

DUTY DEACON RESPONSIBILITIES.

Check List:

A) Before **First Service:**

Ensure that welcomers are on duty at entry doors
Ensure Bibles are placed out on table for collection
Check quantity and alignment of available chairs in Auditorium
(Note additional 7 chairs required on stage for Lord's Supper Service)
2 glasses warm water provided for Preachers and hot water for Font if required.
Air conditioners are activated and lights switched on.
Put out Attendance registers
Organise collectors for the offering- 6 off.

B) Before **Second Service**

Change the drinking water.
Remove surplus back rows of chairs
Replace Attendance registers to correct positions
Organise collectors for the offering- 4 off.
(Take resultant collection through to the Counters immediately).

C) After **Second Service**

Collect up and remove the Registers and Bibles that have been left behind
Straighten up chairs in their rows
Empty Font
Switch off Spot lights and Air conditioners
Ensure windows are properly closed and curtains drawn
Switch off remaining lights and close doors to Auditorium.

D) Before **Evening Service**

Ensure Bibles and News Notes are placed out on table for collection
Check quantity and alignment of available chairs in Auditorium
Change the drinking water
Air conditioners are activated and lights switched on.
Put out Attendance registers
Organise collectors for the offering- 4 off.

E) After **Evening Service**

Collect up and remove the Registers and Bibles that have been left behind
Check that Font is Empty
Switch off Spot lights and Air conditioners
Ensure windows are properly closed and curtains drawn
Switch off remaining lights and close doors to Auditorium.
Before leaving, check that all doors and windows are secure and locked.
All fans, conditioners, appliances and lights are turned OFF. - Also upstairs.

Note.

You should be the last to leave but if you have to rush off – ensure that you have completed the above checks and hand over the final locking up procedure to a responsible person who is prepared to do it for you.