



320 Main Street | Hyannis, MA 02601 | Phone: 508-775-0298 | info@federatedchurch.org

Deacon of the Day Responsibilities for Christmas Eve

During weeks prior to the service:

- △ Confirm 4 ushers, and 2 greeters in advance.
- △ Call or email church office with names of ushers and greeters for the Sunday bulletin,
 - no later than December 18th.

Arrive 60 minutes before Christmas Eve service begins:

- △ Check switch to automatic door closers is on.
- △ Parking signs: (**use your judgment – get help if necessary**)
 - *Handicapped Parking* sign(s) out front on sidewalk.
 - *Parking Behind Bank* place out front or across the street on the sidewalk corner.
- △ Confirm hymn #s on board are same as printed in the bulletin.
- △ Switch on all lights in Sanctuary (switches on wall next to organist).
- △ Switch on lights in the Parlor, Kitchen, and Bathroom areas.
- △ Cup of chilled water(no ice-cubes) for minister in pulpit.
 - Paper cups in Sacristy cupboard and Baldwin Hall kitchen.
- △ Remove piano cover. **Do NOT try to move the piano.**
- △ Place offering plates on table stand at top of steps, next to pulpit.
 - New offering plates are in Sacristy, in the **maroon** bag.
- △ Check pews are neat & tidy, hymnals and bibles neatly stored. Remove left-over Bulletins.
 - Bibles in center, hymnals to the outside edges, all books upright with binder on left.
- △ Office key hanging on keyboard, on blue-green wrist-strap.
- △ Usher badges/flowers on table in Narthex, and...
 - Log greeters and ushers in the Log book.
 - Create name tags for greeters, if necessary.
 - △ Bring out name tag rack and baskets from office to Narthex.
 - Place one name tag basket in Baldwin Hall.
- △ Visitors' Table with additional name tags, pen.
- △ Bulletins and large print Bibles on table in Narthex.
- △ Hearing aids – place on table in the Narthex.
 - NOTE: *** These only amplify the pulpit microphone, not the entire service.***
- △ Review duties with ushers when they have all arrived.
- △ **Open all curtains on sanctuary windows.**

Within 15 minutes of start of the service::

- △ Pull bell rope approximately 25 times, or one and one-half minutes (= approx 50 rings).
- △ Light candles on the altar. (Matches are in sacristy, in metal box inside last drawer)
- △ Turn on sound system, if necessary. Power is turned on by **a single orange switch**, at lower right of equipment stack.
 - Check power on for single speaker next to choir seating.
- △ **Turn on pulpit light.**
- △ **Turn down carillon volume. Key to carillon door is hanging on nail in door frame behind carillon.**

- △ **Greeters should be seated when Kristi begins the Organ Prelude, this will help to minimize conversation in the Narthex.**
 - **Be mindful to be quiet in the sanctuary after Kristi starts the organ prelude.**
- △ **Close doors to sanctuary when Kristi starts the organ prelude.**

During the service:

- △ Count attendance: include choir, lay-reader, recording operator, balcony, children, yourself, and late arrivals. Complete attendance form provided, found in Deacon of the Day box.
- △ Advise ushers when to walk forward for the offering.
- △ During the collection, receive offering in the balcony using small plates on table in Narthex.
- △ The offering is received and taken directly to the office to be locked up.
 - Lock the office door.
- △ Monitor the first floor and be alert for emergencies.
 - Be prepared to call 911 on office phone in an emergency.
 - Remember, you have key to the outer office.
- △ Ring the bell before we sing “I Hear the Bells”
- △ Open Sanctuary doors just prior to conclusion of the service.

Following the Service:

- △ **Turn carillon volume back to normal, number 6 on the dial.**
- △ Bring in signs from outside and store behind inner pair of entrance doors.
- △ Extinguish altar candles, and power off the recording system if still on, and the choir speaker too.
 - Single orange power button, on the lower right of the recording system.
- △ Dispose of paper cups with water from the pulpit and the lectern.
- △ Turn off sanctuary lights, ***and the pulpit light.***
- △ Help ushers collect the Ritual of Friendship Pad top sheets, place them in outer office on Elise’s desk. Place the attendance slip on top of these sheets.
- △ Replenish ‘Ritual of Friendship’ pads as necessary. Replacements found in Sacristy.
- △ Save unused bulletins, leave on table in Narthex.
- △ Clean up pews, check that Bibles and hymnals are neat in racks.
- △ Place cover on piano. Cover is labeled underneath on the keyboard end.
- △ Clean up Narthex...
 - Update the Deacon of the Day notebook with names of Greeters and Ushers if not already done.
 - Collect badges & lapel flowers from ushers and put away in office.
 - Put listening aids back in office.
- △ Put away Visitor’s table.
- △ **Collect name tags from basket in Baldwin Hall, and put back in rack before leaving.**
 - Store them back in the rack, roughly in alphabetical order.
- △ Roll name tag rack back to the office.
- △ Turn out lights in Baldwin Hall.
- △ Turn off switch to automatic door closers.
- △ Lock both front doors, one deadbolt and one locking rod.
- △ Lock Baldwin Hall doors and exit there.

Thank You

Record any notes below to discuss at next Deaconate meeting: