

# His Reformed Church

## Deacon In Charge

### Duties & Responsibilities

Effective Date: November 20<sup>th</sup>, 2006

#### 1. Purpose

The Deacon In Charge is responsible for a variety of functions relative to the smooth and efficient operation of Sunday worship services and offertory collection processes.

#### 2. Assignment

Each of the six deacons will assume the duties and responsibilities of Deacon In Charge for a full month, twice per year.

Assignments of the Deacon In Charge for each month will be as collectively agreed upon by the Board of Deacons and will be visibly posted in the Deacon's Office.

If the Deacon assigned as Deacon In Charge is, for some reason (illness, vacation, travel, etc.), unable to fulfill his duties and responsibilities for any given Sunday to which he is assigned, that Deacon is responsible to make arrangements with another Deacon for coverage of his duties and responsibilities.

#### 3. Duties and Responsibilities

##### 3.1. Morning Worship Service

##### 3.1.1. Morning Church Opening

- Unlock the church front doors.
- Unlock the 2 sets of side church doors (on the east side of the building).
- Adjust the crash bars on the north east set of doors to prevent them from relocking when closed (adjustment wrench is located above the door actuator).
- Turn on lights in the:
  - Sanctuary
  - Narthex
  - Fellowship hall
  - Stairwell leading to the nursery
- In hot summer months (if not raining):
  - Open the following windows:
    - Sanctuary stained glass windows
    - Narthex windows
    - Fellowship hall windows
  - Turn on the following fans:

- Sanctuary wall fans
- Sanctuary ceiling fans
- Sanctuary standing fans
- Pulpit standing fans
- Pulpit exhaust fan (high setting = up position)
- In winter months (with measurable snowfall):
  - Shovel walkways and stairs (to each of the 3 entrances).
  - Apply salt to shoveled walkways and stairs.
- Place a glass of ice water in the pulpit lectern.
- Unlock the deacon's office.
- Unlock the library door.
- Unlock the nursery.
- Ensure computer is turned on in secretary's office (required for use of computer in deacon's office).
- Inspect the church for general cleanliness and order.

### **3.1.2. Prior To Morning Worship Service**

- Assign offertory collection assignments for positions 1 to 6.
  - Assignments shall be made in the following order of preference, until all positions are assigned:
    - Current Deacons
    - Great Consistory members
    - Church members
  - Make assignees aware of the number of collections to be taken.
  - Collection plates should be taken by those assigned to the outside positions (1, 4 and 6).
  - Deacon In Charge shall be responsible for position 3 (to coincide with the microphone used for the offertory prayer).
- Verify that the nursery is staffed.
  - If not, assign nursery duties to experienced charge persons present.

### **3.1.3. During Morning Worship Service**

- Remain in narthex prior to the offertory prayer, to:
  - Provide bulletins to late-comers.
  - Usher late-comers to available seats.
  - Be accessible for any general assistance needed.
- Locate and discretely direct applicable persons to the nursery, when requested by nursery charge persons.
- Provide the offertory prayer, when directed.
- Oversee the offertory counting process, including:
  - Log into the accounting system and enter correct date.
  - Enter all envelope collections into the accounting system.
    - Rubber band and place collection envelopes in appropriate drawer.
  - Enter the plate cash total(s) into the accounting system.
  - Enter the plate check total(s) into the accounting system.
  - Verify that check and cash totals agree with the sum of the totals recorded from offertory envelopes and plate checks/cash recorded on the collection tally sheet.

- Enter corrections into the accounting system, as determined by those tallying the collection (if needed) and repeat previous step.
- Print and three-hole punch batch total and fund total reports.
  - Place reports and collection tally sheet in appropriate binder.
- Post the verified collections into the accounting system.
- Log out of the accounting system.
- Ensure bank deposit slip is prepared.
- Ensure bank deposit slip, cash and checks are placed in bank deposit bag.
- Lock bank deposit bag in safe until church is closed.

