

Vestry Member of the Day Guidelines

1. Each member of the vestry will sign up for / be assigned approximately one Sunday each quarter to be Vestry Member of the Day.
2. On Sunday you will be the visible member of the Vestry in the community for that Sunday and identified as the one member who is available to hear about concerns and answer questions.
3. It is expected that the Vestry member will be present at both services.
4. As a way of being visible, part of the duty may be (if asked by clergy) to handle announcements at the 10 a.m. service after clergy has made the initial welcome announcement.
 - a. Announcements should be given in writing to the Vestry member on call.
 - b. Only necessary news should be shared to minimize potential disruptions in the service.
5. The Vestry member shall be visible at both coffee hours, as an additional welcoming presence, and to lend a general hand for the things that tend to happen on Sunday morning.
6. It will be the responsibility of the Vestry Member of the Day to make sure that the building is locked up and secure at the end of the morning.

Sunday Timeline: Arrive about 7:00 a.m.

1. Turn on interior lights (see lighting video) with switches at the top of the ramp- all except the security switch.
 - a. Auto shut-off is currently set for 6:45 & 7:45 a.m.
 - b. If necessary turn lights back on. Turn on hall lights (both north & south sides of building- switches are next to indoor bathrooms).
2. Unlock all outside doors (including north bathroom) *except the nursery, sacristy, office, youth center and mobile unit.*
3. Check bathrooms for any obvious problems or shortages.
4. Check the curtained cubby-holes
 - a. Make sure that nothing is sticking out in the hallways.
 - b. Check that all cubby-hole curtains are closed.
 - c. If not done already, turn on both hall lights with switch next to the bathrooms.
5. Put out front name badge rack and the bulletin board kiosk.
6. Be sure font has enough water. If it is barely flowing or stopped it needs water (or the timer is turned off.)
 - a. Fill bucket in the boiler room and carry out to font.
 - b. Pour water into rocks at base of rock.
7. Check the Sound wall
 - a. Make sure it is closed appropriately, if not redo (if it isn't mated correctly it gets damaged, also isn't soundproof.)
 - b. The "key" is kept in the organ bench.
 - c. Sound wall is left open at present. When there were 3 Sunday services, we closed the Sound Wall for the services.
8. Check the pew layout
 - a. Use the black tape on floor to guide placement.
 - b. Check that there is good spacing for seating and room in the back rows for Holy Communion.

- c. If necessary, set up a row or two of folding chairs.
9. Audio/Visual System
- a. Open system cabinet top (lift lid up and then slide back & down.)
 - b. Turn on A/V system, the two power gang switches ONLY (one in bottom of console, second on shelf above console).
 - c. Put recharged batteries in the headset microphone for priest (battery charger is on back wall of closet and holds 4 AA batteries). Put headset on chair next to priests, taking care to keep the cord stretched out so it does not kink. Check battery power in hand-held mic - turn on and see readout. New batteries are in the drawer with the mic's
 - d. Be sure at least two "hard of hearing" headsets are charged up, set to channel E, and in the basket on the ushers table.
 - e. Attach the "tired" headsets to their charger in the closet behind the console. Make sure console key is covered.
 - f. Check the volume levels on the console- mics in use (with names at bottom of console) should be set at 0. These are the white slide switches in lower part of console.
 - g. Check the channels on the console - the mics we are using should be on ("on" light for those channels should be on , the rest off). Match by number, not the one above slide switch.
 - h. Check the audio volume switch on the wall by the right column speaker to be sure it is correctly set.
 - i. It needs to be turned on (push in) each time the A/V unit is turned on.
 - ii. The controller on the left is the active controller. Push to turn on.
 - iii. Proper setting (reading from the left) is; 3 red lights, 1 amber light on second amber click.
 - iv. It takes six clicks turning the knob to the right to get the next light to turn to red.
 - v. 2 clicks no color, 3 clicks amber, 1 click red .
 - vi. For the outside speakers the controller is above the ushers table near the front doors of the church.
 - vii. The controller on the left is the active controller. It operates the same as the inside speakers control panel. Use the same settings.
 - i. Check for green light on back of each speaker. If not on, turn on with switch in back of speaker.
 - j. Check the altar mic to be sure it is on (scratch finger on the far side of the base plate - it only "hears" on one side)
 - k. Check the pulpit mic to be sure it is on (snap fingers in front of it- never blow into it)
10. Recording the Sermon.
- a. If the preacher is not using the podium, they must have a mic of some sort.
 - b. The recorder is in the rack. Insert an SO card if it is not already loaded.
 - c. There is a red Record button. Press it once to arm, press it again to record. Press Stop button to stop.
 - d. Peter Goodman can get the SO card later and process it. BTW, they can wear the lapel mic (Hand 2) if they are not wearing the Madonna headset.
11. Basketball Area – Bart Coddington often does (a-b) before the 8:00 a.m. service

- a. If there are skateboard ramps in parking area, drag out of the parking area, before the 8 a.m. service.
 - b. Pick up this area after the 8 a.m. service.
 - c. Empty the two garbage cans into bins. Drag the cans into the enclosure and pull out the recycling as you are emptying the garbage. This step can get very messy, it is up to you how much separating you wish to do.
12. Locking up:
- a. Turn off lights, PA system, TV, close all windows (including upper vent windows)- this is because the heater will try and heat an empty building if the cold air comes in.
 - b. Check that interior doors are locked (office, sacristy).
 - c. Lock all exterior doors and check that are really locked by trying the handle and pulling on the door.

THE FOLLOWING STEPS WOULD BE NECESSARY IF FORUMS WERE TO BE REACTIVATED

Steps 13 -15 done by others following the 8:00 am service if there is a Forum.

13. Cafe- before Family service, but only if sound wall is closed.
- a. Turn on TV in Cafe, Input 1, volume 28 so that service can be seen and heard. Use remote with tape on it.
 - b. Turn the TV off for forum or mute the sound.
 - c. For forum, turn on hand held mic and speaker (#14 below). Turn off after forum .
 - d. Turn TV back on at end of forum so parents have a place to change children or calm them while still hearing.
14. Forum speaker and hand held mic.
- a. Find white power strip on shelf under TV- in the center. Turn it on.
 - b. Check that power is on for the black box (Pro Box?) to the left of the TV. It is turned on and off by the white power strip, never at the box.
 - c. Hand held mic should be next to power strip. Test that it is working by tapping on its head.
 - d. If no sound, replace AA battery with a new one from the office.
 - e. Power down speaker and mic.
15. Locking up if you are the last to leave:
- a. Turn off lights, PA system, TV, close all windows (including upper vent windows).
 - b. Check that interior doors are locked (office, sacristy).
 - c. Lock all exterior doors and check that are really locked by trying the handle and pulling on the door.