

# Deacon's Duties

## First Service

1. Arrive around 8:00 AM
2. Unlock doors to:
  - a. Main Sanctuary
  - b. The Garden Chapel
  - c. The Patio Area (Three Doors)
  - d. The Restroom Doors (Between Courtyard and Main Doors)
3. Turn on the water fountains
4. Turn on AC or Heaters (as required) in:
  - a. Cradle Role/Tiny Tots
  - b. Kindergarten/Primary
  - c. Music Room/Juniors
  - d. The Fellowship Hall
  - e. Fire Side Room
  - f. Room next to the Fire Side Room.

The thermostats in the main sanctuary do not control anything. There is nothing that needs to be done with that. A timer controls the Main sanctuary.

5. Check with the Pastor to see if there are any special instructions for the service that day.
6. Before 1st service starts, arrange for 4 ushers to assist in the collection of the offering.
7. After the offering is collected, with the assistance of one other deacon, place the offering in the bag marked 1st service and put it in the safe.
8. Ring the bell at the close of Sabbath School.
9. Meet the 2nd service deacon by where the bell is rung and let him know of any unusual events that may affect 2nd service (passing out handouts during the service, special offering, etc.)
10. First Sabbath of the month (Potluck Sabbath) co-ordinate and help set up the tables in Fellowship Hall for the potluck.

## Second Service

1. Meet the First Service Deacon in Charge to receive a report of the order of service or any other unusual events.
2. Before 2nd service starts, arrange for 7 ushers to assist in the collection of the offering:
  - a. 4 – Main Sanctuary
  - b. 2 – Garden Chapel
  - c. 1 – Balcony & Mother's Room
3. Help people to locate a seat as quickly as possible. Avoid ushering while special music is in progress.
4. After the offering is collected
  - a. Give the offering plates to the Money Counters in the workroom. (Lock the door to the room while they are putting the offering away.)
  - b. Walk around the Church plant and for all unoccupied rooms (including the Fireside room and the entrance to the Community Services room)
  - c. Turn off AC/Heating (See 1st service list #4).
  - d. Turn off lights and lock doors
5. When the service is over
  - a. Go through and check the pews - pick up trash and bulletins left behind.
  - b. Lost and found items are placed in the phone closet (off the foyer), the tape cart, or for more expensive items, in the secretaries office (bottom shelf in cabinet over the printer - wall adjoining sanctuary)
  - c. Turn off the fountain pumps
  - d. Turn off the ceiling fans (at the entrance to the Fellow ship Hall and at the entrance to the church.)
  - e. Go around and make sure that all the windows are shut and the doors are locked.
  - f. Turn off lights in the foyer (The PA person turns off the lights in the sanctuary, The AC in the sanctuary is on a timer).
  - g. If you leave before all people are gone, be sure that there is a responsible person who will make sure the doors are locked behind them when they leave. The double door on the West side of the Sanctuary does not close and lock on its own. Be sure it is secured Ask any people remaining in the sanctuary to not exit that door because it will not latch.
  - h. Recheck EVERYTHING. Particularly the doors you locked earlier. Walk around the whole church plant checking each door again. THIS IS REAL IMPORTANT. CURRENTLY THERE IS NO SECURITY PERSON CHECKING ALL THE DOORS AT NIGHT.
6. On potluck Sabbaths, let the person in charge of the potluck know that you are leaving and that the church is locked except for the Fellowship Hall area. Lock the patio area doors from the outside.

# **BAPTISTRY FILLING (abbreviated edition)**

(Follow posted detailed instructions on the tank. These are only a summary.)

- 1) Friday Evening: Check baptistry for debris. Open, and leave open the doors to the pool.
- 2) Make sure drain is closed (valve #5).
- 3) Turn valve "2" on – Starts the water flowing. When pool is filling, partially open valve #5 for a second and listen for water draining, then close tightly.
- 4) Insure that valve #3 is completely open.
- 5) When the water line is above the input ports (first step, bottom of the pool), ensure valve #4 is open and switch #1 to ON. This circulates the water.
- 6) When the Water level reaches the third step from the top, the pool is full (about 1 - 1½ hours). Close valve #2.
- 7) Ensure that the breaker switches #12,13, 32, & 33 are in the ON position.
- 8) To heat the water, Switch #2, located on the south side of tank #2, to the ON position. The light bulb on the south side of tank #1 should come on.

**WARNING:** The heater Trouble light comes on (flashes green) after a few minutes (5 to 30 min). The (red) reset button must be pressed to continue the heating process. If this is not done, the water will most probably be COLD.

- 9) Before the baptism on Sabbath morning, turn switch #1 OFF.
- 10) After the baptism, and the service, turn switch #2 OFF and open valve #5 to drain the pool.
- 11) Note: Valves #1, #3, and #4 remain open continuously.

## **NOTES for Head Deacon**

### **1st Service**

Fill Buckets and put in footwashing rooms

Try to find an Elder(s) to host footwashing rooms (especially Men's and Women's)

Put out Reserved for Deacon Signs

Put out Footwashing room signs

Men - Primay Room - 2 signs

Families - Fellowship Hall - 2 signs

Women - Juniors - 2 signs

### **After 1st and berfore 2nd**

Fill Buckets and put in footwashing rooms (add an extra bucket or two for fellowship hall)

Empty waste water

Pick up empty cups

Try to find an Elder to host footwashing rooms (especially Men's and Women's)

Put out Reserved for Deacon Signs

### **2nd Service**

Put stickers on pew nubmers #5-12

Keep Garden Chapel Closed

Wipe and put away all Communion Utensils and supplies