

COSLC “ELDER ON DUTY” RESPONSIBILITIES

1. Arrive 1 hour prior to service. Enter by side door or rear CMC door, disarm alarm; Code 1492
 - Unlock front and side doors to both sanctuary and CMC.
 - Turn on Lights & set thermostat in narthex, at 70.
 - Sanctuary light switch (A is on, H is off) and set 3 thermostats (as directed in elder/usher checklist) in sanctuary.
 - Turn on lights in CMC hallways, set thermostats to posted temperatures.
 - Unlock sanctuary front and the side door by the office.
 - Put on Elder name badge.

2. Before service starts:
 - Check on Lord’s Table setup if communion service (at altar or in sacristy room).
 - Troubleshoot if any key participants are missing (ushers, sound, video, altar guild, lay reader, communion assistants)
 - Work with ushers to ensure that all tasks are completed on elder/usher checklist.
 - Check candles to insure long enough for worship service (minimum of 3 inches per service).
 - Light the Christ Candle on the altar
 - Identify visitors and provide related information to Pastor.

3. During service:
 - Lock CMC doors and the exterior sanctuary door by church office once 2nd service is underway.
 - Collect attendance cards during sermon hymn.
 - Sort out prayer cards, annotate name of prayer requester on back side of each card, have usher give them to the pastor when they go up for collection plates.
 - Lead congregation in the Creed.
 - Lead and coordinate responsibilities with communion assistants.
 - Unlock the CMC front doors, just prior to the end of the second service

4. After first service;
 - If counter not present, move offering from the plates to the zippered envelope under the altar. Give the zippered envelope to Bob Traum, Lee Felgner or Dennis Tiernan, to be put in the safe.
 - Have Ushers check pews for debris and left-behind items.

5. After second service:
 - Work with ushers to ensure all tasks are completed on elder/usher checklist.
 - Put attendance cards and data to office.
 - Reset thermostats (75⁰ in summer, 65⁰ in winter) and turn out lights.
 - Return flowers to refrigerator.
 - Close and lock church and CMC doors (check that rest rooms are empty first).
 - Set alarm (A is armed) or coordinate with counters if still present.