

6 Nov 2007

Deacon of Week Checklist (P) = Prayer Deacon (L) = Lock Deacon (B) = Both

DAY 1: SUNDAY

- 7:00 AM: (L) Unlock all buildings (except WC - Worship Center); (P) Unlock WC
7:30 AM: (B) Staff Prayer Meeting in Pastors Office
7:45 AM: (P) Door Greet in Main Lobby; (L) Door Greet in side 'Drive Thru' Lobby
8:00 AM: (B) Attend Service (P) Sit on Pastors' Pew, pre position camera/new member forms
9:15 AM: (P) Door Greet in Main Lobby; (L) Door Greet in side 'Drive Thru' Lobby
9:30 AM: (P) Attend Service Sit on Pastors' Pew, pre position camera/new member forms; (L) Meet with Head Usher to coordinate patrolling of grounds, (L) should patrol all buildings at least once during the service
10:45 AM: (P) Door Greet in Main Lobby; (L) Door Greet in side 'Drive Thru' Lobby
11:00 AM: (P) Attend Service Sit on Pastors' Pew, pre position camera/new member forms; (L) Meet with Head Usher to coordinate patrolling of grounds, (L) should patrol all buildings at least once during the service
12:30 PM: (L) Lock buildings/lights out (except WC); (P) Lock/Lights out in WC
4:00PM: (L) Unlock buildings for 4:30 PM ICT/kids ministry – unlock Gym only if required
5:45PM: (P) Door Greet in Main Lobby; (L) Door Greet in side 'Drive Thru' Lobby
6:00PM: (P) Attend Service Sit on Pastors' Pew, pre position camera/new member forms; (L) Meet with Head Usher to coordinate patrolling of grounds, (L) should patrol all buildings at least once during the service
7:15PM: (L) Lock buildings/lights out (except WC); (P) Lock/Lights out in WC

- 1] Camera is located in the WC sound booth. On Sunday, ensure you leave a note on Nick Nichols' desk informing him of the new members [whom you took photos of] as well as a description of what they are wearing in the photo. That way Nick can figure out who is who.
- 2] New members' forms will be in the clip board on the front pew.
- 3] Locking deacon will need a flat screw driver and flash light [great help in lock/unlocking old doors]
- 4] Circuit breaker #11 in the closet at top of the WC central foyer stairs is the only way to turn off the overhead hanging foyer lamp.
- 5] Dress for Sunday services is coat/tie/name tag; Wednesday – casual dress, no offertory prayer
- 6] (L) Before each service, find head usher to determine if any more offertory ushers are needed
- 7] (L) Contact Hospital Team Member/ Leader to determine Hospital visitation for Monday

DAY 2: MONDAY

- (L) Hospital Visitation - Touch Base with Church Office for any new additions
6:30PM(B) Harvest Outreach – CLC (above gym) Conference Room [Wives encouraged]

DAY 4: WEDNESDAY

- 6:00 PM: (L) Unlock Doors [many doors will be already open; however, all need to be unlocked for Wednesday night activities: children/youth/prayer meetings]
6:20 PM: (P) Door Greet in Main Lobby; (L) Door Greet in side 'Drive Thru' Lobby
6:30 PM: (P) Attend Wednesday Service (unless serving in children/youth/choir ministry); (L) Patrol all buildings at least once during the service.
7:45 PM: (L) Lock Doors/Turn off Lights – Coordinate with Praise Band Leader [Worship Center] and Responsible "Gym" Adult church member (if Gym Activities are planned late). All other buildings will normally be locked by Deacon.

- 1] (P) Contact Hospital Team Member/Leader to determine Hospital visitation for Saturday

DAY 6: FRIDAY

- (P) Touch Base with Church Office for additions to Saturday's Hospital Visitation

DAY 7: SATURDAY

- (P) Hospital Visitation