### **3.1.4. Morning Church Closing**

- Lock the church front doors (on the south end of the building).
- Lock the 2 sets of side church doors (on the east side of the building).
- Adjust the crash bars on the north east set of doors to allow them to lock when closed (adjustment wrench is located above the door actuator).
  - This door is to be used for exiting the church by any persons remaining behind after the church is closed (adult Sunday school, church meetings, etc.).
- Turn off all internal and external lights (except in areas still occupied).
- Return the water glass in the pulpit lectern to the kitchen.
- Lock the library.
- Lock the nursery.
- Inspect the church for general cleanliness and order.
- In hot summer months (if applicable):
  - Close the following windows:\*
    - Sanctuary stained glass windows
    - Narthex windows
    - Fellowship hall windows
  - Turn off the following fans:
    - Sanctuary wall fans
    - Sanctuary ceiling fans
    - Sanctuary standing fans
    - Pulpit standing fans
    - Pulpit exhaust fan (off setting = middle position)
- Retrieve bank deposit bag from safe and relock safe.
- Lock the deacon's office.
- Place bank deposit bag in bank deposit box, ensuring that bag is securely dropped.

\* Windows may be left open (and fans left on), if the possibility of rain is low or the church is hosting other activities in between services.

## **3.2. Evening Worship Service**

### **3.2.1. Evening Church Opening**

- Unlock the church front doors (on the south end of the building).

- Unlock the 2 sets of side church doors (on the east side of the building).
- Adjust the crash bars on the north east set of doors to prevent them from relocking when closed (adjustment wrench is located above the door actuator).
- Turn on lights in the:
  - Sanctuary
  - Narthex
- In hot summer months (if not raining):
  - Open the following windows:
    - Sanctuary stained glass windows
    - Narthex windows
  - Turn on the following fans:
    - Sanctuary wall fans
    - Sanctuary ceiling fans
    - Sanctuary standing fans
    - Pulpit standing fans
    - Pulpit exhaust fan (high setting = up position)
- In winter months (with measurable snowfall):
  - Shovel walkways and stairs (to each of the 3 entrances).
  - Apply salt to shoveled walkways and stairs.
- Place a glass of ice water in the pulpit lectern.
- Inspect the church for general cleanliness and order.

### **3.2.2. Prior To Evening Worship Service**

- Place an offertory collection plate on a chair at the rear entrance to the sanctuary.
- Turn on sanctuary sound system.
- Ensure cassettes are loaded into both cassette decks.
- Replace batteries in hearing assistance receivers (if red light does not appear, when turned on).
- Determine which microphones will be used during worship service (and which sound system controls are related).

### **3.2.3. During Evening Worship Service**

- Remain at sanctuary sound system during worship service.
- Adjust sound levels for each microphone in use, as necessary or directed.
- Start recording on both cassette decks at beginning of sermon.
- Stop recording on both cassette decks at end of worship service.
- Ensure hearing assistance receivers are off (when returned).
- Turn off sanctuary sound system at end of worship service.

### **3.2.4. Evening Church Closing**

- Lock the church front doors.
- Lock the 2 sets of side church doors (on the east side of the building).
- Adjust the crash bars on the north east set of doors to allow them to lock when closed.
- Turn off all internal and external lights.

- Return the water glass in the pulpit lectern to the kitchen.
- Inspect the church for general cleanliness and order.
- Lock any offerings in deacon's safe.
- In hot summer months (if applicable):
  - Close the following windows:
    - Sanctuary stained glass windows
    - Narthex windows
  - Turn off the following fans:
    - Sanctuary wall fans
    - Sanctuary ceiling fans
    - Sanctuary standing fans
    - Pulpit standing fans
    - Pulpit exhaust fan (off setting = middle position)

**Deacon In Charge Schedule (Year: \_\_\_\_\_)**

<b>Month:</b>	<b>Deacon In Charge:</b>
January	
February	
March	
April	
May	
June	
July	
August	
September	
October	
November	
December	