

# Board of Deacons

*Chair: Terri P.*

|    | <b>FREQUENCY</b> | <b>RESPONSIBILITIES</b>  |
|----|------------------|--|
| 1  | 1/Mo             | Prepare and conduct communion services in the sanctuary  |
| 2  | 1/Wk             | Share communion services for the Home bound w/ Pastor  |
| 3  | 1/Mo             | Replacing / restocking / cleaning communion ware and altar linens as needed.   |
| 4  | 1/WK             | Provide the Greeters   |
| 5  | 1/Yr             | Organization of a 24 hour prayer vigil on Easter Weekend.  |
| 6  | 4/Yr             | Preparation of the altar for Easter services (including Ash Wednesday, Maundy Thursday, & Good Friday) w/ Women's Fellowship & WNI |
| 7  | 1/Yr             | Preparation of the altar for the Advent / Christmas season.  |
| 8  | 1/Mo             | Obtaining, instructing, and supervision of all ushers & greeters with head usher taking responsibility for hearing devices.        |
| 9  | 1/Yr             | Meeting with New Member Coordinator to discuss Deacon functions to new members.  |
| 10 | 1/Yr             | Working with minister to obtain sponsors for new members.<br>Making God the foundation of our everyday life.                       |
| 11 | As Required      | Assisting the ministers in Worship as needed.  |
| 12 | 1/Yr             | Oversee Care Circles   |
| 13 | 1/Mo             | Conduct a monthly meeting  |

**Hrs/Wk**

**0.4**