

## **VESTRY PERSON OF THE DAY DUTIES (VOD)**

Opening of the buildings on Sunday are normally carried out by the Priest. However, should the situation arise (e.g. we have a supply priest), the Vestry Person of the month should plan to perform these duties.

Often the sidewalks and entry ways to the Church and Activities Building need sprucing up. A rechargeable blower is located in the furnace room off the Acolyte robing room. Please check and perform this duty when needed, if you arrive early enough on Sunday morning.

### **OPENING OF THE CHURCH AND ACTIVITIES BUILDING:**

(Arrive at church 45 min before the first service)

#### **Church Building**

- Turn on lights in the nave and narthex.
- Check heat/ac thermostat. It is on automatic settings but can be adjusted manually.

#### **Activities Building**

- Turn on lights in both hallways and in Bradford Hall.
- Unlock three doors in Activities Building - front door and two doors from parking lot.
- Adjust four heating/air conditioning thermostats. Two thermostats are located in Bradford Hall (one left and right on walls outside of kitchen), one in hallway near the Priest's office, and one in hallway near the nursery. Recommended setting are given at each thermostat.

### **CLOSING OF THE CHURCH AND ACTIVITIES BUILDING:**

(Perform after scheduled activities have completed)

#### **Church Building**

- Turn off lights in the nave and narthex.
- Cancel the heat/ac thermostat if it has been adjusted manually.
- The thermostat will return to its regular programming later in the day should this be forgotten.
- Check that sacristy door has been locked. If it is extreme cold weather, the altar guild asks that we leave the sacristy door open, to prevent freezing pipes.

#### **Activities Building**

- Turn off all lights within the building.
- Lock all three doors in Activities Building - front door and two doors from parking lot.
- Check both bathrooms to assure lights are off, commodes and urinals flushed and not running.
- Check and lock Parish Administrator's office and Priest's office.
- Return all thermostats to their recommended settings.

A set of keys to the admin office, rector's office, and key box in the rector's office bathroom, are located in the key box off the acolyte vesting room. They have a purple tag which says VOD on it. Please return them to the box.

When a supply priest is here: Open the rector's office for the priest to vest and put their things. The parish register will be on the desk for them to sign after the service is over. A check to pay the priest will be on the rector's desk—please give this to the supply priest. Help answer any questions for the priest about the service and see if they need anything. The senior or junior warden will give the announcements or designate someone during the service.

If you need to exchange Sundays with another Vestry person, please find a replacement by Wednesday and let parish administrator know, so the bulletin will be printed correctly. Please do not ask Parish Administrator to find a replacement for you.