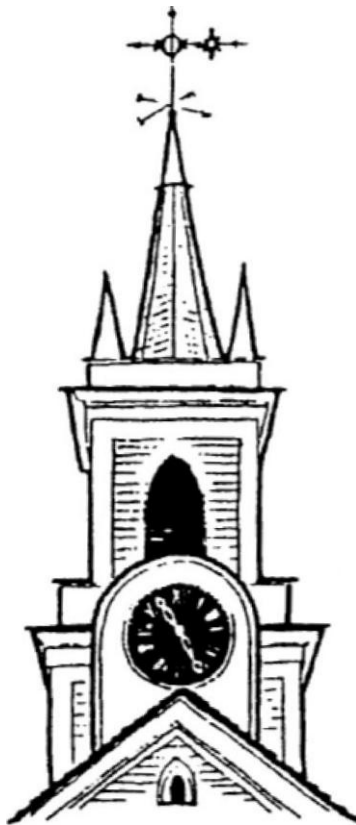


Deacons Manual 12/5/2013 - Approved December 3, 2013

Revised November 25, 2015



Deacons Manual

DENNIS UNION CHURCH

DENNIS, MA 02638

PREFACE

Welcome to the Diaconate. This digital book provides you with a guide for accomplishing your assigned duties and tasks.

In accepting the call to become a Deacon, you have accepted the responsibility to focus on helping the membership grow in its faith and its spirituality. These words may have different meanings to each Deacon and member of the church. Through your specific duties you will come into contact with a large part of the membership of this church. The Diaconate in itself represents a microcosm of the church membership. With this sense of awareness you are being asked to take a leadership role in helping to define the concepts of faith and spirituality within the Dennis Union Church family.

This Manual provides the how to(s) of your job ahead, but the title *Deacon* means to serve the congregation and to serve God. The following verses from Acts 6:1-4 describe how the first Deacons were appointed

In those days when the number of disciples was increasing, the Hellenistic Jews^[a] among them complained against the Hebraic Jews because their widows were being overlooked in the daily distribution of food.² So the Twelve gathered all the disciples together and said, "It would not be right for us to neglect the ministry of the word of God in order to wait on tables.³ Brothers and sisters, choose seven men from among you who are known to be full of the Spirit and wisdom. We will turn this responsibility over to them⁴ and will give our attention to prayer and the ministry of the word." (NRSV)

So it is today that both men and women, "full of the spirit and wisdom," minister to the people so that the daily care of the congregation can be undertaken to assist the Pastor and help develop the church's life of "prayer and the ministry of the word."

You will note that in the early church, there were problems that needed the assistance of the first Deacons to bring harmony to the congregation. That task, the bringing of harmony, in a world filled with conflict remains a vital charge for each Deacon in their own lives and in the life of the congregation.

This 2013 edition of the Dennis Union Church Deacon's Handbook is prepared for the purpose of gathering the policies and procedures pertaining to the Board of Deacons into one easily accessible reference.

It is to be maintained in digital form so that as changes occur they can be made and approved by the Board of Deacons, and so that all Deacons and members of the Church can have a copy of the Manual when it is needed to guide the work of the Deacons.

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I. GENERAL DUTIES OF THE DIACONATE

1. Cooperate with and assist the Pastor and Associate Pastor in providing for the spiritual needs of the church.
2. Provide worship and devotional experiences.
3. Assist in the welcome of visitors and the recruitment and orientation of new members.
4. Prepare, serve and clean up after Communion at all celebrations scheduled by the Diaconate.
5. Periodic “housekeeping days” are to be scheduled as needed to clean silver and brass, straighten up storage areas, etc. Items used in worship should not be removed from the church without notification of the chairperson.
6. Assist at the Sacrament of Baptism and all other services throughout the Church year as required by clergy.
7. See that the Peace Candle is maintained and lit at every service. Provide a Peace Candle and container when a member transfers to another church.
8. Attend the regular monthly meetings of the Board of Deacons.
9. Be responsible for securing leadership for the annual Laity Sunday service.

10. Secure clergy to conduct worship services in the absence of the pastor or associate pastor.
11. In the event of a permanent vacancy in the Pastor or Associate Pastor position, appoint an Interim Minister to serve until the position is refilled.
12. Attend New Member Orientation meetings as requested by the chairperson and assist in welcoming new member during the worship service at which they are received. Arrange to have name tags for new members and deacons.
13. Vote on admissions to and removals from various categories of church membership in accordance with the stipulations of the church by-laws.
14. Acknowledge visitors and invite them to sign the Sunday Guest Book. Make a special effort to greet them during the fellowship hour.
15. Duties for individual deacons will be assigned by the chairperson.
16. Annually conduct a performance review of the Pastor and Associate Pastor.
17. The chairperson, in consultation with the pastors, will annually appoint a three-person subcommittee (the chair being one) which will serve as the Pastoral Relations Committee. The names of this committee will be listed in the April issue of the monthly church newsletter.
18. Annually appoint a representative to the Nominating Committee from the Board of Deacons as required by the church by-laws.
19. The chair of the Board of Deacons is a member of the Church Council. If the chairperson cannot attend a meeting of the council, a co-chair or other deacon should attend.
20. The Budget for the Diaconate will be prepared in October and submitted to the Finance Committee. This Budget will include:
 - a. Clergy salary and benefit recommendations,

- b. All subcommittee budgets, and
- c. All operating expenses of the Board of Deacons.

21. Deacons have an obligation to notify the chairperson if they must be away for any length of time to ensure that substitutes can be arranged if required.
22. The Board of Deacons will review all requests for the use of the Sanctuary, and, with the concurrence of the Church Council, place them on the calendar if approved.
23. All recommended changes to the sanctuary will be reviewed by the Board of Deacons for approval and recommendation to the Church Council.

II. SUB COMMITTEES OF THE BOARD OF DEACONS.

These Committees are to meet as needed with a "liaison Deacon", named by the chair of the Board of Deacons, for the purpose of reviewing and coordinating activities of the committees. All recommendations and reports are to be forwarded to the Board of Deacons and then the Church Council. Each of the sub-committees shall annually prepare a budget and submit it to the Board of Deacons for approval and forwarding to the Finance Committee.

A. FLOWER COMMITTEE

This committee is responsible to the Diaconate for worship service flowers. Membership on the Flower Committee is at the discretion of the Board of Deacons. Flowers that are donated for Sunday services are normally picked up by those people who donate them or arrangements are made through the Flower Committee for the distribution of the flowers to others. If the flowers are not picked up, someone on the Flower committee is designated each month as the contact point to get the flowers to the shut-ins.

B. HOSPITALITY COMMITTEE

This committee is responsible for the Fellowship Hours following worship services, including setting the tables, supplying refreshments, plus cleaning up Fellowship Hall and the kitchen, which is under their management.

Membership on the Hospitality Committee is at the discretion of the Board of Deacons which seeks volunteers to sign up for the Hospitality Committee.

C. MUSIC COMMITTEE

Although this committee reports to the Board of Deacons, its importance is shown by the fact that its six members are elected at the Annual Church Meeting. The Music Committee is responsible for all musical activities of the Church. This committee's annual budget includes the salary, along with benefits, for the Music Director, music staff, and all requirements of the Church music program.

D. MEMORIAL COMMITTEE

This is a committee of three members elected at the Annual Church Meeting. They receive and acknowledge all memorial gifts. All gifts and other expenditures are reported to the Board of Deacons.

E. PASTORAL RELATIONS COMMITTEE

The Committee consists of three persons, one of whom is the chair of the Board of Deacons, who will appoint two other persons in consultation with the Pastors, and, at the discretion of the Chair of the Board of Deacons, a member of the Pastoral Performance Review Committee. The Committee will meet with the Pastors as deemed necessary to discuss issues of mutual concern. (See Appendix F for details)

F. PASTORAL PERFORMANCE REVIEW COMMITTEE

The Committee of three, including its chair, will be appointed by the Chair of the Board of Deacons.

G. NOMINATING COMMITTEE

The Chair of the Board of Deacons appoints one member of the Nominating Committee.

H. AV COMMITTEE

The Chair of the Board of Deacons appoints the members of the AV Committee.

III. RESPONSIBILITIES OF THE CHAIRPERSON

The chairperson of the Board of Deacons shall assign individual collateral duties to each deacon. This process spreads the many responsibilities assigned to our committee over all of the members on a shared basis. Some duties require the formation of ad hoc subcommittees while others can be accomplished by an individual. The form used as an assignment sheet is shown in Appendix G of this handbook. Copies of these assignment sheets will be given to each deacon and will be posted to the Deacon's closet in the galley kitchen. Care should be taken to update this copy as changes are made during the year.

Deacons must clear all changes made to DEACONS ASSIGNMENTS with the chairperson on a timely basis.

The Chairperson of the Board of Deacons is responsible for:

- a. Overseeing the development of any input required of the Deacons for purposes of long range or strategic planning.
- b. Establishing Deacon assignments including: ushers, memorial services, special services, scribes, elements, linens, publicity, audio video, new members, memorial scholarships, roll revision, Pastoral Performance Review, and other duties as needed.
- c. Scheduling Board of Deacons activities/events.
- d. Establishing meeting dates and agenda.
- e. Obtaining Deacons of the Day for memorial services.
- f. Meeting with clergy/staff as required.
- g. Establishing and overseeing of the Pastoral Relations Committee.
- h. Representing the Diaconate on the Church Council.
- i. Designate Liaisons for Sub Committees of the Board of Deacons.

IV. ANNUAL PASTOR PERFORMANCE EVALUATIONS

An annual performance review of the Pastor and Associate Pastor will be completed in September. The following process will be followed in preparing and conducting the evaluations.

1. In early August the Pastor(s) will be asked to complete the Pastor's Performance Evaluation. The self assessments will be given to the Diaconate chairperson by the end of August. A questionnaire form to assist the clergy in completing this self assessment appears in Appendix A of this handbook.
2. In September the chairperson of the Pastoral Review Committee will distribute evaluation materials to all Deacons. The evaluations will be completed in a timely manner and returned to the Pastoral Review Chair. Based on the input, the Diaconate Chairperson or his/her designee will prepare a formal written performance evaluation of the Pastor(s).
3. In September, the chairperson and the Assistant Moderator will meet with the Pastor to review the performance evaluation. If there is consensus the process is complete. In the case of a dispute, the parties will meet to resolve the dispute, and the results of this mediation will be presented to the Church Council. The pastor will receive a copy of the final evaluation. Blank performance evaluation forms appear in Appendix B.
4. Performance evaluations will be retained in a Personnel file in a locked file box in the Church office.

V. SUNDAY WORSHIP SERVICES

A. COMMUNION SERVICE

Communion is served the first Sunday of every month. The elements will be prepared ahead of time as per the Deacon's schedule. Typically, four Deacons serve at each service. Set up in the Sanctuary should be complete 20 minutes before the service begins. Those assigned to the 9:00 service should arrive by 8:00 to complete

preparations by 8:30. The 11:00 Deacons should arrive at 10:00 to fill cups and trays and complete the service set up.

Other Communion Services can be on Ash Wednesday, Maundy Thursday and Tenebrae, Easter, and at other services as determined by the Ministers and Diaconate. Typically a Minister will serve the choir.

Communion preparation details are found in Appendix K.

**B. DEACON OF THE DAY - DUTIES - Rev. 9-1-2015
a.k.a. The Sunday Morning Checklist**

Arrive one hour earlier than beginning of service (ex.8:00 a.m. for the 9:00 a.m.). This includes special services such as Christmas Eve, Ash Wednesday, etc...

If you are serving communion, please also arrive one hour earlier than service to help with Communion setup.

Unlock the doors (including the one in Fellowship Hall), turn on the lights, turn on heat or air- conditioning, and put out the "no parking" signs. Turn on ceiling fans, the switch is in the coat closet near the front door (firehouse side).

Check to make sure altar candles are filled with oil. Oil is in the Deacon's closet. They should be filled after final service each Sunday so they are ready for the following week.

Floral arrangement should be placed on a stand in front of the pulpit, if not already there.

Reserve two seats in the Back Right Row on the Right and two seats in the Back Left Row on the Left and remove seat on each end for handicapped/wheelchair access (if necessary). Make sure to assist and move any walkers, etc... out of the way and be available at the end of the service to return to owner.

Make sure we have bulletins available at three doors to the sanctuary. If they are not on the rear pews, look inside the Deacon's cabinet.

Have your cell phone available in case there is an emergency.

Water should be placed on the Pastors' tables. There are bottles of water and cups in the Deacon's cabinet (in the back of the sanctuary). Ask the Organist if she would like a bottle of water.

Check the hymn board. The numbers should match those in the bulletin. If not, you will have to change them. The numbers are stored in the memorial guestbook stand near the double-door entrance to the sanctuary. A step stool is in the galley kitchen near the sliding pocket door, or a taller stool is in Sexton room downstairs.

Make sure there is an usher at each of our three doors to hand out bulletins. Tell the usher at the double door to place the "service in progress" sign on the table once the doors are closed.

Make sure the ushers know what they need to do, also what to do for offering. You will most likely be the one to collect the offering in the balcony. Check to see that there are three offering plates available. The offering plates are in the back of the sanctuary. The ushers bring them forward to begin collection from the front. Ushers are given pamphlets to instruct them.

Light the Peace Candle 15 minutes before the service starts with a match. There are matches on the pulpit shelf. 5 minutes before the service, light the altar candles with the taper (candle lighter). Return to the back of the sanctuary. Be available in case of emergencies, and also to make sure the ushers know when to go down the aisle for the offering. Tell the ushers to remain up front until after the prayer.

Take attendance after the first hymn. The small attendance sheet should be placed in the collection plate at the 11:00 service, with the attendance from both services recorded on it. There should be sheets for this purpose in/on the Deacon's cabinet.

If it is Communion Sunday, go downstairs at 10 minutes before Communion (after the offering) to tell Cindy that it is time to bring up the children and the Minister's Bread.

After the service, extinguish the candles and tidy up. Please straighten the hymnals. The offering will have to be locked up. Put money from collection plate into bank deposit bag and give to Financial Secretaries, Treasurer or Pastor.

Thank the ushers for their help.

Leave the candles on the altar. After the 11:00 service, fill the candles and leave the sign saying candles are filled.

Inform the Deacon for the 11:00 service of any changes in the service.

Turn out all the lights in the building, turn off sound system in balcony, bring in the parking signs, close organ curtains (if organist forgot) and lock up all the doors in the building after the second service.





C. OBTAINING USHERS AND GREETERS

One Deacon is appointed the responsibility for obtaining users and greeters for all services. This Deacon will notify the Church Office of the ushers and greeters so that they may be identified in the Church Bulletin.

The Church Membership Directory is an excellent resource for names and phone numbers. New members should be contacted and encouraged to take part as a means of becoming better acquainted with the congregation. New member lists are available in the office.

The monthly schedule must be given to the church Office early enough for their inclusion in the next Steeple Bell (by the 15th of each month).

D. USHER/GREETER DUTIES (also see brochure on pages 58-59)

Arrive 30 minutes before the service.

Wear your name tag.

Check with DOD for added instructions and who will collect the balcony offering.

Greet people and hand them a bulletin.

Do not seat during a prayer or solo.

Sound amplifiers, in the Deacons' cabinet are available to anyone who requests one. On the sheet, write who has one and which number it is. Make sure batteries are working.

Offering: When the minister announces the offering, both ushers proceed in unison down each aisle to the front. After receiving the plates, remain facing the cross until the minister is seated; then pass the plate to worshipers on both sides of your aisle. As the Doxology begins, proceed in unison to the front. Remain facing the Cross until the end of the prayer of dedication. Offerings need not be collected from the choir...

After the service:

Invite visitors to the fellowship hour and to sign the guest book at the front of the sanctuary.

Clean pews of anything left behind (bulletins, etc.) and return Bibles and hymnals to their rack

Note if visitor cards or pencils need replenishing.-extra are in the Deacons' cabinet in the rear.

Assist the Deacon of the Day in emergencies i.e. wheelchair use, escorting, fainting etc.

E. SUBSTITUTE MINISTERS

It is the responsibility of the Diaconate to secure clergy to conduct worship services in the absences of the Pastor or Associate Pastor, when neither is available.

One Deacon is assigned the task of selecting and contacting clergy to cover those Sundays when our Pastor and Associate Pastor is on vacation, leave or requested by the Pastor. The assigned Deacon will contact members of the clergy who are members of Dennis Union Church, or others who are available to serve. The Pastor(s) and Diaconate may help with suggested names. The Deacon will maintain a current and active list of candidate Substitute Ministers. Annually (in February) the Deacon should

contact those on the list to verify and confirm their continuing interest in participation in our Substitute Minister program.

The Deacon will arrange details with the substitute clergy and will communicate with the Pastors and the Church Office in time for all details to be included in the Sunday Bulletin. The Deacon will prepare the voucher for the Substitute Minister's salary and submit it to the Financial Secretary at least two weeks in advance of the scheduled service. The Deacon will also set up the arrangements for delivering the check to the Substitute Minister. If the check is to be mailed, the Deacon will see to it that a letter of transmittal is prepared and is ready to accompany the check when it is issued. If the check is to be handed to the Substitute Minister on the day of the service, then the Deacon will make those arrangements with the proper Deacon of the Day. The Deacon will also arrange for thank you notes to be sent to the Substitute Ministers. Sometimes the Pastor and Associate Pastor prefer to send these notes in lieu of the Deacon doing so.

Information regarding compensation for conducting Sunday morning services is found in the Church's Personnel Manual. Copies are available in the Church Office, Pastor's Office, Library and Christian Education Office.

(Note: Substitute Minister's compensation is \$200.00 as of July 2013)

F. PUBLICITY

The Deacon in charge of publicity is responsible for all advertising for the church at large and its committees. This includes both print and online versions.

There is a print ad that is put into a special section of the Cape Cod Times for Christmas and Easter services. All other ads are done on an "as needed" basis after approval from their committees.

Cape Cod Times contact for display ads: CINDY VARETIMOS at CVaretimos@capecodonline.com

Anything of a religious nature, such as an announcement on a special service, should be sent to WENDY LOPATA at wlopata@capecodonline.com to be published as a brief on the Times' Religion page.

Any church events, such as dinners, yard and bake sales, etc., should be self-posted on the Times' Community Calendar at www.capecodonline.com for possible pickup in our Friday Cape Week publication. To post your event, click on entertainment at the top of the website, and then on calendar. Can also send church events to The Register to NICOLE MULLER at nmuller@wickedlocal.com

**United Church of Christ...
Congregational**



DENNIS UNION CHURCH **Christmas Eve
Candlelight
Services**

4:00 pm - Family Service featuring
the Children's Choir

7:00 pm - Led by Women's Song Choir,
Bette Anne Crowell, director
Communion will be served

10:00 p.m. - Carols and the Chancel Choir
with Communion

Rev. John Brink - Senior Pastor
Maggie Bossi - Organist/Choir Director

713 Main Street (Route 6A)
On the Village Green
Dennis, Massachusetts

www.duchurch.org
508-385-3543

DENNIS UNION CHURCH **United Church of Christ...
Congregational**



Palm Sunday Services
9:00am and 11:00am

Maundy Thursday
7:00 pm

Easter Sunrise Service
Corporation Beach at 6:30am

Easter Sunday Services
9:00am and 11:00am
Communion at both Services

Rev. John Brink - Senior Pastor
Maggie Bossi - Organist and Choir Director

713 Main Street (Route 6A)
At Old Bass River Road • Dennis, Massachusetts

www.DUChurch.org • 508-385-3543

United Church of Christ... Congregational



DENNIS UNION CHURCH

Children's Christmas Pageant:
Sun, Dec. 8th @ 9:00

Music Sunday: Sun, Dec. 22nd @ 10am

"Carols" Sunday: Sun, Dec. 29th @ 10am

**Christmas Eve
Candlelight Services w/Choir**
4:00 & 9:00 PM *Guests are Welcome*

Rev. John Brink - Senior Pastor • Maggie Bossi - Organist/Choir Director

713 Main Street (Route 6A) On the Village Green
Dennis, Massachusetts

www.duchurch.org • 508-385-3543

VI. SPECIAL SERVICES

A. ASH WEDNESDAY

The palms, or the dry ashes, from Palm Sunday are saved in the Deacon's closet. To make the ashes for the Service add a little oil and water to the ashes to make it easier for imposition. The ashes are placed in 2 small clay cups and

placed on the communion table before the service along with 2 wash cloths. The cups and wash cloths are stored in the deacons' closet.

B. MAUNDY THURSDAY SERVICE (TENEBRAE)

Eight Deacons are selected for this service each year. In the event that eight incumbent Deacons are not available, call on past Deacons to make up the total needed.

1. Communion:

Communion will be served prior to the Tenebrae service. The Pastor will determine the form of the Communion service. See below in section VIII, L for set up instructions for Intinction, and section VIII, I for the serving of separate elements.

2. Tenebrae Set Up:

Eight brass candlesticks and eight white candles are utilized for this service. The candles and candlesticks are placed on a side table in the hallway and brought to the Communion Table in the sanctuary when Communion is concluded. The tallest pair is in the center; the others gradually diminish in height ending with the smallest pair on each outside position. The two candle snuffers are placed on the sides of the table.

A white pillar candle is also placed on the Communion Table with the brass candlesticks when the service of Communion is concluded... This candle is kept in the storage cabinet behind the organ console.

Note: It is important to have a rehearsal prior to the service.

The eight Deacons enter from the front of the Sanctuary immediately after the Choir enters. They sit in the front pew. The Deacons on the inside are the last to read, while the Deacons in the outside will read first. While reading, be sure to use the microphone and speak clearly. Each Deacon, when finished reading, will extinguish one candle before leaving the platform to return to the front pew.

One additional person is to be stationed in the balcony, attending to the light-dimmer. After each verse is read the lights grow progressively dimmer until the Sanctuary is dark after the last reading (except for the Peace Candle.) After the service, all items are returned to their proper storage location

C. LAITY SUNDAY

Observed annually, the date is selected by the Diaconate with the Minister's approval. There is a file in the Church Office with a list of those who have taken various responsibilities over the past few years. When working on this assignment, please keep the records updated to assist the next group working on this event.

There are usually two Deacons assigned the task of selecting the lay leaders to conduct this service. The assigned Deacons will contact members of the church for the various roles and schedules and schedule a rehearsal prior to the date. The Church Office needs to be notified with the names of the lay leaders, the scripture readings, the sermon topic, hymns, etc., in sufficient time to prepare the Sunday Bulletin.

This task needs to be started well in advance of the date to allow the lay participants sufficient time to prepare for their responsibilities.

Key assignments are the Sermon and Call to Worship. The person doing the Call to Worship serves as a "master of ceremonies," presenting or conducting each successive phase of the service.

D. CHRISTMAS EVE SERVICES

Three ushers are needed to hand out candles and bulletins at each candle lighting service, one at each door into the Sanctuary. One Deacon or an A-V expert is selected ahead of time to handle the dimming of the Sanctuary Lights (from the balcony.) This happens during the singing of the hymn *Silent Night* at the close of the service.

The Deacon assigned to coordinate the services should recruit additional Deacons to assist in the polishing of the candlesticks and the placement of them for the services. Deacons and the Flower Committee now have 28 brass candlesticks available. (Historic note: the candlesticks were donated to the church by artist Rick Howard. These should never be loaned out.) Only 15-inch, non-drip, white candles should be used in all these candlesticks for Christmas Eve services.

Individual candles and cups for Christmas Eve are stored in the closet near the kitchen on the lower level. At least 225 cups and candles are needed. These should be sorted, with candles placed in plastic cups, by December 23. The candles are then kept in boxes near the three entrances of the Sanctuary for use on Christmas Eve.

Safety Arrangements

The Sexton should have fire extinguishers ready in the Sanctuary. Ushers and Deacons will keep a close eye on things during the candle lighting, both downstairs and in the balcony. The bulletin should advise parents that children need to be closely supervised during the candle lighting.

Candle Lighting

The candle lighting ushers and Deacons will come forward with their own tapers after the offering when the organist begins to play *Silent Night*. At this point the Sanctuary lights are immediately dimmed. The Minister will light his/her taper from the "Christ Candle" in the Advent Wreath, and then walk down to light the ushers' candles. When the ushers' candles are lighted, they will move to the aisles and begin to light the congregants' candles at the aisle end of each row. It is suggested that an usher or Deacon be designated to light the candles in the balcony as well.

1. Electric "House Lights"

Handling of the Sanctuary lighting is vital for an effective candle light service. The person designated to handle lights should confer with the Minister before the service for full coordination.

As the ushers and Deacons begin lighting parishioners' candles, the Sanctuary ceiling lights are dimmed from the switches located in the balcony. The only remaining lighting should now be the chandelier, which should slowly be dimmed from the controls in the balcony. Vestibule lights (2) are left on until the usher or Deacon goes up to the balcony to light the candles there, after which they are extinguished. These lights are turned on again at the end of the service when congregants exit the church.

The congregants' candles remain lit until the Minister pronounces the Benediction, at which point the electric lights are turned on again, though not at full brightness. The used candles are collected in metal tubs at the exit doors.

Responsibilities of Coordinating Deacon—In Charge of Total Arrangements

1. Services are usually held at 4:00 pm, and 9:00 P.M.
2. Check with the Minister regarding special needs and verify existing arrangements.

3. Four to six weeks prior to Christmas, purchase 15-inch, non-drip, white candles for the Communion Table. On Christmas Eve we use the 8 of the 28 brass candlesticks donated by Rick Howard. Be sure these are polished and are all together prior to Christmas Eve. Two or three persons are needed to arrange the candlesticks on the Communion Table.
4. Obtain one Deacon to be on duty at each of the three services. That person should arrive one hour prior to the service.
5. Three ushers will be needed to hand out candles and orders of worship at each of the three services. A Deacon or AV person will be in charge of dimming the lights. Ushers should be designated to collect used candles in metal cans beside the exit doors.
6. Families must be selected to read and light the Advent candles at each service. Deacons' Manual, February 20, 2013 revision
7. After the last service (for security reasons.) Communion Table candle sticks must be cleaned after Christmas before being stored for the year. There should be 225 usable plastic cups—in short, order now for the next year.

2. Responsibilities of Deacon-on-Duty at Each Christmas Eve Service

Arrive at church an hour prior to service. Unlock outside doors.

Turn on all outside lights and Sanctuary lights.

Prior to the services turn on overhead fans to distribute heat.

Check that congregation candles and holders are ready for distribution. Be sure there are three long tapers on the front pew for the ushers and one for the Minister.

Check that metal containers are in place by each of the three Sanctuary exits, for collecting candles as the congregation leaves.

Be sure that fire extinguishers are in place. Two are located in the front foyer, and a third is near the Anna Howard organ.

Check that worship bulletins are available.

