



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

Deacon of the Day Responsibilities

During weeks prior to the service:

- △ Confirm 4 ushers, and 2 greeters in advance.
- △ Call or email Elise Terry with names of ushers and greeters for the Sunday bulletin,
 - no later than Wed morning before your Sunday to be Deacon.
- △ **Check with [Marilyn Lariviere](#) to learn Sunday School schedule, if not posted in Narthex.**
 - **If visiting families arrive on Sunday where should children go to find Sunday School?**

Arrive by 9:00 am on Sunday:

- »» **Our Sexton, [Ed Paron](#), may attend to duties that are noted below with §, but still our responsibility to check.**
- § 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.
- § Flowers on the altar. Check Baldwin Hall entrance area Sat morning.
- § 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.
- △ **Waterless antiseptic soap for greeters. Place nearby them in inconspicuous location.**
- § 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.
- △ Check with Rev.Terry regards baptisms, new members, etc.
 - Baptism font water *must be WARM*.
- § Sunday 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.
 - **Discuss how to line up, and if ushers will take collection moving in pairs or all in unison.**
 - **Be a good example to not converse in the sanctuary after Kristi starts the prelude.**
 - **Remind ushers of cleanup duties after the service.**
- △ Open both pairs of curtains on all sanctuary windows.

- o Assist to close a curtain if requested.
- △ Keep doors closed if choir is practicing, until they finish.
 - o Anyone may sit in the sanctuary if they want to listen.
 - o Please hold conversation in the sanctuary to minimum while doors are closed.

At 9:45 -9:50am:

- △ Pull bell rope approximately 25 times, or about one and one-half minutes (= approx 50 rings).
- △ Light candles on the altar. (Matches in sacristy, metal box inside drawer next to closet on left.)
- △ Turn on sound system, if necessary. Power is turned on by **a single orange switch**, at lower right of equipment stack.
 - o 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, congregation should be seated quietly.
- △ Close doors to the sanctuary after the choir has entered.

During the service:

- △ Count attendance: include choir, lay-reader, recording operator, balcony, children, yourself, and late arrivals.
 - o Complete attendance form provided, found in Deacon of the Day box.
- △ Advise ushers when to walk forward for the offering.
- △ During the collection, DOD collects offering in the balcony using small plates from table in Narthex.
- △ Patrol the first floor and be available anywhere for emergencies.
 - o Lock the office door.
 - o Be prepared to call 911 on office phone in an emergency.
 - Remember, you have key to the outer office.
- △ Open Sanctuary doors during anthem prior to the Benediction.

Following the Service:

- △ Look for the collectors, give them the key to office. They will put it away after they finish.
- △ Leave offering and plates on the altar. These will be picked up by Collector(s).
- △ 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.
 - o Remember, just switch off single orange power button at 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.
 - o Place the attendance slip on top of these sheets.
 - o Sunday School attendance can be counted during their practice after the service when cleaning up the pews.
- △ 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 in order.
- △ Place cover on piano. Cover is labeled underneath at keyboard end.
- △ Open all curtains.
- △ Clean up Narthex...
 - o Update the Deacon of the Day notebook with names of Greeters and Ushers if not already done.

- o Collect badges & lapel flowers from ushers and put away in office.
 - o Put listening aids back in office.
- △ Return empty collection plates to the **maroon** zippered bag in the Sacristy, if the collector hasn't.
- § Put away Visitor's table.
- △ **Collect name tags from basket in Baldwin Hall, and put back alphabetically in name tag pockets.**
- § Roll name tag rack back to the office.
- § Turn off switch to automatic door closers.
- § Lock both front doors: **lock deadbolt on one door and check vertical locking rod is locked on the other door.**
- § Turn out lights in Baldwin Hall and kitchen.
- § Lock Baldwin Hall doors and exit there.

Thank You