



Christ Episcopal Church

400 San Juan Drive, Ponte Vedra Beach, Florida 32082 • (904) 285-6127, Fax (904)285-0412

Sunday 9:00 am Chapel Volunteer Schedule (March 4 - May 12)

	<u>Usher</u>	<u>Lector</u>	<u>Reading</u>
March 4	Carol Hager	Carol Hager	Genesis 17:1-7, 15-16
March 11	Rob Brace	Megan Rumble	Exodus 20:1-17
March 18	Lou Kemp	Vicky Kemp	Numbers 21:4-9
March 25	Mary Gebhart	Cecilia Hennig	Jeremiah 31:31-34
April 1	Mary Gebhart	Bill Struck	Isaiah 50:4-9a
April 8	Rod Brace	Megan Rumble	Acts 10:34-43
April 15	Lou Kemp	Vicky Kemp	Acts 4:32-35
April 22	Carol Hager	Carol Hager	Acts 3:12-19
April 29	Mary Gebhart	Cecilia Hennig	Acts 4:5-12
May 6	Mary Gebhart	Bill Struck	Acts 8:26-40
May 13	Rod Brace	Megan Rumble	Acts 10:44-48
May 20	Lou Kemp	Vicky Kemp	Acts 1:15-17, 21-26
May 27	Carol Hager	Carol Hager	Acts 2:1-21



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 2002 San Pablo Road, Jacksonville, Florida 32224 • (904) 221-4777

Sunday 9:00 am Chapel Volunteers				
Name	Phone	Lector	Usher	Frequency
Rod Brace	285-5229	X	X	As needed
Matt Davis	280-1319		X	Monthly
Mary Gebhart	273-9856	X	X	As needed
Carol Hager	273-2549	X	X	As needed
Cecilia Hennig	993-3823	X		As needed
Lou Kemp	241-0937	X	X	Monthly
Vicky Kemp	241-0937	X	X	Monthly
Dan Rumble	223-3602		X	As needed
Megan Rumble	223-3602	X		Monthly
Nancy Rumble	223-3602	X		As needed
Bill Struck	524-3080	X		As needed

9:00 a.m. Chapel Service -- Usher Responsibilities
<p><u>Before Service:</u></p> <ol style="list-style-type: none"> 1.) Assure lights are up correctly (switches are just inside main entry) <ol style="list-style-type: none"> a.) Bottom row of left-most light panel are on (for Alter) b.) Dimmer switch is turned up all the way (for rest of Chapel) 2.) Assure temperature is set at 70 degrees 3.) Assure two Alter candles are lit Matches are in drawer under sink in room left of the Alter and candle lighting pole is to the left of the Alter 4.) Assure wooden offertory plate is available on the second shelf of the table just inside Chapel main door. 5.) Assure bulletins (both regular and large print) and this Sunday's music are located on table just inside Chapel main door 6.) At 8:45 a.m., begin greeting service participants and present each with a bulletin 7.) At 8:55 a.m., ring the Chapel bell 6 times. Bell rope is inside room to the left of the Alter. (If a child is present, please ask them to assist.) <p><u>During Service:</u></p> <ol style="list-style-type: none"> 1.) At Offertory, gathering personal offerings--aisle by aisle--using wooden offertory plate. 2.) When Celebrant is ready, deliver plate to Eucharistic Minister at Alter rail and remain until the Doxology is complete. 3.) At Communion, direct communicants to Alter rail (aisle by aisle) to assure organized and timely delivery of Communion. <p><u>After Service:</u></p> <p>Retrieve Offertory pouch from Alter Guild representative and deliver to the Verger.</p>