Be sure that ushers understand their duties. Check that a brass candle lighter as well as some matches are in place by the Advent candles for use by the Advent Wreath family lighters.

Before the prelude, the Deacon will light the Communion Table candles as well as the Peace Candle. Take and record the attendance count.

Assist the lighting of the candles in the sanctuary and balcony during *Silent Night*.

After the service, see that all candles are extinguished. Candlesticks must be put away after the 9 P.M. service.

The church treasurer will give you instructions regarding the Offering.

Lock all outside doors before leaving.

3. Usher Duties Christmas Eve

Arrive at church an hour prior to the beginning of the service.

Distribute bulletins and candles. Deacons on duty or usher in charge of dimming the lights may also assist in handing out candles.

Individual candles for the congregation are found in metal or plastic tubs at the rear of the Sanctuary or at the side entrance. After the service, used candles are deposited into the metal containers provided at each exit.

The ushers at 4:00 and 9:00 P.M. services will make sure that the individual candles are returned to the metal containers for use at the later service.

Designate which usher will light candles and pass the collection plate in the balcony.

Take collection. The Deacon on duty will take care of collection plates following the service. The offering is placed in a deposit bag, kept in the Deacons' cabinet at the rear of the Sanctuary.

In preparation for the Service of Lights, as the organist begins playing the hymn *Silent Night*, the ushers and Deacons come forward with long tapers. The pastor takes the flame from the Christ Candle and lights the ushers' tapers.

The Service of Lights: The usher so designated will dim the lights during this part of the service. The Minister will light the candles of the two ushers seated in front, following the offering. These ushers will light the candles of each person at the end of the aisle from front to rear pews.

After the congregation departs, pick up bulletins and any candles left in the pews. Straighten hymnals.

Assist the Deacon on duty as needed. The Deacon at the 9:00 P.M. service will put away all candlesticks.

E. FUNERAL AND/OR MEMORIAL SERVICES

1. Minister's Responsibilities:

Have Communion Table flowers been ordered by friends or family?

Are these or other flowers to be used at the collation?

How many pews reserved for the family?

Has the family arranged for a guest book? (Usually provided by the funeral home, and stored in the Deacon's cabinet.)

Service bulletin for ushers to distribute?

Microphones turned on?

Does the family want a tape of the service?

Contact coordinator for Deacons (Chair, Board of Deacons)?

2. Deacons' Responsibilities:

Deacons serve as ushers for funerals and memorial services. At least three Deacons should be present at all funerals or memorial services even if the funeral directors are ushering. The Deacons are responsible for

placing the guest book on a stand at the rear of the Sanctuary or the side entrance. inviting guests to sign it, and presenting that guest book to the family following the service. (If a guest book has not been provided by the funeral director, one may be taken from the Deacons' cabinet at the rear of the Sanctuary.)

Arrive 45 minutes before service.

Place RESERVED markers on the necessary number of pews as directed by the Minister 30 minutes prior to service.

Place two candles on the Communion Table. Light candles 15 minutes prior to service.

See that Communion Table flowers and collation flowers are in place.

See that guest book and podium are set in rear of Sanctuary or at the side entrance. Extra guest books are kept in the Deacons' cabinet at the rear of Sanctuary.

Turn on all lights in the Sanctuary.

See that boxes of tissues are available in the Sanctuary and in the Parlor.

Assist Minister as required.

Distribute service bulletins to mourners as they are ushered to their seats.

Straighten hymnals, Bibles, etc., in pews after the service.

Remove all flowers from the Communion Table after the service.

Extinguish candles and return candlesticks to the proper closet.

Turn off Sanctuary lights after service.

Give guest book and unused bulletins to the family after the service.

Coordination of Deacons: Chair of Board of Deacons. The minister will contact the chair of the deacons with the date and the time of the service

3. Funeral Information Sheet

Funerals

We at Dennis Union Church are pleased to make our Sanctuary and our staff available to you and your family during this time of sadness. You do not have to be a member of Dennis Union Church to have a Memorial Service in our sanctuary.

We offer these guidelines to help you make some necessary decisions at this time:

Scheduling the use of the Sanctuary: Prior to making any arrangements, please contact the Church office at 508-385-3543 to arrange for a time for the service. This will assure that the Sanctuary and a clergy member will be available to meet your needs.

Funeral or Memorial Service? During a Funeral Service the casket is present, and the Funeral Home will contact the Church to make arrangements for the service. During a Memorial Service the urn of ashes may be present, if desired.

The service may be scheduled shortly after death or at the convenience of the family.

Music: If you would like organ or piano music at the service, you may make arrangements and plan the music with our Music Director and Organist.

The Service: the pastor will meet with you to discuss the service and its components, including any specific requests the family might have in terms of readings and speakers.

A Reception Afterwards. If the family would like to have a reception afterwards at

Dennis Union Church in the fellowship hall, that may be arranged subject to availability.

Fees: See **SECTION M BELOW.**

4. Collation Guidelines For Ministers

A collation (reception) following a memorial service for a family member of Dennis Union Church is offered by the women of the Women's Fellowship of Dennis Union Church.

Depending on the time of year and the time of day, coffee, tea or punch, finger foods (cookies, sandwiches, fruit, cheese and crackers) will be offered.

A collation will be held in Fellowship Hall, prepared and served by the Women's Fellowship. A donation from the family to the Women's Fellowship is appreciated. A suggested donation is \$ 150.00—less or more depending on the size of the collation. Such a collation is a gift to the family of the deceased one.

The Women's Fellowship collation committee would like to know the approximate number of guests anticipated. Please offer the phone number of the collation committee member in case the family wishes to be in touch with us.

The committee would appreciate it if the Minister would guide the immediate family into a receiving line in Fellowship Hall following the service.

Please... only one collation a day.

Usually the family provides a centerpiece for the food table. That arrangement can be brought in from the Sanctuary by a Deacon following the service.

F. WEDDING INFORMATION SHEET

Please return to Church Office once wedding date is reserved. Fill in what you can.

WEDDING INFORMATION SHEET

Dennis Union Church

Name _____

Name _____

Address _____

Address _____

Phone (work & home) _____

Phone (work & home) _____

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email _____

email _____

Previous Marriage? Yes _____ No _____ Previous Marriage? Yes _____ No _____

ChurchAffiliation _____

ChurchAffiliation _____

Date of Wedding _____ Hour _____

Rehearsal Date _____ Hour _____

Place of Reception _____

Number of guests expected _____

Name of Attendant _____

Name of Attendant _____

Number of other attendants _____

Number of other attendants _____

Ringbearer? _____

—

Flower

Girl? _____

Florist _____

Photographer _____

Videographer _____

Special Concerns?

April 2015

VII. MEMBERSHIP

A. MEMBERSHIP COMMITTEE

COMPOSITION: Chairperson and at least two members of the Deacons.

DUTIES: Take the responsibility and assist the Minister in welcoming prospective members into church membership and activities.

SPECIFIC PROJECTS:

1. Acknowledge by letter and personal visit when appropriate, all visitors who express interest in becoming members.
2. Write follow up letters to Summer Visitors. Extend them a welcome to return. (other)
3. Take the lead in participating in new member orientation.
4. Assist the Minister in greeting new members as they join the Church by extending the "Right Hand of Fellowship" and presenting them with a Certificate of Membership.
5. Be responsible for arranging a receiving line for the new members, in Fellowship Hall, after the service.
6. Have a church member take pictures of new members. These are to be displayed on the bulletin board in the hallway across from the church office in Fellowship Hall.

B. DUC MEMBERSHIP APPLICATION

Date Application Received_____

Membership Date_____

DENNIS UNION CHURCH – MEMBERSHIP APPLICATION

We are very pleased that you have shown interest in becoming a member of Dennis Union Church. Please fill out this form and return it to the church office. If you have any questions, please feel free to call our church administrator at 508-385-3543.

PERSONAL

Last Name _____

First Name _____

Prefer to be called _____

Address _____

City _____ State _____ Zip Code _____

Home Phone _____ Work Phone _____

Cell Phone _____

Email _____

Male _____ Female _____

Marital Status: Married _____ Single _____

Birthdate _____

Anniversary _____

Hobbies/Interests _____

FAMILY

Spouse's Name _____

Children's Names

Male

Female

Birthday

CHURCH

When did you begin regularly attending Dennis Union Church?

Month _____ Year _____

Have you attended our New Members Meeting?

Yes____ Month____ Year____ No____

MINISTRIES

Below are activities you could get involved in immediately. (Other opportunities to serve may be offered to you later by our Nominating Committee as the need arises.)

What ministry area would you be interested in serving on or finding out more information about?

Name	Yes	Would like more information
Auction Committee (Auction held on August)		
Apple Festival (Festival held in October)		
DUC 150 th Celebration (held in 2016)		
Music Groups (chancel choir, women's song, men's DUC singers, handbell choir, etc.)		
Audio/Video (taping Sunday services)		
Youth Group/Sunday School volunteer		
Caring Visitors		
Salvation Army lunch/Nutrition Kitchen meals		
Usher		
Assist with readings during worship services		

NOTES:

C. NEW MEMBERS ORIENTATION

The Pastor and Associate Pastor generate a list of potential members. A letter like the one on page 4-3a inviting them to two orientation meetings is sent to these people. Notices are also placed in the Steeple Bell, weekly bulletins and announcements are made at services. The Deacons are assigned the task of following up with anyone to whom a letter was sent to personally invite them to the sessions.

