

## Duties of the Contemporary Service Deacons/Volunteers

### **Set-Up Deacon/Volunteer: Begin around 10:15 a.m.**

- Get the 11:10 Worship boxes with the attendance folders from the office (they are in two cloth baskets on the shelves in the office). Put them on the cabinet in the narthex (they might already be there). Get the 11:10 worship bulletins from the office and set them out on the cabinet also. Arrange the children's bulletins with the clipboards and crayons on the 6 ft table on the south side of the Narthex. Throw away any used bulletins. Make sure you have 8 offering baskets (they are inside the cabinet), set them on top.
- In the Sanctuary, have someone help you move the communion table to the center of the stage and drape it with the appropriate colored cloth/runner. (The liturgy calendar lists which colors to use for each season.) Place **two** communion chalices, filled with juice, and **two** bread plates on the communion table with a loaf of bread on the top plate (make sure the bread is cut almost in half) and cover it with the appropriate colored napkin. Place the other two sets of communion elements (two chalices and two plates with one loaf cut in half) on the cabinet in the Narthex on the west wall. (These should be ready for you in the kitchen, sometimes the chalices are in the refrigerator).
- Help the audio tech pull down the screen at the front of the sanctuary if needed. Bring flags up to the front, next to screen, also if necessary.
- Put the flowers in front of the communion table and put the brass cross on the communion table as well as the Candle. Please go ahead and light the candle if it isn't already. (Please use the gloves when you pick up the cross).
- Before the service begins, place the attendance books on the pews on each inside row (down the main aisle), and place one on the back row on the far south side.
- Help hand out bulletins if necessary. Greeters have already been recruited for this, but please be available just in case.

### **Worship Deacon/Volunteer: Begin around 10:45 a.m.**

- Before the service (preferable) or during "Pass the Peace" (the meet and greet time), ask 6 or 7 individuals to serve communion, 2 for the north side, 2 for the south side, 1 with Owen and 1 with the elder or Rick whoever is doing the communion prayer (or 2 if the elder is uncomfortable doing it. Make sure you ask them first). (Just make sure you have enough people, also make sure they know how. You may have to go to the narthex when it's time for the communion to help them.) Ask 8 individuals to pass the offering baskets. (This can be youth or adults.) Collect the offering at the back of the sanctuary, if necessary and turn it into the office. (Usually Mike Kizer or Kathy Yates will be there to collect it.)
- Help hand out bulletins if necessary. Greeters have already been recruited for this, but please be available just in case.
- The Ushers are supposed to Record the attendance, which is a change from previous years. However if they are not here, please take care of the attendance.

### **Wrap-Up Deacon/Volunteer: Begin after service ends.**

- Pick up the attendance books and any left over bulletins in the pews. Remove any unused offering envelopes and any inserts that can be used again. Put the used bulletins in the recycle box. Return the envelopes, inserts and attendance folders to the office. Remove the used pages from the attendance folders and place them on the office desk, put the folders back in their holders (cloth baskets) in the office.
- Pick up all unused children's bulletins and crayons and return back to the large table in Narthex. Throw away all used bulletins.
- Look around sanctuary to make sure all trash is picked up and thrown away. (Paper cups, papers, etc.). Move the communion table back to the corner behind the drape on the stage (north side). Hang the table runner and napkin in the closet on north side. Move the flags back by the pastor chairs.
- Return all communion elements, 4 chalices and 4 plates to the kitchen. Dispose of left over bread and juice. Wash, dry and put away chalices and plates. Chalices go in the cupboard by the big sink (south side of kitchen) and the plates go on the counter on the south side under the table cloth covering. Wipe off cabinets if necessary.

**Thank you so much for your willingness to help.**



