

St. Philips - Summer Service VPOD Customary

Worship Service 9AM Register Park (409 NE 52nd Street Oak Island, NC)

Summer Service Coordinators

Currently Mary Russell (336-392-5237), Phil Dudley (404-808-2810), and Maitland Barnes (252-373-3021) are the coordinators of the beach service; please seek them for guidance or questions.

Prior to Worship Service

1. It is the VPOD's responsibility to **pick up the printed weekly announcements from the church office on Thursday** (closed on Fridays). If you are unable to pick the announcements up on Thursday, they will be left in a weatherproof box by the office steps and can be picked up any time before the worship service.

Day of Worship Service

1. Bring the weekly announcements with you to the service.
2. Arrive at Register Park at least 30 minutes prior to the service.
3. Greet congregants as they walk from the parking lot to the pavilion.
4. Assist mobility challenged individuals, as needed.
5. Ask two members of the congregation to take up the collection.
6. The coordinator will introduce the VPOD. The VPOD will have approximately one minute to welcome newcomers and inform congregants that the VPOD is there to address any questions or concerns.
7. Take a head count of the attendees and record on the attendance card. Include date and time of service, along with celebrant name on attendance card. Hand the card to the coordinator or celebrant prior to communion.
8. Once the service is over, with the oversight of a service coordinator, remove the collection from the two offertory bags and place the money into the transfer bag that the coordinator will provide. Insert the attendance card along with the offering and seal the bag. Sign across the bag seal and have the coordinator sign across the seal as well. Immediately drive to the church and secure the bag in the sacristy safe.

General Information:

- The pavilion is small, so most congregants are not under the roof.
- Attire is casual.
- Dogs are allowed to attend but must be on a leash.
- Congregants bring their own chairs.
- If there is adverse weather, the service will be cancelled by the coordinator at 7:30AM. A cancellation notice will be sent via email by the church office to all parishioners.