Meeting(s) shall be provided to all prospective members prior to their presentation and conferral of membership at a Sunday morning service. The session(s) are normally chaired by the Pastor with the Associate Pastor participating as required. A Deacon is also asked to attend each of the sessions. A member from each committee is also asked to attend to give a short synopsis of their committee and what it does to give the new member an idea of what goes on at DUC. Lunch is usually provided. The Welcome Committee is also involved in helping to organize this.

The exact agenda is developed by the Pastor and Deacon in charge, but generally the following topics will be covered:

- Getting acquainted and sharing of experiences
- Our place in the wider Church, including the U.C.C. and the world wide Church.
- History of Dennis Union Church (DUC).
- The organization and structure of DUC
- What the church might expect of its new members
- Stewardship of time, talent and treasure
- Categories of membership and procedures for joining DUC

It would be well to have name tags.

New members are usually received at least three times a year usually in the 1st, 2nd, and 3rd quarters. Other Membership Sundays could be added if needed.

C. NEW MEMBER MEETING LETTER

Name
Street, P.O. Box
City, State, Zip

Dear

We would like to invite you to learn more about membership in Dennis Union Church. In recent months, many people have joined us in worship as visitors, and many for more than one Sunday. Some already have expressed a firm interest in uniting with our congregation. Others have asked for more information about Dennis Union Church, its history and its beliefs, to help them in their decision.

The Board of Deacons is offering two informational get-togethers for prospective members in our downstairs multipurpose room on Sunday, (date) and again on Sunday, (date), after the 11AM service. . New members may be received into our fellowship on Sunday, (Dates) at either of the two services.

We hope you will consider joining us at these get-togethers. We recognize that for some, the time and dates may not be quite right. Please call the church office if you would like to attend, but cannot on the above dates. Others receiving this letter may still be "church shopping" or may not presently feel called to become church members anywhere. We wish you God's blessings in your search. You will always be welcome at Dennis Union Church.

Please let us know whether or not you will attend by calling the Church Office at 508-385-3543 (9:00 a.m. - 4:00 p.m.). We look forward to seeing you again!

Yours in Christ,

Chair, Board of Deacons

Pastor

D. ROLL REVISION General Guidelines

The Bylaws of Dennis Union Church provide for an annual review and revision, as appropriate, of the membership roll.

Article IV, D 3. States:

"Revision of the roll:

Members whose addresses are unknown or who for a period of one year have not participated in the life of the Church, or responded to communication from the Church, or contributed to its support, shall by a vote of the Diaconate be transferred to the Inactive List. From the date of such transfer such persons shall cease to be reported on the active membership roll. If after the expiration of another year, their addresses are still unknown, or they have not participated in the life of the Church nor contributed to its support, may their names be deleted from the roll by a vote of the Diaconate."

A Deacon is assigned the duty of initiating the annual review and revision of the Church's membership roll and is assisted by the Pastor, Associate Pastor, Treasurer, Financial Secretary Office Administrator and the Diaconate Chairperson. The review and final action by the Board of Deacons will be completed by July 31st.

The Treasurer will prepare a list of members subject to review. The list will be derived from the ACTIVE and INACTIVE rolls. The list will be reviewed with the Clerk of the Church, the Pastor, the Associate Pastor, and the Diaconate to determine if any action should be taken by the Board of Deacons at its July meeting.

The **review will cover the following:**

1. Those reviewed in the previous year who:
 - a. Did not respond to a Deacon's letter, but were left on ACTIVE roster as evidenced by being listed in the membership directory;
 - b. Did not respond to a Deacons letter and were thus placed on INACTIVE roster, and who should now be deleted from the roll;
 - c. Were reviewed in the previous year, not sent a letter, and left on the ACTIVE roster; and
 - d. Those who have been inactive for several years, but had previously asked to be left on the ACTIVE roster.
2. Those members on the ACTIVE roll who either live out of state or off Cape. The Church Clerk advises that we have transferred ACTIVE members in similar circumstances to the INACTIVE roll.

A letter is sent to the Clerk of the Church advising of any action taken by the Diaconate, (Sample letter -- page 4-4a)

Where the address is known, a letter is sent to any members that the Diaconate determines need to inform the Church of their membership preference. (Sample letter - page 4-4b)

At the time of the review the review committee will make a recommendation as to the appropriate approach to be taken concerning further communication with those who will be deleted from the roll. (Sample letter is contained on page 4-4c.)

E. ROLL REVISION LETTER

Sample letter to Church Clerk

Date

Clerk Dennis Union
Church

Dear _____:

At the ----- meeting of the Board of Deacons the following roll revision actions were approved:

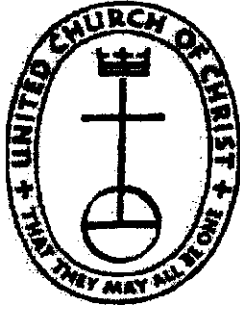
1. The following members on the INACTIVE roster were deleted from the Church rolls. A letter will be sent to each informing them of the Diaconate's decision.

Person (address unknown) was also dropped from Church membership. No letter will be sent to the above person.

2. The following four members on the ACTIVE roster will be sent a letter asking them to inform the Church of their membership preference: i.e., remain on the ACTIVE roster, be transferred to the INACTIVE roster, or terminate their membership with Dennis Union Church:
3. The following _____ members were transferred to the INACTIVE roster contingent upon them continuing to be mailed "The Steeple Bell."

Chair, Board of Deacons

cc:



Dennis Union Church
713 Main Street
Box 2020
Dennis, MA 02638
(508) 385-3543
office@duchurch.org

Dear Mr. and Mrs.

Did you know that Dennis Union Church is recognized for its leadership in the community, actively engaged in and supporting AA, Al-anon, Girl Scouts of America, Parent/Child Enrichment Groups, etc? There is a similar list of church activities that serve and add magnificent vitality to the DUC congregation, e.g., Christian Education, multiple forms of music appreciation, current local/national/international social concerns focus, gender and generation fellowship programs and relevant and insightful worship services.

As members of the Board of Deacons, we feel especially proud to be able to represent the Dennis Union Church to you and hope that you capture and are caught up in the same buoyant spirit that flows between the church and the community. Your affiliation with and participation in Dennis Union Church is a continuing need, Your attentions and considerations are seen as valued contributions with a resulting return so vital to our necessary well being as a church body.

Please take a moment to fill out the enclosed card that will provide the Deacons with a sense for your continued sharing in the growth of Dennis Union Church. We have provided a self-addressed, return envelope for your convenience. If you have any questions or would simply like to discuss a topic of interest or contribute a thought, please call the DUC office at 508-385-3543, and a Deacon or Minister will immediately respond.

Thank you, and may God bless you.

Sincerely,

(Name)

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The Dennis Union Church cherishes your participation in support of our shared spiritual responsibilities to the church and community. Each member of the congregation is vital to the growth needed to reach out and share with others on this continuing journey with God.

Please indicate by a check your intended level of participation and sharing:

Remain an ACTIVE member of the church OR

Transition to "FRIEND OF THE CHURCH" OR

Transition to INACTIVE status

Thank you.

VIII. APPENDICES

A. SENIOR PASTOR'S JOB DESCRIPTION

Position Title: Senior Pastor

Position Concept: The Senior Pastor, in conjunction with the Associate Pastor and the Board of Deacons, is responsible for the spiritual welfare of Dennis Union Church. With the assistance of the Associate Pastor and the Deaconate, the Pastor shall seek to enlist persons as followers of Christ, preach the Gospel, celebrate the sacraments, have under his/her care all services of worship, visit the sick, and cooperate with the various Officers, Boards, and Committees in administering the activities of Dennis Union Church.

Responsible to: The Board of Deacons

Senior Pastor's Responsibilities:

- Responsible, in cooperation with the Church Council, for the total policy and program of the work of Christ within the congregation of Dennis Union Church.
- Oversees the worship and work of the congregation and provides direction and evaluation for all aspects of the Church's ministry.
- Celebrates all Rites and Sacraments appropriate to a United Church of Christ, including but not limited to: Baptism, Holy Communion, Confirmation, installation of lay leaders, marriage, funerals, and memorial services. Also provides adequate training and counseling to all who are touched by the Rites and Sacraments of the Church. The Pastor will work in cooperation with the Associate Pastor to provide visitation to the hospitalized, sick, and shut-in members of the congregation.
- Seeks out and provides new member information and training to those with a sincere desire to unite with the congregation.
- Plans and conducts services of worship most Sundays, while on duty, and at such other times as may be appropriate. Is expected to research, preach, and teach God's Word. Shares worship leadership responsibilities with Associate Pastor, who generally preaches one Sunday per month.
- Acts as counselor to individuals, couples, and families who need guidance and assistance. The Associate Pastor has primary responsibility for Church School,

Youth Fellowship, and Confirmation Programs. Works with Associate Pastor to provide leadership in these areas, including Adult Education.

- Takes part in appropriate community activities, and ensures that our congregation takes responsibility in mission work beyond Dennis Union Church.
- Represents the congregation at, and where appropriate serve on, Association, Conference, and denominational boards, committees, and related activities (i.e. Executive Committee of the Barnstable Association, UCC; Leadership of DennisYarmouth-Brewster Clergy Association; monthly UCC clergy meetings).
- Develops professionally through continued study, reading, conferences, and seminars.
- Serves as ex-officio member of the Church Council and of all the Boards and Committees.
- Serves as head of the Church staff and, as such, is responsible for the direction and supervision of each staff member.
- The Pastor will act as a liaison person between the Christian Education Committee and the Board of Deacons. In this capacity the Pastor will report the plans of the Christian Education Committee, especially those pertaining to the special Church services involving children of the Church School or members of the Confirmation Class. Approval of these special services will be the responsibility of the Board of Deacons.
- In cooperation with the pertinent Boards and Committees, will help develop each staff member's goals and objectives and will recommend salary increments to the Finance Committee. Performs those other duties that may be mutually assigned or developed by him/her and the congregation.
- Shall give at least two months written notice to terminate employment.

Chair of Board of Deacons ----- Date -----
Personnel Committee Member ----- Date -----
Senior Pastor ----- Date -----

B. PASTOR'S PERFORMANCE EVALUATION QUESTIONNAIRE

How do you feel about your job performance over the past year in the following areas:

1. Preaching and teaching
2. Meeting the needs of the congregation
3. Building strength within the church and building relationships with the community surrounding the church
4. Working with youth of the church
5. Working with sick and bereaved
6. Recruiting and welcoming new members
7. Supervising staff and directing church administration
8. Participating in development of long range plan for the church

9. If appropriate, what do you feel are the strengths and challenges of working with the Associate Pastor?

10. What do you feel are your strengths in performing this job?

11. What do you feel are some areas that could or should be improved upon in order to perform your job in a more effective manner?

12. What do you think the membership of the Dennis Union Church could do to help you achieve the best performance?

13. List the goals and objectives for the church for the year. How well did you perform against these goals: attach separate page

14. What were your professional goals for the year? How do these relate to the goals of the church?

15. Are there personal goals that you have established for the coming year, and if so, would you like to share them with us?

C. SENIOR PASTOR PERFORMANCE REVIEW

Name _____

Review period _____

Ministry Goals agreed to on October _____, 2013 between the pastor and the Board of Deacons.

Review of Goals for 2012-2013

1 Ministry and Preaching:

2 Adult Education:

3 New Member Class:

4 Prayer Partners:

5 Caring Visitors and Pastoral Care:

6 Confirmation Class:

7 Associate Pastor Options:

8 Church Administration:

9 Mission Trip 2013:

10 DUC 2020

Overall rating of the goals':

(1 =Far Exceeds Expectations; 2=Exceeds Expectations; 3=Meets Expectations; 4--Needs improvement)

Please comment upon the Pastor's performance in the following aspects of assigned responsibilities.

A. Communicator:

(Points to consider: Preaching; Teaching; Writing; Identifying social justice issues; Identifies the need)

Comments:

B. Listener and Counselor:

(Points to consider: Keeps confidentiality; Knows when to refer; Visits sick, bereaved in crisis; Reaches out to inactive members)

Comments:

C. Planner:

(Points to consider: Has vision for the long term; Keeps abreast of activities; Takes time for health and growth)

Comments:

D. Leader:

(Points to consider: Builds fellowship; Develops member recruitment; Develops assimilation; Directs administrative matters; Works with staff; Promotes Christian education; Represents the church to the denomination and community; *Shows how to help each other*)

Comments:

E. Worship Leader

(Points to consider: Proclaims the gospels; Relates gospel to everyday life; Celebrates rites

and sacraments; Helps people know God; Chooses topics and hymns; has sense of direction; inspires the congregants; is sensitive to tradition; is sensitive to contemporary life; Advocates discipline of prayer; Choreographs worship services)

Comments:

F. Overall Rating: Comments:

Goals for next Review Period:

1.

2.

3 .

4 .

5 .

Signatures:

Dated _____

D. ASSOCIATE PASTOR'S JOB DESCRIPTION

Position Title: Associate Pastor

Position Concept: The Associate Pastor, in conjunction with the Board of Deacons, shall assist the Pastor in the responsibilities of care for the spiritual welfare of Dennis Union Church. These responsibilities may include enlisting persons as followers of Christ, to preach the Gospel, to celebrate the sacraments, to lead services of worship when requested, to visit the sick, and to cooperate with the various Officers, Boards, and Committees of Dennis Union Church.

Responsible to: The Board of Deacons and the Senior Pastor **Associate**

Pastor's Responsibilities:

- Celebrates all Rites and Sacraments appropriate to a United Church of Christ, including but not limited to: Baptism, Holy Communion, Confirmation, installation of lay leaders, marriage, funerals, and memorial services. Provides training and counseling to those touched by the Rites and Sacraments so performed.
- The Associate Pastor will work in cooperation with the Pastor to provide visitation to the hospitalized, sick and shut-in members of the congregation.
- Bears primary responsibility for outreach to those interested in becoming members of Dennis Union Church.
- Supervises the Church School: Bears primary responsibility for Church School, Youth Fellowship, and Confirmation Programs of the Church. Is responsible for oversight, administration, and evaluation of these programs.
- Facilitator. Acts as primary liaison person between the Christian Education Committee and the Board of Deacons.
- Takes part in appropriate community activities including ecumenical activities. Serves as a representative of the congregation to Association, Conference, and denominational activities when possible.
- Is expected to represent the congregation at, and where appropriate serve on, Association, Conference, and denominational boards, committees, and related activities (i.e. Executive Committee of the Barnstable Association, UCC; Leadership of Dennis-Yarmouth-Brewster Clergy Association; monthly UCC clergy meetings).
- Shall develop professionally and spiritually through prayer, reflection, study, reading, conferences, and seminars.

- Serves as ex-officio member of the Church Council and of all the Boards and Committees. Provides primary pastoral leadership for the Board of Christian Education, the Visitation and Mission Committees. Participates in monthly meetings, special activities, and programs of the Church Council and Board of Deacons.
- Meets weekly with the Pastor. Meets weekly with the Church School Facilitator during the Church School year. Attends monthly staff meetings.
- Is expected to perform those other duties which may be mutually assigned or developed by him/her and the congregation.
- Shall give at least two months written notice to terminate employment.

Chair of Board of Deacons -----Date-----

Personnel Committee Member -----Date-----

Associate Pastor -----Date-----

Senior Pastor -----Date-----

The evaluation section below for the Associate Pastor is drawn from the Pastor's Performance evaluation questionnaire and should be reviewed for appropriateness.

E. ASSOCIATE PASTOR'S PERFORMANCE EVAL QUESTIONNAIRE

How do you feel about your job performance over the past year in the following areas?

1. Preaching and teaching
2. Meeting the needs of the congregation
3. Building strength within the church and building relationships with the community surrounding the church
4. Working with youth of the church
5. Working with sick and bereaved
6. Recruiting and welcoming new members
7. Supervising staff and directing church administration
8. Participating in development of long range plan for the church
9. If appropriate, what do you feel are the strengths and challenges of working with the Pastor?

10. What do you feel are your strengths in performing this job?
11. What do you feel are some areas that could or should be improved upon in order to perform your job in a more effective manner?
12. What do you think the membership of the Dennis Union Church could do to help you achieve the best performance?
13. List the goals and objectives for the church for the year. How well did you perform against these goals: attach separate page
14. What were your professional goals for the year? How do these relate to the goals of the church?
15. Are there personal goals that you have established for the coming year, and if so, would you like to share them with us?

F. PASTORAL RELATIONS COMMITTEE

Composition

Article VIII, 3.c. of the Dennis Union Church By-laws states: "Each year the Chair (Board of Deacons) in consultation with the Pastor(s) will appoint a three-person sub-committee (the chair being one), which will serve as the Pastoral Relations Committee for one year. This committee will be listed in the April issue of the monthly Church newsletter."

Purpose

The purpose of the Pastoral Relations Committee is to support and maintain a relationship between the Pastor and the members of the Dennis Union Church congregation.

The Committee helps the Pastor and members of the church share ideas, hopes, dreams and the interpretations of mission. It lets the Pastor know what people in the Church are thinking, and it gives a framework in which conflict can be dealt with creatively and effectively. It also

provides a venue for the Pastor to share his/her concerns and thoughts/visions.

