

## **DUTIES OF THE DEACON AT ROCKLEDGE PRESBYTERIAN CHURCH**

### **Family Care-**

Each Deacon is assigned a list of families and keeps in contact with these families through visits, phone calls, cards, etc. throughout the year. A Deacon will be notified when one of their families has a special need.... illness, death, birth of a child, or other circumstances.

### **Sunday Pulpit Flowers-**

Individual Deacons select a month when they will contact the person(s) donating the pulpit flowers, for that coming Sunday, to see if they are planning to take the flowers home. If they are not, the Deacon will remove the flowers from the Chancel after worship and deliver the flowers to someone in need (i.e. Hospital or Nursing home). The list of flower donators is on the "Flower Chart" on the wall down the hall, otherwise call the Church office on Thursday or Friday to ask for the name of the donor.

### **Prayer Chain**

The moderator will call the first Deacon on each "chain" and that Deacon will call the next Deacon, etc. The persons name and the reason for special prayer will be given in precise detail.

### **Funeral Receptions-**

In the event of the death of a church member, the Pastor or Office Manager will notify the moderator, who will then contact the family to see if a reception is needed. The Presbyterian Women (or circles) will sometimes offer to host or help with the reception, particularly if the deceased has been an active member of a circle. Food and decorations are paid for by the Deacons.

We have a committee for this but all deacons are expected to help as needed.

### **New Member Care-**

As new members join our Church, they will be assigned to a Deacon by the Moderator. In some cases that Deacon will be asked to stand with the new member on the Sunday they are received into the Church. In all cases, that Deacon is responsible for contacting the new family and introducing themselves to them and welcoming them to our church, offering their friendship and assistance in any way.

### **Sunday Greeters-**

Deacons volunteer to greet at the north entrance to the sanctuary for each 11 a.m. Sunday service. Each Deacon signs up for, or is assigned to a month for which he/she will be responsible for this opportunity. If the Deacon can not be available on any Sunday during that month, he/she may ask one of the families on their list to volunteer to fill in. This is a wonderful time to get to meet new people, and get better acquainted with church family members.

### **Communion Servers-**

Deacons may elect to be called upon to serve Communion both in the worship service and to the homebound.