

2014 Deacon Schedule

**8:00 Service**

**January-** Andrea Murphy | Heather Lewis

**February-** Merrie Wilson | Abe Lewis

**March-** Terry Wooten | Tracy Wooten

**April-** John Latimer | Mary Beth Latimer

**May-** Heather Lewis | Lisa Hillmer

**June-** Abe Lewis | Linnette Pugh

**July-** John Latimer | Mary Beth Latimer

**August-** Lisa Hillmer | Heather Lewis

**September-** Merrie Wilson | Linnette Pugh

**October-** Abe Lewis | Andrea Murphy

**November-** Terry Wooten | Tracy Wooten

**December-** John Latimer | Mary Beth Latimer

**10:30 Service**

<b>January</b>	Cheryl Tinsley+	Megan Davidson	Jim Emmons	Jennifer Cook	Ryan Davidson*
<b>February</b>	Ryan Davidson+	Megan Davidson	Iliene Smither	Nancy Harleman	Shayne Smither*
<b>March</b>	Iliene Smither+	Walter Hocker	Jerry Fitzgerald	Kay Fitzgerald	Maddie Gipson*
<b>April</b>	Darold Shelton+	Dee Shelton	Cheryl Tinsley	Jim Emmons	Drake Matthews*
<b>May</b>	Iliene Smither	Walter Hocker	Karl Frees	Nancy Harleman	Ryan Davidson+*
<b>June</b>	Jennifer Cook+	Delores Beeman	Darold Shelton	Dee Shelton	Shayne Smither*
<b>July</b>	Jim Emmons+	Karl Frees	Jerry Fitzgerald	Kay Fitzgerald	Henry Frees*
<b>August</b>	Delores Beeman+	Jennifer Cook	Walter Hocker	Nancy Harleman	Ryan Davidson*
<b>September</b>	Ryan Davidson	Megan Davidson	Karl Frees	Cheryl Tinsley	Henry Frees*
<b>October</b>	Dee Shelton+	Darold Shelton	Jerry Fitzgerald	Kay Fitzgerald	Drake Matthews*
<b>November</b>	Ryan Davidson+	Delores Beeman	Jim Emmons	Jennifer Cook	Maddie Gipson*
<b>December</b>	Cheryl Tinsley+	Nancy Harleman	Walter Hocker	Iliene Smither	Shayne Smither*

+ -Communion Prep/Deacon in Charge (Responsible for making sure all scheduled deacons are present.)

\* -Balcony

Please contact your own substitute & let the office & the deacon in charge know of any changes made ASAP, whether they be for one or multiple Sundays.

### **8:00 a.m. Diaconate Responsibilities**

A key is available to pass around so that you may enter the church on your designated month. If you are preparing communion for the first time and need assistance, please contact the diaconate chair.

Plan to arrive by 7:30 a.m. Prepare two trays for communion for 35-40 people. Place one cup of water in the center of each tray, and place wafers only (in yellow box or tupperware) in the bread trays. Make sure two offering trays are in holder behind the northwest elder=s chair. Stack the cup trays in the middle of the table, and one bread tray and lid on either side. You will need to use the heavy bread lid for the second bread tray. Set out communion for the pianist or organist.

Greet people at the door and give them a bulletin. Do a head count and write count on post-it note left with bulletins.

During the prayer response, follow the elder to the front and stand facing the table. Upon receiving the trays, serve the elder or minister. After you have completed serving the back row, return to the front (do not wait for the elder to stand). The elder will take your trays and serve you. The elder will distribute offering trays. Once offering is taken, return to the front without waiting for special music. Follow the elder back to your seat after the offertory prayer.

After the service, pick up used cups and discarded bulletins. Place communion trays in preparation room. No need to remove unused cups left in trays, as these will be used for the next service.

### **10:30 Service Diaconate Responsibilities**

Plan to arrive at least 5 minutes early to make contact with the Deacon in Charge for the month. If you are the Deacon in Charge, plan to arrive at least 15 minutes early. Deacons do not have to sit under the balcony with the elder for the entire service, but plan to move to this location during the hymn of dedication, unless you are sitting under the balcony already. Always follow the elder down the aisle during the communion hymn. Follow the acolyte up the aisle at the end of the service.

### **10:30 Communion Prep Responsibilities**

If you have never prepared communion, please contact the diaconate chair or another person serving during your month for assistance. Plan to arrive by 9:30 to prepare communion for the 10:30 service. If you are unable to serve as scheduled, please contact a replacement or the chair.

1. Be sure the trays are stacked straight before you try to pick them up. They dent easily if they fall or are dropped.
2. About every two weeks, the service should be cleaned with a soft cloth with furniture polish (located in the cabinet under the sink in the preparation area). NEVER USE WATER, unless absolutely necessary to clean spills. If water is needed, make sure to dry thoroughly immediately.

3. Don't store trays in refrigerator. Clean the trays following the last Sunday of the month; additionally as needed.
4. Juice that is left in trays may be dumped back in an open jar of juice during the month, but should be discarded after the last Sunday service of the month. Cups that are left in the trays after service can be rinsed and dried in the drawer above the refrigerator. Bread left in trays should be returned to the Tupperware container.
5. Use one set of trays in the balcony. Use the appropriate number of trays downstairs (depending on how many deacons will be serving on your month—Usually 4 each month except the months including Easter and Christmas when 6 deacons serve – check bulletin). Use a single stack of bread trays in the middle of the table, and two stacks of cup trays on either side. Place the cup trays closer to the front of the table (to give the elders room to place the lids when serving).
6. Place the empty chalice and the small tray in front of the stack of bread trays, with a larger bread loaf on a doily on the brass tray. The loaves of bread are in one of the freezers in the kitchen. It is not necessary to defrost the bread in the microwave if it is placed on the table by 10:00 a.m.
7. Remember, it is better to have too much prepared than too little.
8. Flush the filler (white plunger) well with water following use. Sediment from the grape juice makes the filler difficult to use if it is not well cleaned.
9. Remember to clean the offering trays with a dry towel prior to each service.
10. Extra supplies are kept in the corner cabinet in the preparation room. If you see the supplies getting low, please notify the church office or the diaconate chair.