

Overview of Deacon Duties

1. Attend worship services.
2. Serve communion periodically as needed (3 times a year). Serve as a Greeter as needed.
3. Participate in Board of Deacons meetings (monthly) and deacon sponsored events.
 - a. Monthly meetings generally on 2nd Sunday of the month at 11:15 am.
 - b. Other (e.g. host a reception for a Music on the Hill concert)
4. Parish Duties
 - a. **Cards and Notes** – Send Get Well/Thinking of You cards as needed. Send cards to the elderly on their birthday (70+) and wedding anniversary (40+) and/or as appropriate. You will receive a list of recipients for your parish. Keep an eye on the dates and send as required. Other significant events should also be celebrated with a card or email (e.g. confirmation, graduation, transitional move, etc.).
 - b. **Periodic communication** to members of parish via phone calls, emails, or notes to facilitate a familial relationship between you and your parish members. Arranging for fellowship with and amongst parish members is a lofty goal if you are able (e.g. parish party, parish table at a potluck, new member meet & greet, etc.).
 - c. **New Babies/Baptisms** – You may be notified by the staff or learn of a new baby or baptism in your parish. Work with the Flower Coordinator to obtain a red rosebud (new baby) or white rosebud (baptism) for display during Sunday worship. Send a card. Call the family and offer assistance.
5. Weekly/Monthly Duties – Assigned to 1 deacon weekly or monthly on a rotating basis.
 - a. **Flowers (weekly)** – A deacon is assigned each week to prepare and distribute flower bouquets to those in need generally after church on Sunday, but it may also be done on Monday. The assigned deacon may choose recipients from the Care List or members of his/her assigned parish, as appropriate and based on the number of bouquets available. Speak with the Flower Coordinator or other deacons if unsure. It is the assigned deacon's responsibility to find a substitute/trade if unable to do it. Inform the Flower Coordinator as to whom received flowers (this will prevent repeat deliveries to the same person).
 - b. **Deacons' Corner article (quarterly)** – A deacon is assigned each month to write a short article for the congregation-wide Carillon newsletter. It should be submitted to the church administrator via email. You may write on any topic you wish. You may introduce yourself, share an aspect of your faith or your service as a deacon, or you may write about an upcoming event. Print your article for inclusion in the Archive Notebook.
 - c. **Closing Prayer (monthly)** – A deacon is assigned each month to close our meeting with a prayer.
6. Coordinators – One or two deacons are assigned to each of the following coordinator tasks.
 - a. **Secretary and Recording Secretary** – Take meeting minutes and distribute them in a timely manner to Deacons, Pastor, and Clerk of Session.
 - b. **Flowers** – Responsible for creating and maintaining a weekly schedule for which Deacon will do the flowers each week. Maintain a list of whom received flowers each week and

- assist the assigned deacon with ideas on whom to deliver to. Assist/instruct deacons on how to break up the large arrangement into smaller bouquets for distribution. Obtain vases as necessary and keep the storage/work area neat. Liaison to the Chancel Guild.
- c. **Hospitality** – Responsible for ensuring we have workers for hospitality tasks on our assigned dates and communicating upcoming dates.
 - d. **Greeters/Welcome Team** – Responsible for recruiting and coordinating 1-2 greeters every week to man the side doors on the office side (primary) and the courtyard door (secondary).
 - e. **Care Notes & Cards** – Responsible for ensuring that the rack of care notes near the parlor and the greeting cards (birthday, anniversary, get well, sympathy, etc.) kept in the credenza near the office are kept full and organized; arrange with the office for replenishment if the stock runs low. Coordinate any “special” card projects.
 - f. **Extended Communion** – Responsible for maintaining a list of those who would like or may like communion brought to them in their home and coordinating with pastors and deacons to make sure that happens.
 - g. **Care List** - Gather information from deacons, pastors, prayer groups, and/or church office on those in need of care or special prayers and distribute information via a bi-weekly or monthly email to the deacons. Must be very careful to determine the level of confidentiality and note things that must be kept confidential.
 - h. **Prayer Requests** – Prepare submission of Prayer Requests from the congregation for the weekly congregation-wide email (submitted no later than Wednesday night for Friday email). Must be very careful to receive permission from the person/family involved before submitting and it is best to have them also verify the wording.
 - i. **Bulletin Board** – Coordinate and execute Bulletin Boards displays as needed.
 - j. **Memorial Receptions** – Coordinate and execute Memorial Receptions as requested. Refer to the Memorial Reception manual for more details.
 - k. **Church Database/Membership** – Manage database updates, parish assignments, and reports/lists (parish directories, birthday/anniversary lists, address labels, etc.). Assign new church members to a parish based on geography of their home address.
7. Moderator & Vice or Co-Moderator – usually a two-three year term.
- a. **Moderator** – Plan meetings, activities, and budget; prepare agenda; run meetings; assign deacons to parishes; ensure Coordinator roles are filled and executed, seek next Moderator(s) when term ends, prepare submission for Annual Report.
 - b. **Vice or Co-Moderator** – Run meetings in absence of Moderator or on an alternating schedule as agreed upon with Moderator. Can split or share other duties as best fit their skills and availability.

Schedule of past Annual Tasks & Projects

January	Prepare new parish lists (directories and birthday/anniversary).
February	Mailing by Parish to introduce/re-introduce/remind each parishioner of their assigned Deacon, what their Deacon can do for them, and their contact information. Also communicate that the Parishes are arranged by geography. In the more recent years, this has been Valentine themed. Some years, it was a 'bookmark' shaped card; other years as a purchased card with insert. In the way past, a list of fellow parish members with contact information was also sent.
Mar/Apr	Lenten or Easter plant to home-bound congregants.
May/Jun	Cards to Graduates (high-school, college, post-graduate).
June	Support of Youth Mission Trip with Care Bags containing treats, hygiene items, games, etc. plus personal handwritten notes of encouragement. 2024 was the first year for this. Work with Leadership Nominations Committee to begin the process of recruiting new Deacons and determining Leadership for the next year.
July/Aug	Deacon Picnic to promote fellowship and getting to know each other better. Historically held at someone's home as a potluck. Replaces that month's meeting (sometimes a short meeting is also held if needed).
Aug/Sep	Rally Sunday table to help recruit new Deacons for the coming year and also to promote what the Deacons do. Not always held every year.
Aug/Sep	Mailing to new (away from home) college students reminding them their church family is praying/rooting for them. Sometimes this was Halloween themed. Could be pushed to mid-semester or final exam time. Sometime a small gift was included (e.g. \$5 Starbucks)
October	Cards to Confirmands.
Oct/Nov	Complete process of recruiting new Deacons and deciding next year's leadership.
Nov/Dec	Thanksgiving or Christmas plant to home-bound congregants. Some years, this has been coordinated with Advent dinner so that the same plants are used for decorating and then delivered afterwards. Cards to parish members.
December	Remind Deacons to update their notebooks in preparation for passing on to new Deacons.
Dec/Jan	Write up submission for Annual Report.

Prepared Jan 2013 by Amy McClain Carder. Updated Jan 2023, 2024, 2025 by same. Jan. 11 2025 by Bob Stine