

## DUTY DEACON LIST:

- As you enter, disarm the alarm using your key fob. The outer doors should unlock on their own at 8:15 a.m.
- Keys are in organ bench: Church and school masters, Coke machine, and allen key to dog open school doors. A separate key for the Coke machine is also in the drawer beneath the Coke machine.
- Unlock infant and toddler rooms. Get pager #99 from toddler room and carry throughout morning. Darken shade in Toddler Room.
- Unlock the toddler closet. It is the first closet on your left, entering from the exterior Child Care Door.
- Unlock the nursing mother's room. Turn on light and lamp.
- Unlock the dead bolt on the main entry door in the Narthex area. Unlock right hand door pins.
- **On Sunday School days:**
  - Place trashcan at entrance door of the school.
  - Unlock doors and turn on lights for the classrooms noted in the church bulletin.
  - Set the thermostats to 69 degrees.
  - Leave the school building locked until the Sunday School Bell rings at 11:20 a.m. At 11:20 a.m. use largest allen key to dog open school building door.
- **For Coffee Fellowship Sundays:**
  - Fill ice bin in Coke machine for drinks (4-5 buckets have been sufficient). After power outage, kitchen GF1's may need reset.
  - Fill 5-6 dozen cups with ice at 10:30. (Ice machine might also need reset, need Philips screwdriver to open hinged front panel)
  - Thoroughly re-rinse and insert nozzles in Coke machine. Nozzles are kept in pitcher of water by sink. Nozzles can be separated into two pieces for cleaning purposes.
  - Six plates in drawers below tea makers list standard number of drink brands to prepare.
  - Use the "Coke" key to turn on the drink machine. 12 oz. cups are in the cabinet below the drink machine.
  - Coke machine syrup bags occasionally need replacement. Connect threaded coupling of supply line hose to new bag in box and discard old. Have experienced deacon or Larry Cornelius assist. Tiffany Clay orders new bags.
  - The Coke machine carbonation bottle will occasionally need replacement. Use wrench on feeder hose to attach new bottle from table closet. Then open valve on bottle. Wrench must be kept on feeder line at all times to maintain adjustment (loosening and tightening) of supply line. Please notify Tiffany Clay to order a new bottle.
  - Put out 3 trays of snacks on 3 tables by driveway window (cookies & crackers are located in the top cabinets, left of the sink). Charlie Mickle usually assists with this.
  - Prepare Coffee:

### **TURN ON COFFEE MACHINE UPON ARRIVAL USING TOGGLE SWITCH ON BACK PANEL, RIGHT SIDE**

**Coffee Machine can be turned off after each use since Oct. 8, 2019, circuit breaker replacement.**

- Coffee and filters are in the drawers below the tea maker.
- For decaf, put 1 cup of coffee in the filter. For caffeinated, put in 2 cups. (Cup defined as standard of measure)
- Unscrew & remove the cap on each urn before brewing coffee!!
- Hang decaf/coffee signs on appropriate urn.
- Brew decaf once on full (=1/2 urn). Brew caffeinated once on full and once on half (3/4 urn).

**Press both enable switches on front control panel. Water will then be heating before brewing is allowed.**

- Then select brew "A". It will take 3 ½ minutes to make the coffee.
- I have been waiting until 10:00 a.m. to make the coffee, because it is so quick.
- Immediately after offering is finished move the coffee pots and condiments to the kitchen window well before the 11:00 a.m. snack time.
- There are 12 oz. cups below the drink machine for the coffee.

- Make sure all lights in the Sanctuary are on. There is a lighting plan layout on the counter in the AV Room.
- Turn on all lamps: 4 in the Foyer area, 1 in the Training Room. Leave main light switch off in Training Room.
- Make sure all bathroom lights are on in the church.
- Light altar candles in sanctuary. Change candles when each one's oil supply runs low; extras are in right hand sanctuary closet along back wall, upstairs from organ.
- Make sure there is water in the font if there is a baptism.
- Turn off the Coke machine when the Sunday school bell rings at 11:20 a.m.
- The Duty Deacon or Usher should discretely carry bank bag until given to William Johnson after service or lock bag in the AV Room. WJ will retrieve it from there.
- **(Spring/Summer seasonal)** Please open both library narthex doors on Sunday morning so that the AC may cool down the room before any Sunday School class commences later in the morning.

### **CLEAN-UP/CLOSING**

- Clean the coffee urns and leave upside down on towel on counter. Leave parts in dishrack to dry. Dump grounds in trash.
- Return coffee condiments to the proper area.
- Wipe the drink machine and lock it with key. Remove nozzles, breakdown into two pieces, and put into pitcher of hot water only. (No soap) Leave pitcher by sink.
- Sweep or pick up any food, crumbs, etc., on the floor.
- Make sure lights in the building are off (including lamps & bathrooms).
- Be sure to lock the deadbolt on the main entry door in the foyer area. Lock right hand door pins. Lock training room.
- Lock the childcare closet, nursing mother's room, the toddler room and infant room. Return pager #99 to charging port.
- Close any doors on the outside of the Sanctuary if open.
- Clean up any leftover bulletins, trash, communion cups etc., in the Sanctuary. Extinguish candles.
- Leave unused bulletins in Narthex for collection and counting by church staff.
- Ensure school building lights are turned off, inspect rooms for trash, and ensure building and classrooms are locked.
- Retrieve trashcan from entrance to school building.
- Turn off all lights & lock all classrooms in the school building. Lock the school building upon exiting by undogging the door with largest allen key.
- Return TPC keys to organ bench.
- Arm the alarm system when you leave the church building.
- Walk the exterior of church to check that doors are all locked.

### **GREETING/OFFERRING LIST:**

- Wear name tag.
- Arrive by 9:30 A.M. to greet worshippers and pass out bulletins. Identify and upon greeting any visitors, try to get their names for the pastors. Carry visitor cards to give out with bulletins. Extras are on the Narthex cabinet.
- Select 3 Adult men to assist with offering collection. Some men prefer advance notice.
- Close Sanctuary doors when announcements begin.
- Remove 4 offering plates from Narthex cabinet.
- At close of Pastoral prayer, pastor will call you to front of Sanctuary with offering assistants. Please ask these assistants to come to the back of the Sanctuary to receive their offering plates **after** the close of the Pastoral prayer.
- Face the congregation, two per side, with heads bowed. Pastor will select one man to pray before the collection. Two men will collect for each half of the congregation.
- Gather four plates from assistants at the back of Sanctuary. They return to pews.

- Duty Deacon may assist with collating the offering: checks unfolded and stacked, bills stacked by denomination, visitors' cards and envelopes placed together. Make one stack of the three and place in zippered bank bag. Return offering plates to cabinet.
- Duty Deacon or Usher Deacon may hold offering on person to deliver after service to William Johnson or lock the bank bag in the AV Room. WJ will retrieve it.
- At conclusion of offering collection collation and securing of bank bag, Usher Deacon may return to the service to sit with family
- Open the three sanctuary access doors during the final hymn.

Updated: 5/05/23