

2007 Deacon Representatives at the Worship Services
Kingston Congregational Church United Church of Christ

Responsibilities for the deacon of the month:

Before Sunday:

- Recruit ushers, greeters, and lay readers for your month. (refer to 'sign-up' sheets in Fellowship Hall)

On Sunday: (arrive half hour early)

- Light candles in front of pulpit.
- Put fresh glass of water in pulpit.
- Ring church bell 33 times at 9:15 a.m. (see Cheslie Carpenter for instructions)
- Enter sanctuary with Pastor. Welcome congregation and visitors. Invite visitors to fill out pew cards or sign guest book at back of sanctuary. Invite all to coffee hour in Fellowship Hall after service.
- Make necessary announcements (important notices not found in bulletin)

Communion Service: (first Sunday of the month; arrive 45 minutes early)

- Notify deacons bringing bread and juice.
- Pour grape juice into cups; slice bread into cubes.
- Prepare communion table (table cloth, chalice, plates, cup trays)
- Place envelopes for the Pastor's Samaritan Fund in pews. (in church office closet)

Additional Responsibilities:

- Assist in baptisms. (Ask Shirley to order a white rose. Place baptism font in sanctuary, fill baptism pitcher with warm water, hold cover as pastor pours water into font, place baptism cards and flowers on small table next to the altar.)

Remember to wear your name tag!