

Deacons

Guidelines

Constitutional Provision: The Deacons are up to seven (7) members of the church elected by the governing body and installed in their office. They shall have responsibility for the spiritual affairs of the church, shall consult with the Lead Minister about his or her work and responsibilities, and are elected for one-year terms, not to exceed six consecutive years.

Procedures

1. The Deacons shall meet from September to May, and in the summer as deemed necessary.
2. At their first meeting, they shall select members from within or outside of the committee to take care of the following duties. For more details, see Job Descriptions.
 - a. Chairperson
 - b. Council Representative (this could be the Chairperson)
 - c. Secretary
 - d. Coordinator of Ushers (taken care of by Sunday Hospitality Volunteer scheduler)
 - e. Coordinator of Scripture Readers (taken care of by Sunday Hospitality Volunteer scheduler)
 - f. Communion Coordinator – provide the elements for communion (bread and grape juice); schedule preparation and clean-up of communion (taken care of by Sunday Hospitality Volunteer scheduler)
 - g. Coordinator of Memorial Funds
 - h. Coordinator of Chancel Decorations
 - i. Coordinator of taking pictures of new members and friends of the church
 - j. Coordinator of sending cards
 - k. Coordinator of Pulpit Supply
3. At their first meeting after elections when outgoing, continuing and new members are present, they shall discuss possible objectives and plans for their committee. Before the end of September of each year, they shall consider establishing specific objectives for the coming church program year. Whenever possible, the objectives shall be supportive of the current statement of goals and objectives of the church.

Responsibilities

1. They shall provide ushers and Scripture readers for each worship service and arrange for ushers for funeral services as requested.
2. They shall coordinate communion supplies and schedule volunteers for set-up, serving and clean-up.
3. They shall coordinate recording, acknowledging, and disbursement of memorial funds.
4. They shall coordinate chancel decorations, including picking up altar flowers and filling the altar candles with oil each week; changing the paraments and/or banners as needed for each season.

5. They shall coordinate taking pictures of new members and updating the photo board.
6. They shall have contact by phone, cards, or personal visits with the sick and shut-in, in coordination with the pastoral staff.
7. They shall provide a worship leader in the temporary absence of the pastors as requested by the pastoral staff.
8. They shall arrange for childcare for evening worship services: Christmas Eve, Ash Wednesday, Maundy Thursday, and other special services by request.
9. They shall be responsible for the solicitation and use of the Deacons Fund which is collected from the loose plate offerings from the services on Ash Wednesday, Maundy Thursday, Palm Sunday, First Sunday in Advent, and Christmas Eve.
10. They shall regularly report to the congregation, by publication in the *Direction* newsletter, the weekly e-letter, and/or church bulletins, their important concerns and activities.
11. They shall assist, when invited by the pastoral staff, in the Sacrament of Baptism and the welcoming of new members.
12. They shall be the first level of interaction with Members-in-Discernment.
13. They shall have contact by phone, letter, or personal visits with inactive members, in coordination with the pastoral staff. Special attention shall be given to people who have recently become inactive.
14. After attempting to contact members, they shall, in coordination with the pastoral staff, declare as inactive those members whose contact information has long been unknown or who, for a period of two years or more, have not contributed to the support or activities of the church. Those members may be removed from church contact lists. Members who ask to be removed from membership will be withdrawn from church contact lists.

Deacons – Job Descriptions

A. Chairperson – See general job description for Chairperson.

B. Council Representative (can be a shared role) – See general job description for Council Representative.

C. Secretary – See general job description for Secretary.

D. Coordination of Ushers (scheduled by Sunday Hospitality Volunteer scheduler)

- Provide ushers for each Sunday morning service, Christmas Eve, Ash Wednesday, Maundy Thursday services, and for any other service, including funerals, as requested by pastoral staff.
- Maintain up-to-date instruction sheet in Fireside Room and for emailing to volunteers.

E. Coordination of Scripture Readers (scheduled by Sunday Hospitality Volunteer scheduler)

- Provide Scripture readers for each Sunday morning service and for any other service as requested by pastoral staff.

F. Coordination of Communion – This person is responsible for having the following tasks done each time there is communion (normally the first Sunday of each month and Maundy Thursday).

Volunteers for communion preparation and clean-up are scheduled by the Sunday Hospitality Volunteer scheduler.

- Check with pastoral staff to determine the form of communion (intinction or serving in pews). Determine the number of trays needed (usually 4 trays of bread; 4-5 trays of juice if serving in the pews) and advise volunteers with reminder email.
- Provide frozen or bottled grape juice, gluten-free bread for cubing, and a small loaf of bread for the communion plate (this loaf does not need to be gluten-free).
- Remind the scheduled volunteers by email the week before their assignment, sending them a copy of the instructions.
- Maintain an up-to-date set of instructions which are posted in the Fireside Room and a copy of which is kept with the communion supplies.
- Supplies purchased may be reimbursed by the Deacons Fund.

G. Coordination of Memorial Funds

- When notified by Financial Secretaries that memorial money has been received, a page in the Memorial Book (located in the narthex) will be made noting the deceased's name, date of birth, date of death, and persons making the gift. Individual donor information will be listed for the spouse or surviving children; the designation "family and friends" will be used for other donors.
- If the deceased is not a member of the church, the family or person making the donation will be contacted to determine if a memorial page should be created.
- An acknowledgement will be sent to the family when funds are received directly from them.
- An acknowledgement from the Deacons will be sent to individual donors. When monies are received by the church, the family will be notified of the donors and amounts.
- The family will be contacted about possible uses of the memorial money and will be notified when the memorial funds are used. The specific use of the memorial funds will be noted on the Memorial Book page. The church treasurer will be contacted when memorial funds are ready to be disbursed.

H. Coordination of Chancel Decorations

- Coordinate decorating the church for Christmas, Easter, and Thanksgiving (setting up the Advent wreath, changing banners as needed, etc.).
- Change paraments (woven cloths) on the Communion table and pulpit according to the seasons of the church year in collaboration with the pastoral staff. Paraments are hanging on the wall directly behind the cross.
- Organize annual sponsorship of altar flowers in conjunction with church office administrator. Arrange for delivery or pick-up of altar flowers each week.

- Maintain altar candles. Fill with oil before each worship service. Replace wicks as needed. Supplies are kept on the landing behind the cross (through the door, on the left). Maintain candle lighting tapers in Fireside Room.

I. Coordination of Picture Taking

- Coordinate having a member of the church regularly take photos. Print photos and update the photo board as needed.

J. Coordination of Sending Cards

- Coordinate the writing and sending of cards to members of the congregation at holiday times and at other special times of the church year in consultation with pastoral staff.
- Recruit members to participate in writing and sending cards.
- Supplies purchased may be reimbursed by the Deacons Fund.

K. Coordination of Pulpit Supply

- Recruit preachers for services when the pastoral staff are unable to preach, as requested by the pastoral staff.
- Send thank you notes to visiting preachers and special worship leaders.