:** Lock all doors by releasing all crash bars. Hex keys are located in fire extinguisher cabinets.
 - c. **Lights:** Turn off hallway lights on both floors.

