

A best practice document communicates how to achieve desired outcome goals for deacon activities. It describes interactions with leadership, staff and members including the timing of those interactions. We recognize that each deacon may achieve the goals through different methods using their own ability, aptitude, experiences and opportunity in serving.

Yellow highlights and/or ALL SMALL CAPS INDICATE INTERACTIONS WITH LEADERSHIP AND/OR STAFF.

Green highlights and/or ALL SMALL CAPS INDICATE DEACON COMMUNICATIONS.

## ➤ Document – Laundry Tasks

### 1. Description

- a) The church laundry room and the baptistry laundry chute.
  - 1) The laundry chute outlet is just inside the laundry room door. There are usually tables stacked beneath it. The laundry basket should be placed on top of the tables (the “catch” position) or on the floor if the tables are not stored there.
    - i) THE THURSDAY PRE-PRINT WORSHIP GUIDE INDICATES A SUNDAY BAPTISM.
  - 2) THE STAFF SECRETARY (DALE ASHWORTH) EMAILS THE GUIDE WEEKLY (THURSDAY).
    - i) ASK TO BE ADDED TO THE MAILING LIST.
    - ii) IT IS ALSO ON THE WEBSITE AT CABCWICHITA.COM/WEEKLY-WORSHIP-GUIDE.
  - 3) DEACON CO-CHAIRS ANTICIPATE BAPTISMS WEEKLY.
- b) Return the baptism laundry to the baptistry before the following Wednesday.
- c) Return the laundry basket to the laundry chute “catch” position.
- d) The door codes are the same as the prep room.

### 2. Laundering tablecloths

- a) Launder tablecloths when a juice stain is noticed.
  - 1) This is much less frequent because we are using prefilled cups, but an open cup placed by a pastor or elder can drip onto the tablecloth. (That’s why we have begun placing the cup on a small tray to prevent drips).
  - 2) The Lord’s Supper prep deacon is responsible for putting the tablecloth and table away. Tablecloth inspection is the responsibility of the deacon who prepared Lord’s Supper.
    - i) If a second service deacon assumes that responsibility, then the tablecloth inspection also becomes his responsibility.
  - 3) If the tablecloth needs to be laundered and the 1<sup>st</sup> or 2<sup>nd</sup> service deacon are both desiring help, then:
    - i) The 1<sup>st</sup> or 2<sup>nd</sup> service deacon should:
      - (i) ASK DAN ROBERTSON WHO HAS VOLUNTEERED TO LAUNDER TABLECLOTHS.
      - (ii) GROUP MESSAGE THE DEACONS AND ASK SOMEONE TO LAUNDER THE TABLECLOTH.
- b) Use hot water
  - i) Iron the tablecloth.
  - ii) Spray starch has been suggested by deacons’ wives who had been performing this task.

### 3. Laundering robes and towels (multiple baptisms, multiple loads)

- a) THE DEACONS ON CALL ARE ASKED TO PERFORM THIS TASK.
- b) Cold water
  - 1) Do not launder the robes with other article types.
    - i) Other article types may discolor the robes if washed together with robes.
  - 2) Dry medium heat permanent press cycle