

**Pequot Chapel
Bell Ringers 2025**

1. Two people per week per the Schedule posted in the entry cork board.
2. If you are unable to be a Bell Ringer on the day you signed up it is **YOUR responsibility to secure a replacement.**
3. Arrive on Sunday **at least ONE hour prior to service** (9 a.m., except the 1st service on June 22nd arrive at 10 a.m.).

4. Turn on lights:

Main - Switch at rear left

Spots - Use rocker switch only, located left and right side on the wall above the pews where the nave meets the transept

Altar - Use rocker switch only, located behind the left post on the altar

Hymn Board - Located inside the bathroom on the wall behind the door

Pulpits - Left one is a button underneath the light fixture, push and hold finger for a few seconds. Right one on the right of the fixture standing at the podium, turn it clockwise.

5. Open windows and doors depending on weather. Always open the north transept doors and anchor outside since that is the handicap access.

6. Turn on sound system (in closet in washroom).

Main - Two units in the closet in the bathroom. Only 2 buttons to adjust. Top unit, the middle button is pushed to turn on. Bottom unit, on the left a rocker switch.

Pulpits - Each has a unit at the base of the podium. Push the button and the blue light will come on.

Handheld - Each unit has a button and the green light will come on.

Lapel - The unit has a button and the light will come on.

7. Put Hymn numbers on the board.

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8. Greet Clergy.
9. If communion service; set up altar with cloth, wafers, wine, etc. St. James Altar Guild instructions in the sea chest on the altar.
10. Light candles on the altar at 9:30.
11. Put Offeratory Plates at the rear of the chapel.
12. Greet each person as you hand out service cards and extra hymns if appropriate. **instruct which service card is being used for that day.**
13. Count the number in attendance by using the counters found on the registry desk. Both Bell Ringers to do this.
14. Ring Bell at 9:45 and again at 9:55 a.m.
15. Sit at rear and be alert for late arrivals.
16. Offeratory, at beginning of the Offeratory Solo, together walk forward to the first pew and take up offering from congregation and remain at the rear.
17. After solo ends, go forward and present Offeratory to clergy.
18. **IF** a communion service, after doxology close altar gate and place center cushion and return to back of chapel.
19. When clergy is ready to distribute Communion, both Bell Ringers go to front row on each side and guide worshipers up in an orderly manner. Bell Ringers receive communion last. Then remove center cushion, open altar gate, and return to rear of chapel.
20. After clergy has exited at the end of service, extinguish candles during the Postlude.
21. Collect service cards and invite new attendees to sign the Guest Book with a street address and an **email address**.
22. Record attendance and offering numbers on a sheet found in the 3 ring binder under the registry desk. **VERY IMPORTANT.**

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23. Assist in counting of offering and record on sheet found in 3 ring binder under the registry desk. Treasurer will take for deposit.
24. Replace exterior board signage with following week's date and clergy, letters and numbers are in the box at the rear of the Chapel. Key for the board is in the basket.
25. If altar linens used, please wash, iron, and bring back the following week (see copy of St. James Altar Guild for ironing instructions).
26. Close all windows, turn off **ALL** sound including microphones, turn of **ALL** lights, and lock Chapel.

29 April 2025