

## **Disciples Christian Church Deacon Responsibilities**

### **BEFORE SERVICE:**

- Place bulletins in choir chairs.
- Place 2-3 bulletins on the aisle chair near the back of the north quadrant for anyone who enters through the north door.
- Greet congregants at the south door to the sanctuary and give them a bulletin. Be at the door by 9:55 am.
- Help visitors find seats.
- Help acolyte light the candle lighter.
- Send acolyte in when the Prelude begins.
- Close doors to the sanctuary after the acolyte returns.
- Record attendance and return card to secretary's desk.
- Open doors for children departing to children's church.

### **OFFERING:**

- After the lay-leader has said the offering meditation proceed to the northwest quadrant (choir) and begin passing trays.
- Serve the remaining quadrants in this order: NE, SE, SW.
- Remain standing at the south entrance until people begin singing the Doxology.
- Walk forward to communion table, raise plates in reverence to God, walk around the table and then place trays on the table.
- Return to seats until time for communion.

### **COMMUNION SERVICE:**

- At the end of Elder #2 prayer, walk to the communion table and receive the trays during the Lords Prayer.
- One deacon stands at each end of the communion table (east and west).
- After all have come forward check to see if anyone is sitting that would need to receive communion.
- Put trays back on table and partake of communion with an Elder.

### **AT END OF SERVICE:**

- Retrieve acolyte from children's church after communion.
- Open doors for recessional.
- Send acolyte in during sending forth song.

### **AFTER SERVICE – COMMUNION CLEAN-UP**

- Throw away used cups and replace with clean cups.
- Place unused wafers in travel communion kits for visiting Elder.
- Clean trays and wash out pottery cups and pitcher.
- Pick up all paper from sanctuary and place hymnals spine-side down.
- Turn off coffee pots, rinse and throw out coffee grounds.
- Throw out trash if full.
- Put all dirty dishes in dishwasher and turn on. Prayer group will empty on Monday.