

Trinity Presbyterian Church “Deacon on Duty” Ministry Checklist

I. Arrival at the church building (*no later than 9:00 AM on Sunday morning*).

- _____ Front exterior doors unlocked
- _____ Sidewalks & approaches free of snow/debris and salted (as needed)
- _____ All appropriate lights turned on
- _____ HVAC set to: heat →64° F, air-condition →72° F. (Basement education wing system is generally off)
- _____ Sanctuary
- _____ Administrative/Nursery Wing
- _____ Fellowship Hall
- _____ Classroom Hallway
- _____ Check fellowship hall for sufficient tables/chairs for refreshments (2nd Sunday of month) and
- _____ Fellowship Meals (normally 4th Sunday) (**Note:** If set-up for a Sunday School class, leave as is.)
- _____ Make coffee (3 scoops)
- _____ Is nursery help present? (By 9:15 AM - check bulletin for name(s))
- _____ Greet visitors and take to nursery (if needed) and Sunday School class.

II. During Sunday School and Worship.

- _____ At *least twice* during Sunday School and worship, physically check on nursery and ground floor.
- _____ Be at the main sanctuary entrance by 10:00 AM. You will *seat visitors* or those requiring assistance before the service begins and assist with the collection of offering as required.
- _____ Greeters to be stationed at main sanctuary entryway by 10:00 AM - check bulletin for name(s)
- _____ First-time visitors sign the visitor register in foyer and receive visitor envelope (on small wood table).
- _____ Take note of those departing sanctuary and see if they require assistance.
- _____ Usher in those returning to worship at appropriate times (i.e. not during prayer)

III. Following the Last Gathering (worship, refreshments, or fellowship meal).

- _____ Lights interior, exterior & back stairwell, turned off. (Lights in sanctuary classroom & office hallway are on timers)
- _____ All 3 exterior doorways locked and 2 interior office doors
- _____ Sound system and fans turned off. Direct sound system questions to R. Crose 309-737-7106.
- _____ Coffee pots turned off and rinsed
- _____ Heating/air conditioning– Heat set to 60° F in cold months; Air conditioning set to 78° F in summer
- _____ Take out garbage from nursery and fellowship hall. Remove fellowship hall trash out basement doors
- _____ Roll black/gray garbage can (outside south hallway, main floor) to curb

The deacon on duty should normally be the last person to depart the church building, unless he has delegated this responsibility to someone else.