

BELL RINGER DUTIES 2015

Arrive at Chapel at 10:15 a.m. and unlock the front door (every Trustee should have a key).

Prior to Service

- open windows and transept doors, as appropriate for the weather
- turn on lights including those in transept
- turn on amplifier in sacristy (use only one switch)
- plug in and turn on fan for soloist/organist
- assist in assembling weekly programs
- put up hymn numbers on board to left of altar
- if communion service, set up including hosts and wine (in sacristy)
- light altar candles 10 minutes before service
- ring bell several times 10 minutes before service
- greet all worshippers and hand out programs
- count all in the Chapel on the hand held counter (including the clergy, organist, and soloist)
- take up collection and bring to minister on altar
- after minister has left the altar put out altar candles

After Service

- return altar to proper setting
- write down total attendance on sheet in 3 ring binder (in sacristy)
- collect all programs left in pews and recycle in box at entrance
- replace all season schedules in pews as needed
- change board on outside informational sign (letters and numbers are in basket at left rear of church)
- shut and lock all windows and side doors
- turn out all lights and lock front door