

## **Verger's Job for Funerals**

### **On the day**

Be at church at least ¾ hour before service is due to start.  
Get front door key & open church.  
Put 'parking' board out.  
Put lights on.  
Put PA system on & get any discs ready.  
Put service sheets out for family mourners – 6 in each row.  
Put bowls & signs out for offerings (cupboard in vestry).  
Light altar candles  
Ensure access to toilets is open.  
When organist arrives, give fee  
Receive fees from undertakers.  
Show people to seats – aim to fill from right side first behind reserved family seats.  
Look out for anyone without a service sheet, & if need to share.  
Be ready to play discs if required.  
Before coffin arrives, open 2<sup>nd</sup> front door & unbolt double doors.  
Close side doors & open double doors when coffin arrives.  
Take cloak from priest if necessary.  
Open double doors again for coffin to leave, return cloak to priest if necessary.

### **After service**

Lock front door.  
Count any collection.  
Enter amount in register, in cash & total columns. Put money in safe clearly labelled in a bag (bottom left drawer of big safe-spare church key also kept here).  
Tidy church, recycling service sheets.  
Put lights out & sound system off.  
Extinguish candles.  
Lock up.