

St. Philip's Episcopal Church

Customary - Vestry Person of the Day (VPOD)

Mission: To provide for the congregation as we seek to show our love of God and others throughout the service.

Purpose: The Vestry Person of the Day (VPOD) will represent the Vestry in its mission to the parish, and assist the celebrants, ushers, and the congregation as needed.

(This customary does not provide specific guidelines or instruction for conduct relative to COVID-19. Advice will be provided through other church publications.)

The VPOD will perform their duties for all Sunday morning services on a given day. The VPOD duty schedule will be maintained using SignUpGenius® throughout the year. If you are unable to meet your Sunday VPOD commitment, it is your responsibility to find a replacement. In the case of an emergency or unexpected situation please contact the Junior Warden and/or Church Administrator.

VPOD Instructions - Sunday Morning Worship Services:

Arrive 30 minutes prior to the first Sunday morning service to ensure that the ushers can gain entrance to the church. Normally the Clergy, Verger, or Church Administrator will unlock the church doors and turn on the lights prior to the first service. However, please be prepared to perform these duties as needed.

Current worship services are 8AM and 10AM on Sunday mornings. This means you must arrive by 7:30AM unless the worship schedule changes for the holidays or a special service. The VPOD is not required to support the Celtic service.

Ensure that you are wearing your Vestry name badge. If you've forgotten please check with the head usher to see if there is an extra "Vestry" badge available.

Go to the combination lock box in the sacristy¹ and get the door entry FOB. Deliver the FOB to the police officer who is on duty during the services.

Introduce yourself to the head usher and assisting ushers, discuss any special procedures regarding the worship service, especially around holidays and holy days. In a rare situation, the head usher may ask you to fill in for an absent usher. If so, please discuss procedures with the head usher prior to the church service and follow their instructions. Filling in as an usher should not interfere with VPOD duties.

Supporting a welcoming environment at St. Philips is important. Beginning 30 minutes prior to the start of each service until 15 minutes after the start of each service, the Narthex entry door locks will be disabled such that entry to the church is not inhibited. As parishioners begin arriving, stand near either narthex door and greet parishioners as they arrive.

¹ Note: The combination for the lock box will be changed quarterly and communicated to Vestry members.

At all times, please show courtesy to your fellow parishioners and be available to answer any questions. Be on the lookout for newcomers, greet them, and welcome them to St. Philip's. Inform the head usher if you see someone in need of a wheelchair or other physical assistance entering or leaving the church.

As parishioners enter the church the VPOD should identify another Vestry member or the Treasurer and ask them to be available at the end of the service to provide oversight of securing the collection.

Prior to the end of the service, check the balcony offering box and secure any offering not previously collected by the ushers. After the service, with the other Vestry member or Treasurer observing, the VPOD should take the offering plates from the altar to the sacristy, put the offering into a bank bag (ensure attendance card is included), seal the bag, and sign across the seal. There is no need to label the bag. The observer should sign across the seal as well. The bag should then be secured in the safe in the sacristy.² In the event the counters are present in the sacristy to secure the offering for counting (typically after the 10 am service), the procedure of sealing and signing the bag should be carried out prior to handing the bag to the counters.

Between Services: After completing the securing of the collection, you should position yourself in the Bell Tower Narthex. The Bell Tower and Moore Street entrance doors will be locked until 30 minutes before the next service. You should facilitate access to parishioners and choir members entering during this time.

If you are approached by anyone with questions, please facilitate assisting them by providing the correct information. Any significant concerns should be directed to the Priest or the Wardens.

After the Service: The following responsibilities are to be carried out after the final service of the day:

1. Secure the collection in the sacristy safe
2. Secure the FOB from the police officer and return it to the combination lock box.
3. Extinguish the votive candles located at the back of the sanctuary
4. **DO NOT EXTINGUISH THE PASCHAL CANDLE AT THE FRONT OF THE SANCTUARY TO THE LEFT OF THE ALTAR.**
5. Turn off all lights if the church is clear
6. Lock all doors after both worship services have concluded and the congregation has left the building. For the most part the doors are secured via a FOB entry or through positive locking handles in the Fellowship Hall. Each door in the church should be checked and verified for positive closure.
7. In the event there are activities still ongoing in the church that will unreasonably delay the VPOD departure, the VPOD should interface with the organizer of the activity and ensure they understand that all doors need to be checked prior to exiting the church.

² Note: The sacristy safe is a key access safe. The key is contained in the combination lock box in the cabinet next to the safe. The combination for the lock box will be changed quarterly and communicated to Vestry members.

VPOD Customary
Created 02/16/2021

If you are uncertain what is required or are uncertain how to perform any of these duties, contact an experienced Vestry member prior to your day of service.

THANK YOU FOR YOUR SERVICE TO ST. PHILIPS!

Revised 01/07/2026