

DEACON OF THE DAY/HEAD USHER

Please arrive 40 minutes prior to the start of services and you are to stay until the conclusion of the service. You must secure (close all doors) and lock the building. (The key box is to the right of the door. Hit the star key to clear the box, enter the code and squeeze the top and bottom tabs towards the center to open and close the lockbox.) Due to security, please contact any of the following people to get the key box code.

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Each Sunday, Deacon of the Day must make sure that all is in order for the service, and that the service goes smoothly. Deacons are the Pastor's primary assistants on Sunday morning. They must be alert to various needs before, during and after the service, and must take care of them quickly and discreetly. Deacons of the Day should feel free to ask for help from others as necessary on Sunday.

In summer, open windows in the round room and if necessary, the two high windows in the sanctuary (with attached cords). Turns fans on if necessary.

During the Christmas season, turn on the tree lights.

Before the Service

Check that everything is in order:

- Turn on lights in the narthex, entry, sanctuary, and choir loft.
- Turn on sound system, located in the Round Room if Minister or Music Director has not done so.
- Be sure door near Baptismal font is closed.
- Change hymn numbers on the front board.
- Recruit three people to help collect offering.
- Check with the Pastor for any special events that day, such as a baptism, and be sure that the Diaconate role in the service is clear, such as necessary readings.
- Check the front of the Sanctuary for appearance: Open the bible; if fresh flowers were delivered, remove card, and place in front of the cross.
- Check to see if the altar candles need oil. The oil is in the brown cabinet to left of the sink, under the counter in the sacrasity. Remove the candles from the base, and bring them to the sink to refill them. If there is no acolyte, light the altar candles before the service.
- Check color of the paraments on lectern and pulpit and change as necessary (see list that follows)
- Check to see that the greeters arrive. Greeters will hand out bulletins. If there is no greeter, be prepared to recruit or fill in as necessary to hand out bulletins.
- Offer assistance to the Pastor if he/she has any needs.
- Check Guest Book in the narthex to make sure it is available, open, and accompanied by a pen.

During the Service

- Save seats for families for baptisms or family occasions.

- Take a headcount of those present at the service, including children, those in the Round Room, the Minister and the choir. This count is to be written in the notebook on the window sill. This task may be delegated.
- Collecting the Offering -Ushers will proceed down the aisle 2 X 2. The front two will cross before the altar and pass the plate from the outside of the row, half way across. The back two will pass the plate from the inside of the row, half way across. Both will proceed down the aisle stopping at the same pew at the same time. One or two can continue to the round room from the rear of the church to collect there. Offering is NOT collected from the choir. Reassemble at the rear. At the beginning of the Doxology, walk to the front to hand the plates to the pastor, then **all** return to the rear.

Immediately after the Service

- Close both bibles.
- Neaten the pews. Clear any trash. Make sure the pew pockets are filled.
- Change the Paraments to the proper color as appropriate (see following list).
- Turn off the sound system.
- Shut off all lights.
- Fire doors and windows must be closed and locked.

COLOR OF PARAMENTS (Dates for 2018)

(The paraments are hanging behind the Sacristy door. Place calendar in Sacristy each year)

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| January 1 | White |
| 2 nd Sunday after Epiphany (Jan 14) | Green (color of life & growth) |
| Transfiguration (Feb 11) (Cross goes up after Feb 11) | White |
| Ash Wednesday (Feb 14) | Violet (Lent) |
| Palm Sunday (Mar 20) | Violet |
| Maundy Thursday (Mar 25) | Violet |
| Good Friday (Mar 30) (Place white shroud on cross before Easter) | Black |
| Easter Day (April 1) (Cross and white shroud come down before Pentecost or red shroud is put up) | White |
| Pentecost Sunday (May 20) | Red (Cross comes down if red shroud has been used) |
| Trinity Sunday (June 2) | Green |
| Confirmation | Red (Holy Spirit) |

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| Reformation Day | Red (if observed – check with Pastor) |
| Ordinary Time (June 2 - Nov 24) | Green |
| 1 st Sunday in Advent (Nov 25) | Violet |
| Christmas Eve | White |