

Worship Deacon Responsibilities

St. John has a program of using lay people and their families as ushers, greeters, helping with communion preparation, readers and cookie corp. Because we use many families, our people do not serve on a regular basis and they quite often have questions prior to worship about procedures or where items are located. The "worship deacon" position helps in answering questions and assisting when necessary. This person fills in positions when those assigned are not present. It relieves the pastor of these concerns and enables her to prepare for leading the worship service.

Responsibilities:

1. Be at church 30 minutes before worship begins.
2. Welcome the members on your team and thank them for serving.
3. Check the bulletin regarding any special needs or changes in the usual order of the worship service.
4. Check to make sure that there are paper nametags for visitors. Notify Birgit when supplies are running low.
5. Be familiar with all the duties for the worship leader team.
6. Be available to answer questions and assist if needed.
7. Locate fill-in people when people assigned do not show up.
8. Make sure the ushers are prepared for baptism.
9. Make sure preparations for communion have been taken care of.
10. Know the location of the fire extinguishers, first aid kits, wheelchair, telephones, exits, circuit breakers, water shut off and fire alarm. (See map on back for details.)
11. Know the location of the offering baskets, hunger barrels, extra fellowship pads, candle lighter, wicks, matches, sound system controls, fan controls, thermostats, eternal light candles, regular candle oil, light switches, name tags, baptismal ware and supplies, communion ware and supplies, and personal listening units and batteries.
12. Make phone calls for emergency services if needed.
13. Assist with the distribution of communion if there is no assisting minister.
14. Remain following the service until everyone's duties are completed.
15. Refer questions that cannot be answered to the Ministry Facilitator or the Pastor.
16. Find a substitute deacon if unable to serve on the Sunday assigned to serve. If you don't know anyone trained, call your Saints In Service Team Leader.
17. Please make sure that there are two people to assist with communion. An acolyte and a worship assistant which are assigned for worship services with communion. If an acolyte doesn't show up or there is no worship assistant, please find someone to help with communion – one person to distribute wine and one person to pick up the glasses.
18. Be aware of attendance on Communion Sundays. If attendance is over 120 have another tray set up for communion. You may ask the person who prepared communion, one of the ushers, or do it yourself.
19. If you have any questions about the service that you will be a Deacon for, don't hesitate to ask. Birgit will try and give everyone heads up if anything has changed or there is anything out of the ordinary.

We have attachments that go on your name tag that say "Deacon" that we ask you to wear so no one can miss you. They are located on the User Desk.

Please feel free to make any comments to Birgit as to how this is working. We would like it to be a positive experience and to help Pastor so that she can prepare for worship.