

Instructions for Vestry Person of the Day (VPD)

Purpose:

The VPD insures that all who have roles in the Worship Ministry Schedule for the service are present. The VPD also secures the building after all the services are over

Prior to the service

- Arrive 30 minutes prior to the service
- Wear VPD name tag to identify you as the Vestry Person of the Day
- Ensure all on the Worship Ministry Schedule have arrived and are in place
- If someone has not arrived 10 minutes prior to the service, find an alternate. let that person know they will be “off the hook” if/when the assigned person arrives
- Consult with the celebrant to receive instructions concerning announcements

During the service

- Make any assigned announcements at the beginning of the service
- Unless assigned to other duty, relax and enjoy the service

After the service

- After Sunday’s 10:30 only – with the assigned money counter count the money (see money counter instructions). When you are the VPD at any other service, place offering collected into the safe to be included in the deposit made after the next 10:30 service
- The VPD is to ensure no one remains in the building, all lights are off, and all doors are locked
- If someone plans to stay, make certain they know they are responsible for securing the building