

Deacon Worship Duties

1. Arrive at church on Sunday morning by 9:30AM (*for 10:15AM worship*) or by 8:30AM (*for 9:15AM worship during summer months*)
2. First Steps:
 - Turn on lights and unlock outside doors of sanctuary
 - Confirm sound system switches are turned on (*vestry closet nearest Gladish Room*)
 - Bring out offering plates in vestry to sanctuary
 - Check with pastor for any last minute changes
 - Open the side doors into the sanctuary
3. Greet and Welcome:
 - Handout the bulletins to those attending worship
 - Welcome people attending worship
 - Answer visitor questions (e.g. location of restrooms and nursery area)
4. Administrative:
 - Count and record attendance in the blue binder. **(Please count everyone: including people in the choir, the pastor, and children.)** It is important to get an accurate count. Include in binder any other details about the day.
5. Worship Leadership:
 - Light standing candles on either side of pulpit by 10:05AM
 - Ring bell (or find someone to help) at 10:10AM prior to prelude
 - Collect the offering and bring to front of sanctuary during congregational singing of the doxology.
6. Final Steps:
 - Tidy the pews after worship
 - Turn off sound system switches in vestry closet
 - Turn off lights and lock all doors