

Verger's Duties for Baptism

Prior to Service

Ensure certificates and candles are available

Bring hot water to font in flask

At Service

Be at church at least 20 minutes before service is due to start.

Get front door key and open church. Also open doors to toilets.

Put out disabled ramp.

Put lights on.

Put PA system on and get any discs ready (check with Minister what music is required).

Get microphone for Minister.

Put out service sheets in any reserved seats.

Put rest of sheets out on the back table.

Put out plates and signs for offerings (kept in cupboard in small vestry).

Go to kitchen and get a jug of cold water and place near Vicar's stall.

Move font from side of Altar and place in front of Altar railing between Vicar's stall and other stall.

Take lid of font off and store nearby

Take candle and taper from table near altar rail and put on altar rail. Put certificates and candles next to this.

Light candles on altar and candle on rail about 10 minutes before service

During the service check sound levels of minister's microphone and play any CD music required.

At the welcome part (near end of service) move to front and light individual baptism candles. Hand candles to minister when requested and then the certificates.

After the service

Blow out candles on altar and rail.

Dispose of water in font outside, dry font with tissue or towel, put back lid and put the font back to position adjacent altar.

Put back candle and taper on table.

Collect microphone from minister and put back.

Count any collection and enter amount in register (this may require entering details of service). Put collection in money bag and give to Minister. Put away collection plate and signs.

Put back disabled ramp

Turn sound system off and then lights.

Lock up Church when everyone has left premises