Responsibilities

To be effective, the Pastor and Committee members need to communicate openly and honestly and maintain confidentiality where appropriate. The Committee's focus is centered on the following:

- > Reviewing and clarifying expectations concerning the achievement of Church and job goals and objectives.
- > Supporting the ministry of the Pastor outside Dennis Union Church into the local community and beyond.
- > Encouraging the Pastor to participate in continuing education programs and in planning sabbaticals that build on strengths and deal with weaknesses.
- > Demonstrating concern and understanding the Pastor's financial needs.
- > Demonstrating concern and support for the Pastor's family.
- > Encouraging the Pastor to plan time for recreation, exercise, relaxation, family and solitude.
- > Work for improved communication and understanding between the congregation and the Pastor.
- > Openly and honestly communicate feelings and reactions of church members to the Pastor.
- > Provide the Pastor opportunities to reflect, in confidence, personal concerns, hopes, ambitions and frustrations.
- > Plan celebrations of personal and professional milestones.
- > Between meetings, be alert to the concerns of the Pastor.

Meetings

The Pastoral relations Committee should meet with the Pastor at least quarterly; but also be prepared to meet on call when the Committee or the Pastor feel the need to talk together.

G. THE PEACE CANDLE

During the period of the Cold War, a Presbyterian minister from York, PA was visiting in Russia. At the end of a service of worship in an Orthodox Church, a woman approached him. She thrust three rubles into his hand and asked him to use them to buy a candle and keep it lit in the church in York as a reminder to the congregation to pray continually for peace in the world. The minister followed her request.

The church in York sent many candles to many churches. One candle was sent to the United Reformed Church in Marple Bridge, Cambridge, England where the Rev. Michael Playdon was the minister. When he became the pastor of the United Reformed Church in Hassocks, Sussex, England, he was given a candle to take with him to his new church.

In August, 1991, The Rev. Edward Walker served the church in Hassocks during Rev. Playdon's vacation. At the end of the month, The Rev. Mr. Walker was presented with a Peace Candle to take to the Dennis Union Church in Dennis, Massachusetts. The Dennis Union Church has sent Peace Candles to India, to the Congregational Church in Essex, Connecticut for the ordination of Bette Anne Crowell to the Christian ministry, and to the First Congregational Church in Briarcliff Manor, New York at the beginning of the ministry there of The Rev. David Powers, following his service at the Dennis Union Church.

A candle was sent to The Rev. David Spahn, a former pastor of Dennis Union Church with the request that he keep the candle burning to remind his congregation in Pasadena, California to pray for peace in the world. Other candles have gone to Tennessee, to Vermont, to Adelaide, Australia and to a Methodist church in Marlow, Buckinghamshire, England. Members of this congregation have taken candles to churches in Alaska and Wisconsin. From the church in Wisconsin, a Peace Candle finally made the trip back to Russia.

In December 2002, following a presentation at Dennis Union Church about the program "Seeds of Peace," a candle was given to An Pipe Mazo, a Bar Mitzvah who made the presentation to take back to the Cape Cod Synagogue, his worship community.

May the light of this candle and our continuous prayers help to guide us toward peace in our world.

H. LIGHTING INSTRUCTIONS

Sanctuary Lighting controls are located on the right side front in the choir loft.

1. Moldings-full bright

Use down arrow to lower intensity. (Will flicker if too low.)

2. Full on except for piano area.

For piano area use down arrow to lower. Use up arrow to brighten (will be garish)

3. Lecterns, chancel, table, cross.

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Use up arrow to brighten (this will turn on molding lights and piano area)

4. Full on in all areas use the up or down arrow to set brightness.
5. "Off" turns off all lights (If the Console in the balcony is on, it must be turned off.)
6. For a standard service, setting #2 is used

Dimmer Console is located in the balcony.

1. The turn on switch is on the back of the console.
2. Number 8+ X-up at six (left, top of console, and right side)

Operates molding softly-adjust with "master"

3. Then add (below master) numbers 3, 4, or 5 (green lights come on once button is pressed. Control with "master"

Note: #7 left top of console is off. Below: "Y" Bank of dimmers all at "0"

These will light key areas of service participants and illuminate the seating area comfortably. (Not too brightly)

I. COMMUNION SERVICE

Communion is served the first Sunday of every month, or as requested by the Pastor. The elements will be prepared ahead of time as per the Deacon's schedule. Typically, four Deacons serve at each service. Set up in the Sanctuary should be complete 20 minutes before the service begins. Those assigned to the 9:00 service should arrive by 8:00 to complete preparations by 8:30. The 11:00 Deacons should arrive at 10:00 to fill cups and trays and complete the service set up.

Other Communion Services can be on Ash Wednesday, Maundy Thursday and Tenebrae, Easter, and at other services as determined by the Ministers and Diaconate. Typically a Minister will serve the choir.

J. COMMUNION PREPARATION

Please wear rubber gloves, found in deacons' closet, when handling food.

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Elements consist of one small loaf of Arnold's or Pepperidge Farms regular white bread and small rice cakes for those allergic to wheat, plus four Pita breads and ample reconstituted grade juice.

1. The bread should be frozen, then thawed slightly, remove the crust and cut into cubes; enough for five plates. Slice pita and rice cakes into bite-size pieces. Place one unsliced loaf of pita on a paten for the minister to break.
2. Second service Deacons will replenish plates used in the first service.
3. First spread a large white cloth on table in church. Put paper doily on organ for organist for services. Put doilies under candles to absorb excess oil.
4. Place 5 full plates of bread, pita and rice cakes along the front of the table; cover each with an open napkin. Place three juice trays on each end of the table. Do not tape doilies to the plates. See photo of layout and placement of elements.
5. Fill wine pitcher $\frac{3}{4}$ full with grape juice. Place pitcher and chalice on table along with whole loaf of pita.
6. Deacon servers should follow behind the offering ushers as they walk up the aisles to give the offerings to the Minister. They should sit down in the front pews until they are called to serve the congregation. The first Deacon to complete serving in the Sanctuary will then serve the congregation in the balcony
7. All members serving assist with the above set up and clean up after the service. Deacon of the Day will advise Deacons who will serve which section of the congregation, the choir and musicians who are present.
8. After the services, use baskets lined with paper towels to collect all empty cups for proper disposal.
9. One of the small tables will be placed appropriately to receive the offering plates.



K. COMMUNION CHECKLIST

Tablecloth, napkins, doilies

Paten with pita on a doily for Pastor to break

Chalice

Pitcher filled with juice

5 plates with bread, etc. On doilies

5 trays of juice (include some water)

Small basket to be placed in choir loft for collection of cups.

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Cover the paten, chalice and bread plates with linen napkins. Place a doily on the organ. Bread and juice cup for the organist will be served there. Confirm that the pastor will serve the choir and organist. Or perhaps a deacon can serve the organist. There will be 4 deacons serving communion. The first deacon to complete serving on the main floor will serve the balcony and then return to the first floor to continue serving.

The chalice and paten are stored in the locked display cabinet over the deacon's cabinet in the rear of the sanctuary. The key is in the galley kitchen with the key to the deacon's closet. These keys are kept in the first over-the-counter cabinet on the left - next to the closet.

Communion trays, linens, doilies and cups are in the deacons' closet in the kitchen. Juice will be on the counter or in the closet. Breads will be on the counter (we don't keep food in the closet). The assigned deacon will have provided them

Candle oil is also in the deacon's closet.

Because of a lack of space on the communion table, we've been removing the bible and placing it on the deacon's cabinet. Place the Bible back on the Communion Table after communion is cleaned up.

If soiled, fold the linens and leave on the kitchen counter the linens will be picked up by the person in charge of laundering them.

You may submit expenses for reimbursement if you have purchased supplies.

L. ELEMENTS FOR COMMUNION BY INTINCTION

2 whole pita loaves for the pastor to break

Rice cakes for those with allergies to gluten

Pita loaves, cut into pieces about ½" wide by 2" long, to make about 200 pieces

1 large bottle of grape juice

Leftover juice may be left in refrigerator for Fellowship time.

M. SUGGESTED FEES FOR WEDDINGS, FUNERALS AND MEMORIALS HELD AT DUC

The Board of Deacons (September 2013)* has voted in favor of equalizing the wedding, funeral and memorial service fee structure between DUC members and non-members. The only distinction that remains in what DUC offers to members and non-members for funeral and memorial services is the following:

- DUC members can, for a fee, avail themselves of the collation services provided by Women’s Fellowship. This service is unavailable to non-members.

	Church Family	Non-Church Family
Minister	\$200	\$200
Organist	\$175	\$175
Custodian	\$100	\$100
Fellowship Hall, Kitchenette	\$50	\$50
Collation	\$150	<i>Not offered</i>
Special Music	Musician’s fee + \$25 rehearsal for organist	Musician’s fee + \$25 rehearsal for organist
Special Music Arrangement Fee	\$25	\$25
Church	\$100	\$100
DVD/Webcast	\$75 + \$50 for two operators	\$75 + \$50 for two operators
Wedding Coordinator	\$100	\$100

Please make payments:

- By separate checks.
- To Minister, Organist, other Musicians, Custodian, Wedding Coordinator, Video Operators *at rehearsal, if there is one – or on the day of service if not.*
- To Dennis Union Church for use of Fellowship Hall, Kitchenette, Church, Collation, and Video Equipment *on the day of service.*

*Approved by the Board of Deacons on 3 September 2013.

N. DEACONS' PHONE & E-MAIL LIST (as of November 3, 2015)

..... See Deacon Assignments

O. DEACON'S TOUR

1) Galley Kitchen

- a) Closet and cupboard keys
- b) DOD instructions in cupboard
- c) Communion sets, plates, glasses, doilies, linens and instructions on inside of closet door
- d) Candle oil and wicks

2) Sanctuary/Front

- a) Unlock ramp door, 2 front doors, and back door
- b) Turn on wall light switch (panel for special effects lights); master switch in balcony must be OFF for these to work.
- c) Pulpit and lectern;
- d) Peace candle, lighter, matches, Communion Table candles, taper lighter;
- e) Pew racks, hymnals, Bibles, envelopes, information

3) Sanctuary/Back

- a) Deacon's glass cabinet
- b) Key for Communion pitcher and chalice
- c) Deacon's bottom cabinet: water bottles, glasses for ministers, organist, small envelopes, boxes of Kleenex, reservation signs for memorial services, usher carnations, candle lighters.
- d) Cabinet surface: 3 collection plates, attendance sheets, Worship Bulletins on back pews - large & small print, Sunday School children's bags, sheet for signing out audio aids

4) Vestibule

- a) Light switch for back of sanctuary and vestibule; The Fan switch is in the coat closet
- b)) Outdoor parking signs are in the coat closet

5) Balcony

- a) Sound system - 3 blue lights in closet - leave door open and 1 small button back

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and left side of console;

b) Check microphones at pulpit and lectern

P. SUNDAY DEACON SCHEDULE

DATE	9AM - DOD	COMMUNION	11AM - DOD	COMMUNION	Elements
Deacon Assignments 2015-2016					
October 4, 2015	Paul	Jane, Emir, Earl	Ken	Dan, Joanne, Debi	Ann
Oct. 9-Sirios Wedding @ 2	Jane				
Oct. 10 - David White memorial @ 10	Paul, Dan, Ken				
October 11, 2015	Jane	Josh is Preaching	Janice		
Oct. 17-McIntyre Wedding @4:30	Jane				
October 18, 2015	Earl		Debi		
October 25, 2015	Ann		Dan		
November 1, 2015	Sue	Emir, Ann, Jane	Dan	Ken, Janice, Debi	Joanne
November 8, 2015	Ann		Jane		

Q. DEACON RESPONSIBILITIES/ASSIGNMENTS 2015-2016

DEACON	EMAIL	PHONE	ASSIGNMENTS
Sue Martin	suemartin225@comcast.net	508-280-4221	Chair, Pastoral Relations, Church Council, Substitute Ministers
Debi Rilea	Dk3751chef@yahoo.com	717-682-3801	Co-Chair, Pastoral Performance Review, Music, Flowers
Dan Robert	ddan1127@gmail.com	518-339-3283	Scribe, Memorial Services
Janice Gardner	capecodgardeners@yahoo.com	508-362-4582	Elements/Linens (2), Flowers (2)
Joshua Crowell	jlcrowell@comcast.net	508-385-3769	Pastoral Performance Review, Memorials(2), New Members
Jane Wilson	janebwilson@comcast.net	860-808-4896	Ushers (2), Pastoral Performance Review, Publicity
Ann Swaim	annswaim@msn.com	508-385-1305	Elements/Linens, Nominating,
Emir Sehic	sehic.emir@gmail.com	774-722-5517	Music(2), Special Services(2), Fellowship
Joanne Ashby	jcacorp@comcast.net	508-385-2320	Elements/Linens, sub-scribe, New Members
Paul Gray	Pbgray1953@gmail.com	774-994-8053	Memorial Services, Special Services, Pastoral Performance
Earl Springer	etslra@comcast.net	508-428-3416	Ushers, Roll Revision
Ken Mills	kmills101@yahoo.com	508-362-5596	Memorial Services, AV

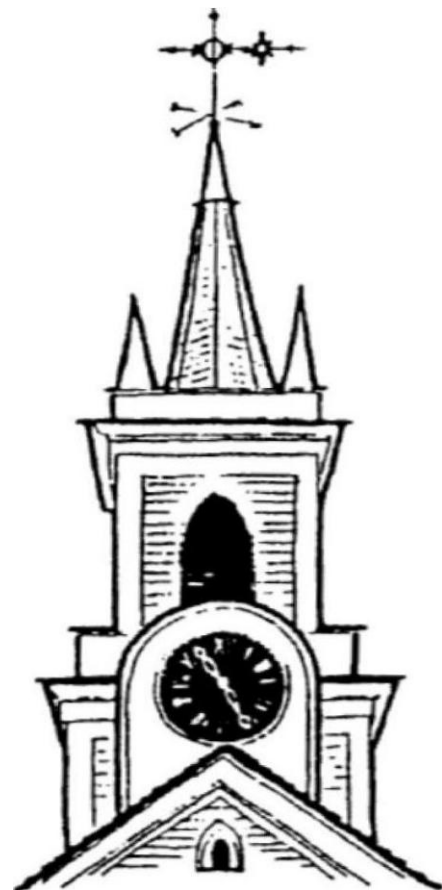
**R. USHERS AND
GREETERS BROCHURE**

7. Offering: When the Minister announces the offering, both ushers proceed in unison down each aisle to the front. After receiving the plates, remain facing the cross until the minister is seated; then passes the plate to worshipers on both sides of your aisle. As the Doxology begins, proceed in unison to the front. Remain facing the Cross until the end of the prayer of dedication. Offerings need not be collected from the choir.

8. After the service:
a. Invite visitors to the fellowship hour and to sign the guest book at the front of the sanctuary.
b. Clean pews of anything left behind (bulletins, etc.) and return Bibles and hymnals to their rack
c. Note if visitor cards or pencils need replenishing.- extra are in the Deacons' cabinet in the rear.

9. Assist the Deacon of the Day in emergencies i.e. wheelchair use, escorting, fainting etc. Thank you for volunteering, and may your ministry of ushering or greeting prove to be a blessing.

Dennis Union Church
Board of Deacons



**DENNIS UNION
CHURCH
THE MINISTRY OF
USHERING AND
GREETING**

Those of us who have greeted Church members and visitors at our front doors or have ushered them to their seats can remember the first time we accepted these assignments and the

uncertainty we had. Will I say the right thing? Seat

people okay?

This pamphlet is meant to assist all of us in doing the routine things and to explain what is expected. We hope you approach your ushering or greeting assignment with joy and the spirit of Christian fellowship as you welcome worshipers to Dennis Union Church. We also hope you find your participation as an usher or greeter to be a satisfying part of your own worship experience. Thank you for your participation! We hope you have enjoyed this experience as an important part of Dennis Union Church's worship service. Hospitality is highly valued in the Bible Abraham graciously received three unexpected guests under the Oaks of Mamre (Genesis 18.1)

Turns out he had "entertained angels Comments and questions.

unawares" (Hebrews 13.2). Jesus was the frequent recipient of hospitality. from Mary and Martha (Luke 10. 38-42); from Zacchaeus (Luke 19.50), and even from his enemies (Luke 7.36). in his letters, Paul often mentions his gratitude for hospitality received. Scripture encourages us to extend hospitality to each other: contribute to the needs of the saints, practice hospitality" (Romans 12.13). We also are to welcome strangers. Greeting and ushering both our guests and our regular members is an important ministry. A smile, a handshake and a warm, friendly welcome help set the tone for worship. They tell the world Dennis Union Church is a friendly place (which it is) God

welcomes you and me - and

everyone - with love. Thank you for helping share God's love with others.

Usher/Greeter Duties

1. Arrive 30 minutes before the service.
2. Wear your name tag.
3. Check with DOD for added instructions and who will do balcony offering.
4. Greet people and hand them a bulletin. If it is a person(s) new to the Church introduce them to one of the Welcome Committee members who can talk with them while you continue as an usher.
5. Do not seat during a prayer or solo.
6. Sound amplifiers, in the Deacons' cabinet are available to anyone who requests one. On the sheet, write who has one and which number it is. Make sure batteries are working.

S. RETIRED DEACONS

Table 1-1

RETIRED DEACONS		DENNIS UNION CHURCH	508-385-3543 office@duchurch.org
DEACON	EMAIL	PHONE	
Deb Darson	becker.darson@verizon.net	508-385-4506	
Lyle Ashby	corp114@gmail.com	508-385-2320	
Emily Woudenberg	emily@goblin.com	508-362-5662	
Gary Forrister	imladris5@yahoo.com	603-303-0760	
Judy Berrien	judyberrien@comcast.net	508-385-9455	
Elaine Simoneau	peterandelaine@gmail.com	508-394-6373	
Barbara Baker	ebbaker@comcast.net	508-896-4452	
Howard Chesley	hchesley@comcast.net	508-385-9518	
Gail Jamison	gcjamison@comcast.net	508-385-8269	
Kim Crowell	khbcrowell@gmail.com	508-385-2985	
Sue Martin	suemartin225@comcast.net	508-280-4221	
Ken Mills	kmills101@yahoo.com	508-362-5596	
Ann Swaim	annswaim@msn.com	508-385-1205	