



## Deacon Duties for Sunday Services

Deacons are scheduled in a rotating manner for duty at Sunday services. The schedule is arranged on a monthly basis and a pair of Deacons is assigned to the early and late service, respectively. If, for some reason, only one service is scheduled, the early service Deacons will assume responsibility.

### The responsibilities of the assigned Deacons are as follows:

1. **Assist** with serving Communion on the first Sunday of the month and other occasions as directed by the Pastor.
2. Act in a friendly and welcoming manner as necessary to assist people entering the church and to facilitate seating them.
3. Be alert and available to assist in any manner. Identify problems. Be a part of the solution.
4. Remain alert to any emergency situations and assist as necessary.
5. Be available to assist with the collection of the offering if help is needed.
6. Pay attention to noise levels in vestibule during the service and assist in maintaining a suitable level that does not interfere with the service. I.e. closing doors, etc.
7. You are not expected to "hang around" in the foyer. Please attend worship services or Sunday school unless you are needed elsewhere.

### Communion Execution:

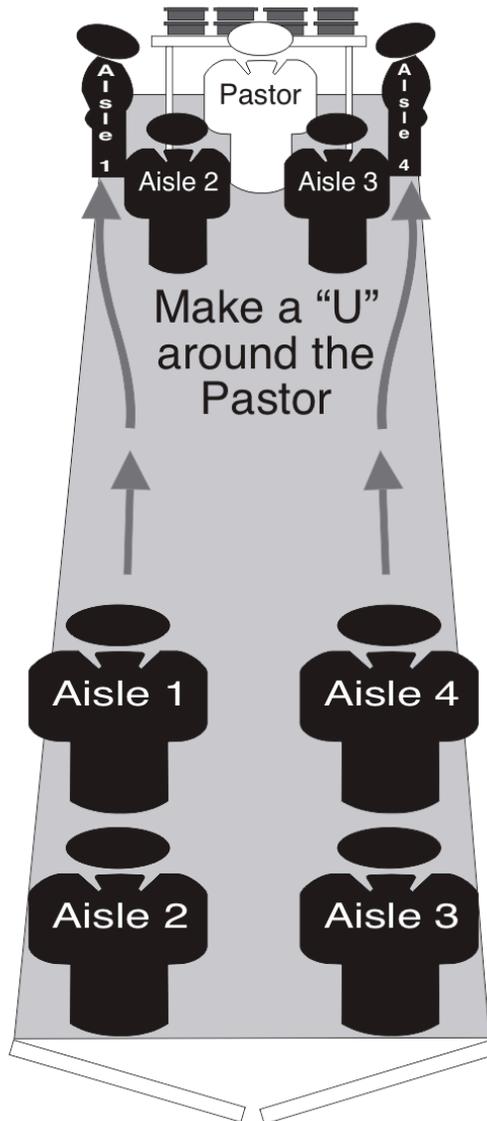
The schedule will show two deacons under the communion column. These two deacons are **responsible for** the preparation and execution of the communion. Deacons listed in the first service column and second service column are responsible for the duties above.

At the end of the sermon the pastor will offer a prayer. That is the clue for the deacons who are serving communion to gather at the double doors just inside the entry of the worship center. The deacons will form a four-man box with the aisle 1 deacon at the front left corner, the aisle 2

deacon behind him, the aisle 3 deacon to the right of the aisle 2 deacon and the aisle 4 deacon in front of him.

When called on by the Pastor, the deacons will proceed forward at a unified. We want to give the impression to the congregation that we are together as one on this operation....dress 'n cover....look good together as a unit.

As aisle 1 and 4 deacons approach the Pastor slide to the outside and form a "U" around the Pastor as shown below.



The Pastor will give each deacon a communion plate. AFTER each deacon receives a plate, turn and leave the Pastor TOGETHER. The aisle 1 and 4 deacons should serve the front pew as they move to their outside aisles. The aisle 2 and 3 deacons should start serving their respective pews. IMPORTANT! Do not make people stand up and deliver the plates all the way across the pew when there is nobody sitting between the pew ends. Hold on to the plate...don't let the people take it and start walking down the pew to deliver it to the other end. Coordinate service with the other deacon.

At the completion of the communion service, assemble in the same formation of four in a box at the same place that you began. Proceed forward without a cue from the Pastor when all four deacons are in position. Make the same "U" around the Pastor. The Pastor will receive the plates individually from each deacon. DO NOT grab a sacrament. After all four plates are received by the Pastor, he will offer each deacon a sacrament. Take the sacrament and sit down on a front pew and participate in communion.

Thank you very much....you done goooood!