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## Good Friday Deacon Responsibilities

### During week prior to the service:

- △ Confirm 2 ushers from Diaconate. No greeters.
- △ Pick up a key to the church so you can get in early.

### Arrive at least one hour before the service on Friday:

- § 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.
- △ **Sign on Narthex doors to balcony, "The Balcony is closed for Holy Week Services."**
  - This is because we have special lighting set up in the balcony, and it cannot be roped off.
- § 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 Baldwin Hall and Bathroom areas, if an evening service.
- △ Remove piano cover. **Do NOT try to move the piano.**
- △ Place offering plates on two small tables, one on each side, set just inside the sanctuary doors.
  - New offering plates are in Sacristy, in the [maroon](#) bag.
- △ Check pews are neat & tidy, hymnals and bibles neatly stored. Remove left-over bulletins from Maundy-Thursday.
  - Bibles in center, hymnals to the outside edges, all books upright with binder on left.
- § Usher badges/flowers on table in Narthex, and...
  - Log greeters and ushers in the Log book.
- § 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've arrived.
  - **Be mindful to be quiet in the sanctuary, especially after Kristi starts the prelude.**
  
- △ 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.**
  
- NOTE: \*\*\* The altar candles are not lit during the Good Friday service.\*\*\*
- NOTE: \*\*\* Do not ring the bells on Good Friday.\*\*\*

### During the service:

- △ Count attendance: include choir, any readers, recording operator, balcony, and yourself, and late arrivals if any. Complete attendance form provided, found in Deacon of the Day box.
- § **Bring signs inside. Good idea to close the 2nd set of doors to Narthex from outside to muffle noise if done during the service.**
- △ 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, is on the blue-green wrist strap.

### **Following the Service:**

- △ **Turn carillon volume back to normal, number 6 on the dial.**
- △ Extinguish altar candles, and power off the recording system if still on, and the choir speaker too.
  - o Single orange power button, on the lower right of the recording system.
- △ Turn off sanctuary lights, **and the pulpit light.**
- △ 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 on the keyboard end.
- △ Clean up Narthex...
  - o Update the Deacon of the Day notebook with names 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.
- § Turn off switch to automatic door closers.
- § Lock both front doors, one door has deadbolt and the other has vertical lock rod.
- § Check entire floor and turn out lights, don't forget Baldwin Hall and bathroom area.
- § Lock Baldwin Hall doors and exit there.

## *Thank You*

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Record any notes below to discuss at next Deaconate meeting: