

## **PREFACE**

Welcome to the Board of Deacons at Dennis Union Church. This manual 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 Board of Deacons represents a microcosm of the church membership. 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.

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 among them complained against the Hebraic Jews because their widows were being overlooked in the daily distribution of food. <sup>2</sup>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. <sup>3</sup>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 them <sup>4</sup>and will give our attention to prayer and the ministry of the word." (NRSV)*

It is still important today that both men and women, "full of the spirit and wisdom," minister to the people and assist the pastor in the daily care of the congregation 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 2020 edition of the Dennis Union Church Deacon's Manual 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 as a hard copy and posted online. As changes occur, they can be reviewed 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. DUTIES OF THE BOARD OF DEACONS**

### **A. GENERAL DUTIES:**

1. Cooperate with and assist the 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 Board of Deacons.
5. Participate in periodic “housekeeping days” 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 chair.
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, container, and candle history when a member transfers to another church.
8. Attend the regular monthly meetings of the Board of Deacons.
9. Secure leadership for the Laity Sunday service, if scheduled.
10. Secure clergy to conduct worship services in the absence of the pastor.
11. Appoint an Interim Pastor to serve until the position is refilled in the event of a permanent vacancy for the position of pastor.
12. Attend new member orientation meetings as requested by the chair and assist in welcoming new members 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 bylaws.
14. Acknowledge visitors and invite them to sign the guest book. Make a special effort to greet them during Fellowship Hour.
15. Duties for individual deacons will be assigned by the chair.
16. The chair, in consultation with the pastor, will annually appoint a three-person subcommittee (including the chair) to serve as the Pastoral Relations Committee. The names of these committee members will be listed in the April issue of the monthly church newsletter.
17. Annually appoint a representative to the Nominating Committee from the Board of Deacons as required by the church bylaws.
18. The chair of the Board of Deacons is a member of the Church Council. If the chair cannot attend a meeting of the council, a co-chair or other deacon should attend.
19. The budget for the Board of Deacons will be prepared in October and submitted to the Finance Committee. This budget will include:
  - a) All subcommittee budgets
  - b) All operating expenses of the Board of Deacons.
20. 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.
21. The Board of Deacons will review all requests for the use of the sanctuary and, with the approval of the Church Council, place them on the church calendar.
22. All recommended changes to the sanctuary will be reviewed by the Board of Deacons for approval and recommendation to the Church Council.

## **II. SUBCOMMITTEES OF THE BOARD OF DEACONS**

Subcommittees including members beside deacons should meet as needed with a “liaison” deacon appointed by the Chair of the Board of Deacons for the purpose of reviewing and coordinating activities. Recommendations and reports are to be forwarded to the Board of Deacons and then the Church Council. Each subcommittee shall annually prepare a budget and submit it to the Board of Deacons for approval and forwarding to the Finance Committee.

### **A. AUDIO-VISUAL COMMITTEE**

This committee is responsible to the Board of Deacons for operation of the sound and video equipment for Sunday services as well as special services by request. Membership on the committee is at the discretion of the Board of Deacons.

### **B. CALLED TO CARE COMMITTEE**

This ministry involves assisting the pastor in pastoral care. With Christ as our guide we try to help individuals cope with the trials of life such as illness, loss, loneliness, etc. while realizing we are lay persons and not professional counselors. We act as caregivers at the direction of the pastor and are in consultation with the pastor on a regular basis.

The Called to Care ministry requires 16 to 20 hours of training during which skills are enhanced in caregiving efforts. Skills such as active listening, crisis intervention, and dealing with dependency are a few which are learned through reading, discussion and role-playing. Above all, confidentiality is stressed so that conversations between the care receiver and the care giver are known only to the pastor.

### **C. FLOWER COMMITTEE**

This committee is responsible for ensuring that flowers are present for worship during the year. Membership on the Flower Committee is at the discretion of the Board of Deacons. Flowers that are donated for Sunday services may be picked up by the donating family or arrangements are made through the Flower Committee for the distribution of the flowers.

The Flower Committee also coordinates donations for special flowers for Easter and Christmas services.

**D. HOSPITALITY COMMITTEE**

This committee is responsible for supervision and storage of all supplies for use in hospitality functions in the kitchens. The deacons assigned to this committee purchase food and beverages for Sunday fellowship hours and coordinate a schedule of individuals, committees and groups to host fellowship hour.

**E. MEMBERSHIP COMMITTEE**

This committee consists of a chairperson and at least two additional members of the Board of Deacons. They are responsible for assisting the pastor in welcoming prospective members into church membership and activities. Specific projects may include:

1. Outreach Efforts:

- a) Acknowledging by letter and personal visit (when appropriate) all visitors who express interest in becoming members.
- b) Writing follow-up letters to summer visitors and extending them a welcome to return.
- c) Taking the lead in participating in new member orientation.
- d) Assisting the pastor in greeting new members as they join Dennis Union Church and presenting them with a Certificate of Membership.
- e) Arranging a receiving line for the new members in Fellowship Hall after the service.
- f) Arranging for photographs of new members (to be displayed on the bulletin board in the hallway across from the church office).

2. New Members' Orientation:

The pastor may generate a list of potential members. The Welcome Committee or pastor will invite them to planned orientation meetings. Notices are also placed in the Steeple Bell and weekly bulletins and announcements are made at worship services.

One or two meetings are scheduled for 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. A deacon is also asked to attend each of the sessions. The Board of



Deacons will provide refreshments (usually cookies and coffee/tea but may include lunch). Name tags should be available.

The exact agenda is developed by the minister but generally the following topics will be covered:

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

New members are usually received at least twice each year or as indicated by the number of interested visitors. Additional opportunities for new members to join may be added if needed.

### 3. Roll Revision

- a) 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, their names may be deleted from the roll by a vote of the Diaconate."*

A deacon on the Membership Committee is assigned the duty of initiating the annual review and revision of the Church's membership roll and is assisted by the minister as well as the Church Treasurer and/or Financial Secretary, Office Administrator and the Chair of the Board of Deacons. The review and final action by the Board of Deacons will be completed by July 31.

The Office Administrator 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 appropriate staff to determine if any action should be taken by the Board of Deacons at a scheduled meeting.

b) The review will cover the following:

- ACTIVE members who have moved from the area or who appear to no longer be involved in the active life of the congregation as indicated by financial support or involvement in activities and worship.
- Members previously considered INACTIVE who have not responded to contact attempts or who have indicated they wish to be removed from the membership roll.
- Members from confirmation classes 15 or more years previously who are not in the area or noted to be involved in the ministry of the church.
- Members who have requested a letter of transfer or otherwise indicated that they no longer wish to be a member of Dennis Union Church and deceased members will be removed from the roll by the Office Administrator during the year as appropriate.
- Communication by letter, email or phone call should occur before final recommendations are made re: status. If needed, concerns and information from these contacts should be referred to the minister or other staff for follow-up.

c) Follow-Up from Review:

- Previous ACTIVE members may be recommended for INACTIVE status if they wish to maintain a connection with the church or may be able to resume involvement in the future. Removal from the roll may be recommended if they are unlikely to remain involved in the ministry of the church.
- Previous INACTIVE members may be recommended to return to ACTIVE status if circumstances have changed.

- Where the address is known, a letter is sent to any members when the membership review committee wishes to inquire about their membership preference. (See sample letters - pages 11-12.)
- After the review is completed, the review committee will make recommendations to the Board of Deacons regarding the suggested revisions to the roll.
- The Board of Deacons will vote on the recommendations at a scheduled meeting. A summary of the approved changes will be sent to the Clerk of the Church. (sample letter page 12) for their use in preparing the Clerk's Annual Report at the end of the year.

#### SAMPLE LETTER TO Members previously noted as ACTIVE

Dear:

As required by church bylaws, we periodically review the church membership to assess the commitment and interest of our members. You are currently listed as an active member of the congregation. We understand that circumstances change (alternate: that you have relocated from the Cape) and that you may have found other opportunities for your spiritual life.

If you would like to remain as a member, please contact the church office at 508-385-3543 or by email at [office@duchurch.org](mailto:office@duchurch.org) by \_\_\_\_\_ to let us know. If we do not hear from you, we will remove you from membership at this time. We would always welcome you back to full membership in the future.

Sincerely,

Office Administrator or Board of Deacons Representative

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#### SAMPLE LETTER TO Members previously noted as INACTIVE

Dear:

As required by church bylaws, we periodically review the church membership to assess the commitment and interest of our members. You are currently listed as an inactive member of the congregation. We understand that circumstances change and you may choose not to maintain your connection with Dennis Union Church.

If you would like to remain as an inactive member, please contact the church office at 508-385-3543 or by email at [office@duchurch.org](mailto:office@duchurch.org) by \_\_\_\_\_ to let us know. If you would prefer to be removed from the membership roll, no response is needed. We would always welcome you back to full membership in the future.

Sincerely,

Office Administrator or Board of Deacons Representative

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SAMPLE LETTER TO Members previously noted as ACTIVE moving to INACTIVE

Dear:

As required by church bylaws, we periodically review the church membership to assess the commitment and interest of our members. You are currently listed as an active member of the congregation. We understand that circumstances change and you may choose not to maintain your connection with Dennis Union Church.

If you would like to remain as an active member, or if you would prefer to be removed entirely from the Dennis Union Church membership roll, please contact the church office at 508-385-3543 or by email at [office@duchurch.org](mailto:office@duchurch.org) by \_\_\_\_\_ to let us know. If we do not hear from you, we will move you to inactive status at this time. We would always welcome you back to full membership in the future.

Sincerely,

Office Administrator or Board of Deacons Representative

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## SAMPLE LETTER TO CHURCH CLERK

At the \_\_\_\_\_ meeting of the Board of Deacons the following roll revisions were approved:

1. The following members on the INACTIVE roster were deleted from the church rolls either by request, lack of response to attempted contact efforts and/or recommendation from the Board of Deacons:
2. The following members previously on the ACTIVE roster were deleted from the church roll by request, lack of response to attempted contact efforts and/or recommendation from the Board of Deacons.
3. The following members will move from ACTIVE to INACTIVE status based upon recommendation of the Board of Deacons
4. Any other changes or corrections that are needed since the previous roll revision.

Chair, Board of Deacons

cc:

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### **F. MEMORIAL COMMITTEE**

This committee of three members is elected at the Annual Meeting. They receive and acknowledge all memorial gifts and report all gifts and other expenditures to the Board of Deacons. The deacons and the committee will work together to maintain a list of items that that could be purchased with funds from memorial gifts.

### **G. MUSIC COMMITTEE**

This committee of six members is elected at the Annual 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 components of the church's music program.

**E. NOMINATING COMMITTEE**

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

**F. PASTORAL RELATIONS COMMITTEE**

The Pastoral Relations Committee (PRC) consists of three persons: the chair of the Board of Deacons and two other persons to be appointed by the chair in consultation with the pastor. The PRC will meet with the pastor as deemed necessary to discuss issues of mutual concern. (See Section VI-A).

**G. WELCOME COMMITTEE**

This committee is responsible for launching and coordinating a greeter ministry, focusing on helping members and visitors to the church connect with each other. One deacon is appointed to attend meetings and report to the Board.

**H. OTHER AREAS OF RESPONSIBILITY**

Besides liaisons to subcommittees of the Board of Deacons, deacons are appointed to coordinate aspects of worship and maintaining membership. They include:

1. Special Services:

Three deacons are appointed to be in attendance for funerals, weddings and any other special worship services scheduled at Dennis Union Church. (See Section V).

2. Usher Coordinator:

Maintains pool of available ushers, coordinates schedule for coverage of worship services and conducts training as necessary. (See Section VI-H).

3. Sanctuary Decorations:

Dennis Union Church is an historic church, the sanctuary of which was created for worship and the preaching and hearing of the Gospel. The deacons of the church have the responsibility for the care and use of the sanctuary. This responsibility includes preserving the historical character of the church as well as the spiritual significance of the sanctuary.

In keeping with this duty, all decoration in that space are subject to approval by the Board of Deacons. Decorations are defined as any adornment, and include flowers and seasonal decorations, as well as anything else of an ornamental nature. Most important is that nothing shall distract from the reverential aspect of the sanctuary.

### **III. RESPONSIBILITIES OF THE CHAIR**

The Chair of the Board of Deacons shall assign individual collateral duties to each deacon. This process spreads the many responsibilities assigned to the Board over all members on a shared basis. Some duties require the formation of ad hoc subcommittees while others can be accomplished by an individual.

The Chair of the Board of Deacons is responsible for:

1. Overseeing the development of any input required of the Board for purposes of long range or strategic planning.
2. Establishing deacon assignments including: Hospitality and Membership Committees; Nominating Committee representative; liaisons to Audio-Visual, Called to Care, Flowers, Memorial, Music and Welcome Committees; Pastoral Relations; Special Services (including funerals/memorial service, weddings and special worship services); Usher Coordinator and other duties as needed (scribes, elements and linens for Communion).
3. Scheduling Board of Deacons activities/events.
4. Establishing meeting dates and agenda.
5. Ensuring deacon(s) is assigned for memorial services.
6. Meeting with clergy/staff as required.
7. Establishing and overseeing the Pastoral Relations Committee.
8. Representing the Board of Deacons on the Church Council.

#### **IV. SUNDAY WORSHIP SERVICES**

##### **A. COMMUNION SERVICE**

Communion is usually served the first Sunday of each month. The elements will be prepared ahead of time as per the deacon's schedule.

Typically, five deacons serve at each service. They should arrive at least one hour before the service begins to help with preparations. Set up in the sanctuary should be complete at least 20 minutes before the service begins.

Other Communion Services may be held on Ash Wednesday, Maundy Thursday/Tenebrae, Easter and at other services as determined by the pastor and Board of Deacons. The pastor typically serves the choir.

Communion preparation details are found in Section VI-D, E, and F.

##### **B. DEACON OF THE DAY DUTIES - Refer to Section VI-G.**

##### **C. RECRUITING AND SCHEDULING USHERS**

One deacon is assigned the responsibility for recruiting ushers for all services. This deacon will notify the church office of the ushers' names so they may be identified in the church bulletin. The monthly schedule should also be given to the church office early enough for inclusion in the next month's Steeple Bell (by the 20<sup>th</sup> of the month).

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 way to become better acquainted with the congregation. New member information is available in the church office.

Greeters are scheduled by the Welcome Committee.

See Section VI - H for current Guidelines for Ushers.



#### **D. SUBSTITUTE MINISTERS**

It is the responsibility of the Board of Deacons to make sure clergy are available to conduct worship services in the absences of the pastor.

The chair or other deacon may be assigned the task of selecting and contacting clergy to cover those Sundays when the pastor is on vacation or leave has been requested. 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 may help with suggested names. The Board of Deacons should maintain a current and active list of available Substitute Pastors (see attached list). Each February the deacon assigned this task should contact those on the list to verify and confirm their continuing interest in participation in DUC's Substitute Pastor program.

The deacon will arrange details with the substitute clergy and will communicate with the pastor and church office in time for all details to be included in the Sunday worship bulletin. The deacon will prepare the voucher for the Substitute Pastor's salary and submit it to the Finance Office 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 Pastor. 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 Pastor on the day of the service, then the deacon will make those arrangements with the Deacon of the Day. The deacon will also arrange for thank you notes to be sent to the Substitute Pastor. Sometimes the pastor may 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 Pastor's compensation is \$250.00 as of January 2021).

AVAILABLE SUBSTITUTE PASTORS AT DENNIS UNION CHURCH - August 2020

Lyle Ashby

Connie Bickford

Bette Anne Crowell

Josh Crowell

Paula Degree

Nelson Murphy

Cal Mutti

The Southern New England Conference may also provide a list for pulpit supply.

## **V. SPECIAL SERVICES**

### **A. WORSHIP SERVICES**

Special worship services requiring the participation of deacons include Ash Wednesday, Maundy Thursday, Laity Sunday (if observed) and Christmas Eve services. Specific guidelines for aspects of these services are outlined in Section VI-I.

### **B. WEDDINGS**

In accordance with our statement of welcome, our sanctuary is open to all persons, regardless of race, gender, age, ethnicity, sexual orientation, ability or economic circumstance. Recognizing a sense of responsibility to the couple being married, and to the Christian understanding of the marriage covenant, the church's Board of Deacons support the following guidelines:

1. Requests for weddings should be made at least 60 days in advance to the pastor and will be approved by the Board of Deacons before an official confirmation for the date is given.
2. Participation by an ordained minister and the organist of Dennis Union Church is required unless they approve other arrangements; a current fee schedule is maintained by the office.
3. A detailed explanation of guidelines is available on the church website and includes the following expectations:
  - Music chosen for the service should be appropriate for a worship service
  - Wedding photography or videography must be unobtrusive and secondary to the worship service. Guests with cameras should refrain from taking pictures during the service.
  - No rice, confetti or birdseed may be used in the church or on the church grounds.
  - No alcoholic beverages may be served anywhere on the church property or grounds.

4. The participation of at least one deacon will be scheduled for weddings and rehearsals to assist the pastor in preparing the sanctuary and other areas for the service.

### C. FUNERALS AND MEMORIAL SERVICES

Memorial and funeral services are scheduled through the Church Office. Membership in DUC is not required to have a service in the sanctuary. A full explanation of guidelines is available on the church website, including a current fee schedule for members and non-members.

1. Pastor's Responsibilities:

See Section VI-J -Funeral/Memorial Service Checklist

2. Deacon's Responsibilities:

Coordination of Deacons: Chair of Board of Deacons or deacon assigned to Special Services. The pastor will contact the chair of the deacons with the date and the time of the service.

Deacons may serve as ushers for funerals and memorial services. At least one deacon should be present at all funerals or memorial services even if funeral staff is present. The deacon is 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, copies are available in the deacons' cabinet at the rear of the sanctuary.)

- a) Arrive one hour before service.
- b) Place RESERVED markers on the necessary number of pews as directed by the pastor 30 minutes prior to service.
- c) Place two candles on the communion table. Light candles 15 minutes prior to service.
- d) See that communion table flowers are in place.
- e) 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.

- f) Turn on all lights in the sanctuary.
- g) Make sure boxes of tissues are available in the sanctuary and in the parlor.
- h) Assist pastor as required.
- i) Distribute bulletins for the service to mourners as they are ushered to their seats.
- j) Straighten hymnals, Bibles, etc., in pews after the service.
- k) Remove all flowers from the communion table after the service.
- l) Extinguish candles and return candlesticks to the proper closet.
- m) Turn off sanctuary lights after service.
- n) Give guest book and unused bulletins to the family after the service.

3. Collation Guidelines:

A collation (reception) following a funeral or memorial service for a member or a family member of Dennis Union Church is only available through arrangements with the pastor.

## **VI. APPENDICES**

### **A. PASTORAL RELATIONS COMMITTEE**

#### **Composition:**

Article VIII 2-i of the Dennis Union Church By-laws states: "The Chair of the 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 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; and should also be prepared to meet when called if the Committee or the Pastor have a concern to address.

## **B. THE PEACE CANDLE**

Every Sunday at Dennis Union Church we light a Peace Candle. As we do so, we join many other churches around the world who do the same.

In 1986, a group of American Christians visited Russia. After a service in a Russian Orthodox Church, an elderly woman pushed three rubles into the hand of the minister leading the party. She asked him to buy a candle and light it in his church as a symbol of peace.

In 1991, the Rev. Edward “Ted” Walker received a Peace Candle while serving a church in Hassocks, England. Ted presented the candle to his home church in Dennis, Massachusetts.

It has become a tradition of the church to give a Peace Candle to church members moving to a new community in hopes they will present the candle to their new church.

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

### **Peace Prayer**

***Lead us from death to life, from falsehood to truth.***

***Lead us from despair to hope, from fears to trust.***

***Lead us from hate to love, from war to peace.***

***Let peace fill our hearts,  
our world, our universe.***

***Let us dream together,  
pray together,  
work together.***

***To build one world of peace and justice for all.***



### Detailed history of the Peace Candle:

The original candle was purchased by a Presbyterian Church in York, Pennsylvania. 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 First 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.

## C. LIGHTING INSTRUCTIONS

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

1. Moldings-full bright
2. Use down arrow to lower intensity. (Will flicker if too low.)
3. Full on except for piano area. For piano area use down arrow to lower. Use up arrow to brighten (will be garish)
4. Lecterns, chancel, table, cross.
5. Use up arrow to brighten (this will turn on molding lights and piano area)
6. Full on in all areas use the up or down arrow to set brightness.
7. "Off" turns off all lights (If the Console in the balcony is on, it must be turned off.)
8. 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)

## **D. COMMUNION PREPARATION**

### **1. Preparation of Elements:**

Deacons assigned to prepare elements will purchase the required food supplies for communion. Please submit an expense reimbursement form with receipts to the Chair for reimbursement.

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 or bottled grape juice.

Please wear rubber gloves (found in deacons' closet) when handling food. The bread should be frozen, then thawed slightly. Prepare enough pieces for six plates by removing the crust and cutting bread into cubes. Slice pita and rice cakes into bite-size pieces. Place cubes and pieces in bags or cover tightly.

### **2. Preparation of Communion:**

The chalice and paten used for communion are stored in the locked display cabinet over the deacon's cabinet in the rear of the sanctuary. The key is in the upstairs kitchen 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 upstairs kitchen. Juice will be on the counter or in the closet. Breads will be on the counter (no food should be stored in the deacon's closet). These items will be provided by the deacon assigned to prepare the elements.

To create space on the communion table, we remove the Bible and candles and place them on the deacon's cabinet. Return the Bible and candles back to 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.

- a) Place one unsliced loaf or pita bread on a paten for the pastor to break.
- b) Spread a large white cloth on communion table in the sanctuary. Put paper doily on organ for organist for service of communion.

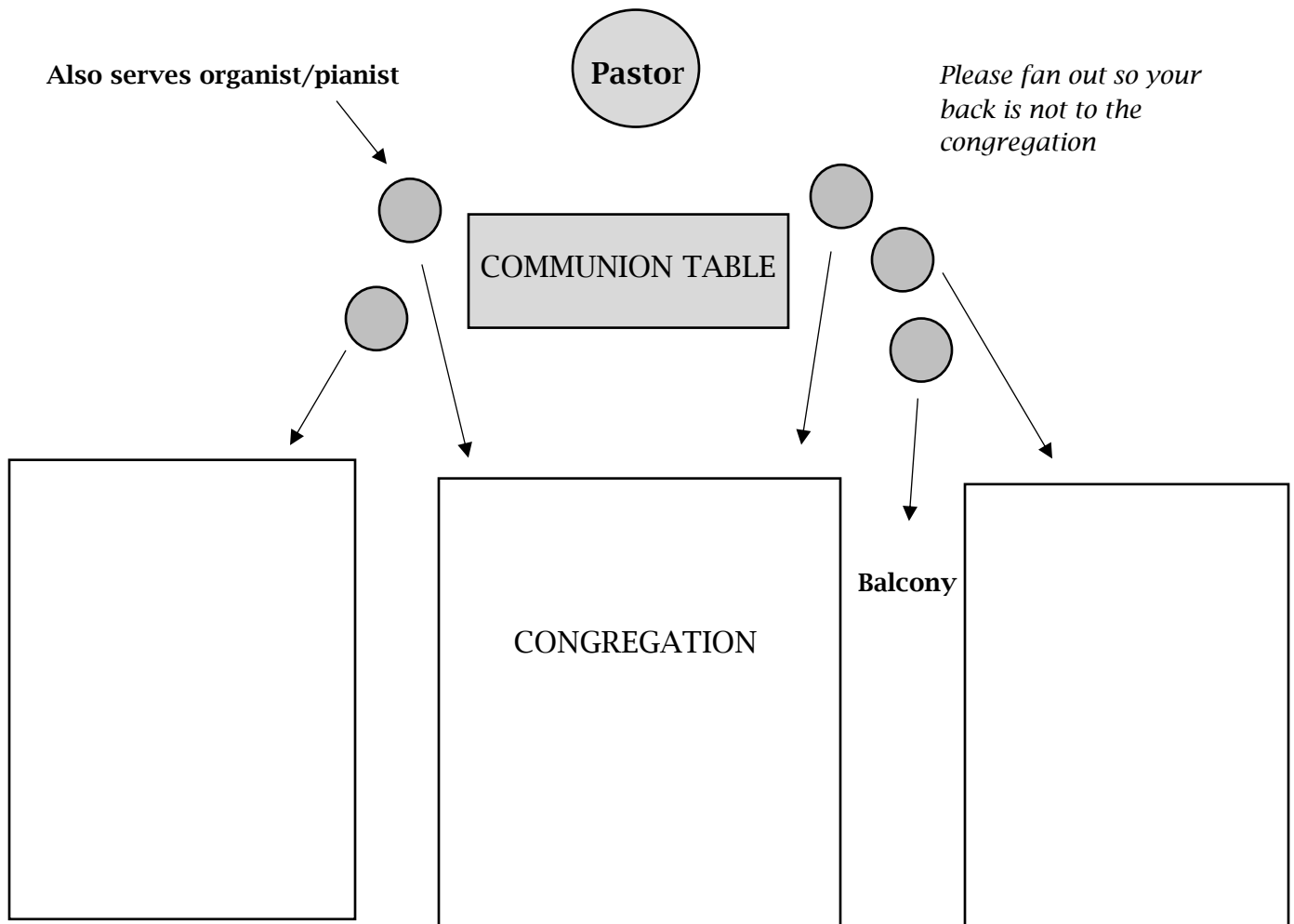
- c) Place six full plates of bread, pita and rice cakes along the front of the table; cover each with an open napkin. Place three juice trays on each end of the table. Do not tape doilies to the plates. See photo of layout and placement of elements.
- d) Fill wine pitcher  $\frac{3}{4}$  full with grape juice. Place pitcher and chalice on table along with whole pita bread or bread loaf.
- e) Make sure there is a small basket for collection of used cups in the choir loft.
- f) One of the small tables should be placed appropriately to receive the offering plates.



## **E. COMMUNION SERVICE PROCEDURES**

1. Deacons serving communion should follow behind ushers as they walk up the aisles to give the offerings to the pastor, taking a copy of the worship bulletin with them. After the offering is blessed, they will be seated in the front pews until called to serve the congregation.
2. When the pastor finishes singing “The Gifts of God” all deacons move to communion table -- 3 to the right side, 2 to the left. The third deacon on the right side serves the balcony. The pair of deacons at the front side of the table (closest to the congregation) will serve the side sections of the church. The two deacons toward the back of the table will serve the middle sections of the church. The deacon serving the side closest to the organ will serve the organist and/or pianist.
3. Stand in an open “V” formation. The pastor will pass the bread plates to the deacon closest to her who will pass that plate to the next deacon who will pass it to the last (if 3). When all have their plates, start serving the congregation. The pastor will serve the choir. (SEE DIAGRAM)
4. As each deacon completes serving his or her section, assemble at the end of the aisles in the same order as the beginning and proceed to the front when all are ready.
5. When the deacons return to the table after serving the bread, they hand their plates to each other to be passed to the pastor, serving each other on the way. The pastor will indicate when to eat the bread (when all have been served).
6. The pastor then passes the trays with cups to the closest deacon to serve as before.
7. After serving the cups and returning to the table, each deacon will pass their tray to the pastor, then return to their seats in the front row where the Pastor will serve the cup to them. Deacons should remain in those seats for the remainder of the service.
8. All deacons serving assist with set-up and clean-up after the service. After the service, use baskets lined with paper towels to collect all empty cups for proper disposal.

## SERVING COMMUNION



### F. 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 use during Fellowship Hour.

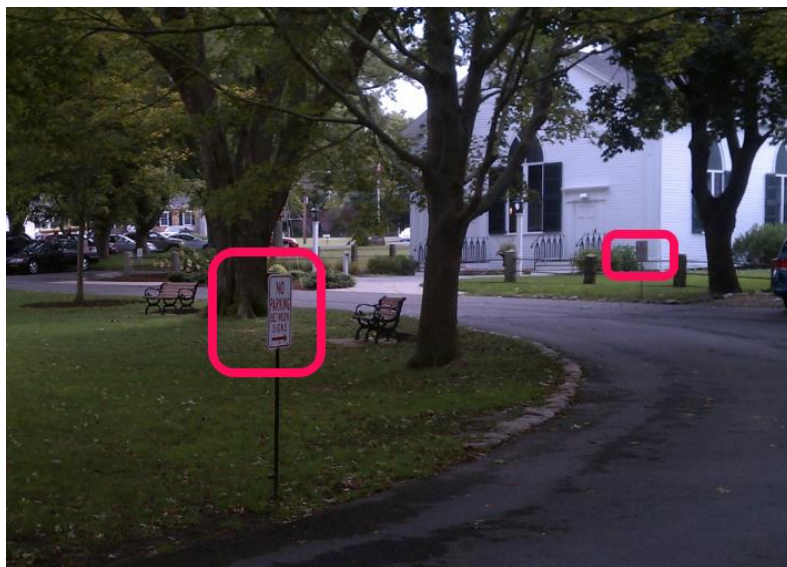
**G. DEACON OF THE DAY SUNDAY MORNING CHECKLIST (updated 3/2020)**

1. Arrive one hour earlier than the beginning of the service -- including special services such as Christmas Eve, Ash Wednesday, etc.) If assigned to serve communion, please also arrive at least one hour before the service start time to assist in the set-up of the elements.
2. Have a cell phone with you for emergency purposes. Note: First aid kit is in the deacons' cabinet. If anyone leaves during the service, make sure they do not need assistance.
3. Unlock doors including the two front doors of the Sanctuary, the vestibule door by the nursery and the Fellowship Hall door (if Fellowship Hall will be used) and the rear door (office entrance). Turn on lights. Turn on ceiling fans (switch is in coatroom near door on firehouse side) when heat is on. Do not turn on fans if air conditioning is on.
4. Put out four "No Parking" signs. Locations are shown in the photos. Find the white plastic pipe in the indicated locations and insert the signs.
5. Unlock windows.
6. Floral arrangement should be placed on a stand in front of the pulpit if not already there.
7. Check that candles are straight and trim wicks if necessary. (If using oil-filled candles, make sure they are filled. Candle oil is in deacons' closet in main floor kitchen. If in use, they should be filled after the service and a note left saying they are filled.) Replace peace candle if needed.
8. Numbers on the hymn board should match those in the bulletin. If not, 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 and a taller stool is in the sexton's room downstairs.)
9. Water should be placed on the pastor's table. (There are bottles of water and cups in the Deacons' cabinet in the back of the sanctuary.) Ask the organist if he or she would like a bottle of water.

10. Put out the 3 offering plates (in deacons' cabinet) as well as the "Reserved" signs on the 2 chairs next to either right or left aisle.
11. Make sure there are bulletins available at three doors to sanctuary. If not on rear pews, look inside Deacons' cabinet.
12. If time allows, refill pews with Prayer Request & Welcome cards, offering envelopes and pencils. Guest Book and pen should be on podium and at doorway in front of Sanctuary.
13. Make sure the ushers are at each of the three doors 30 minutes before the service. Encourage them to wear their name tags. Remind usher at the double door to place the "service in progress" sign on the table once the doors are closed. (Usher Guidelines, including what and when to do the offering, is provided to all ushers). Assist in balcony with the offering collection.
14. Make sure to assist and move any walkers, etc. out of the way and be available after the service to return them and assist the owner.
15. Light the Peace Candle 20 minutes before the service starts with a match (found on pulpit shelf). Ten minutes before the service, light the altar candles with the taper (brass candle lighter). Return to the back of the sanctuary.
16. Take attendance after first hymn. The small attendance sheet (found in/on deacons' cabinet) should be placed in the collection plate.
17. Assist and alert ushers when to go forward for offering etc.
18. If a member of the Finance Committee or the pastor is not available to receive the offering, place the offering in the money pouch in the deacons' cabinet then lock the pouch in the deacons' closet.
19. Assist any visiting pastors by showing them where they may robe (restroom on lower level if pastor is not present) and by securing any personal belongings they wish to have secured.
20. IF IT IS COMMUNION SUNDAY- remove candles from Communion Table and place in closet at left back of choir loft. Replace on Communion Table after service. Check with Cindy to verify who will notify her **when** it is time to bring up the children.



21. After the service, thank ushers for their help. Assist any people with walkers. Extinguish candles. Assist ushers in straightening hymnals, checking if bookmarks, collection envelopes, pencils and other materials for the pews need to be replaced. Note any shortage of supplies and arrange for reorder through the chair of the Board of Deacons.
22. Reverse opening process, i.e. if Communion Sunday, assist in clearing the Communion Table, lock the windows & doors, bring in “no parking” signs replacing protective brass covers, close organ curtains, turn off sound system in A/V area, turn off lights and lock all doors in the building including the back door when you leave.



## H. INSTRUCTIONS FOR USHERS – updated March 2020

Ushers are an integral part of our worship service and their duties extend beyond simply handing out bulletins. Ushers are among the first to greet members and guests as they enter the sanctuary and, by extending hospitality, we help them feel they are welcome to worship with us.

### BEFORE THE SERVICE:

- Arrive no later than 30 minutes before the service.
- Wear your nametag and check in with the Deacon of the Day to see if there are any special tasks that need to be done.
- Two (2) ushers are stationed at the two (2) doors at the back of the sanctuary and one (1) at the double doors in the front of the sanctuary.
- Greet people as they enter and hand them a bulletin. If you meet a visitor, notify the hospitality person on duty so they can record their presence and offer them a name tag.
- Once the choir and minister enter the sanctuary, the usher at the front should place the “worship service in progress” sign on the table in the hall and close the double doors. If possible, this usher should sit close to the double doors so they can assist in opening these doors should it become necessary during the service and at the conclusion of the service. **This usher is responsible for notifying Cindy when to have the children join the congregation for communion.**
- The ushers at the rear of the sanctuary shall close the outside doors.
- Once the prelude starts, the ushers at the rear of the sanctuary shall sit near the back of the sanctuary so they can greet, seat and provide a bulletin to anyone arriving late, remembering not to seat anyone during a prayer or solo.

### DURING THE SERVICE:

- Be prepared to assist the DOD in the event someone needs assistance during the service (e.g. a medical issue, directions to the restrooms, etc.). If a medical issue requires medical assistance (ambulance, etc.), the DOD or an usher should, without disrupting the service, discreetly notify the pastor.

- When the pastor calls for the offering, two (2) ushers should immediately proceed down the aisles to the front of the sanctuary. This should coincide with the choir standing and the minister turning to proceed back to their chair. The ushers should then pass the collection plates to worshippers on each side of the aisle, trying to stay aligned with each other to the extent possible. The third usher, or the DOD, will collect the offering from those seated in the balcony. The balcony offering is to be placed with the other offering plates and brought forward by two (2) ushers when the organist starts to play the Doxology. The ushers should proceed directly to the pastor and hand him/her the collection plates and remain standing with the minister for the completion of the Doxology and the Prayer of Dedication before returning to their seats.

#### **AFTER THE SERVICE:**

- Remove the “Worship Service in progress” sign from the table in the hall and place it on the bottom shelf of the table. Place the paper recycle bins near the three (3) doors.
- Be attentive to any visitors leaving the sanctuary after the service and make a special effort to thank them for attending.
- Straighten the hymnals and remove any bulletins and discarded items left in the pews, including the balcony, and place paper in the recycle bins.
- When checking the pews, make sure there are prayer request and welcome cards, offering envelopes and good pencils in each of the receptacles attached to the back of the pews. Extra cards, envelopes and pencils can be found on or in the deacons’ cabinet at the rear of the sanctuary.
- On Communion Sunday the communion cups need to be collected and discarded.
- Check with the DOD to see if there are any other tasks that need to be done.

**Thank you for your service in this important part of our church life.**

## I. SPECIAL SERVICE INSTRUCTIONS

### 1. Ash Wednesday:

The palms, or the dry ashes, from Palm Sunday are saved to make ashes for the next year's Ash Wednesday service. To make the ashes, the palms are burned and a little oil and water is added 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 or the closet at back left of the choir loft.

### 2. Maundy Thursday Service (Tenebrae):

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

#### a) Communion

Communion will be served prior to the Tenebrae service. The pastor will determine the type of communion service. See Section VI-F for information re: set up instructions for Intinction, and Section VI-E for instruction on serving of separate elements.

#### b) 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 should be returned to their proper storage location.

### 3. Laity Sunday:

May be observed annually. If scheduled, the date is selected by the Board of Deacons with the pastor's approval. A file in the church office is available with a list of those who have taken various responsibilities in past years. When working on this assignment, please keep the records updated to assist the next group working on this event.

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 bulletin for the service.

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.

### 4. 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 committee member 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, if they are to be used. Deacons and the Flower Committee now have 28 brass candlesticks available. (Historic note: the candlesticks were donated to the church by artist Ric Howard. They should never be loaned out.) Only non-drip, white candles should be used in 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.

a) 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. If possible, LED candles should be available for use by children.

b) Candle Lighting/ Electric House Lights:

Handling of the sanctuary lighting is vital for an effective candlelight service. The person designated to handle lighting should confer with the minister before the service for full coordination.

The ushers and deacons lighting candles 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 pastor 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.

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 pastor 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.

c) Responsibilities of Deacon in Charge of Special Services:

- Services are typically held at 4:00 pm and 7:00 P.M.
- Check with the pastor regarding special needs and verify existing arrangements.
- Four to six weeks prior to Christmas, purchase 15-inch, non-drip, white candles for the Communion Table if brass candlesticks will be used. Be sure these are polished prior to Christmas Eve and someone is assigned to arrange the candlesticks on the Communion Table.
- Obtain one deacon to be on duty at each of the two services. That person should arrive one hour prior to the service.
- Three ushers will be needed to hand out candles and bulletins at each of the 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.
- Families must be selected to read and light the Advent candles at each service.
- Candle sticks from the communion table must be cleaned after the final Christmas Eve service before being stored for the year. There should be 225 usable plastic cups—in short, order now for the next year.

d) 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 pastor.
- 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 small ship's 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 7 P.M. service.
- The church treasurer will give you instructions regarding the offering.
- Lock all outside doors before leaving.



e) Usher Duties for Christmas Eve Services:

- 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 earlier 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 usher's tapers.
- The Service of Lights: The usher so designated will dim the lights during this part of the service. The pastor 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 7:00 P.M. service will put away all candlesticks.

## J. FUNERAL/MEMORIAL SERVICE CHECKLIST

### DENNIS UNION CHURCH MEMORIAL SERVICE/ FUNERAL CHECKLIST

Full name of deceased: \_\_\_\_\_

Nickname or other preferred name: \_\_\_\_\_

Name of contact making arrangements: \_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

Minister in Charge:

\_\_\_\_\_

Date of Service: \_\_\_\_\_

Time of Service: \_\_\_\_\_

What Funeral Home is assisting family?

\_\_\_\_\_

Is Funeral Home attending the service? \_\_\_\_\_

Are flowers being delivered? \_\_\_\_\_

Is your arrangement for Funeral Home to pay church participants (organist, pastor, sexton)?

\_\_\_\_\_

Church Access Scheduled: from: \_\_\_\_\_ to: \_\_\_\_\_

Organist contacted: \_\_\_\_\_

Special music requested: \_\_\_\_\_

Sexton contacted: \_\_\_\_\_

Deacons contacted:

\_\_\_\_\_

Approximate number of people expected: \_\_\_\_\_

Is DVD recording of service requested? \_\_\_\_\_ Yes \_\_\_\_\_ No

A/V personnel contacted: \_\_\_\_\_

Is bulletin needed? \_\_\_\_\_

Carillon bells to be rung after service? \_\_\_\_\_ Yes \_\_\_\_\_ No

## **K. DEACONS' TOUR**

### **1. Galley Kitchen**

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

### **2. Sanctuary/Front**

- Unlock ramp door, 2 front doors and back door.
- Turn on wall light switch (panel for special effects lights); master switch in balcony must be OFF for these to work.
- Heat is on Auto. Should not have to adjust.
- Pulpit and lectern
- Peace candle, lighter, matches, altar candles, taper lighter
- Pew racks, hymnals, Bibles, envelopes, welcome cards and prayer requests
- Closet to left of choir loft (candles and candleholder storage)

### **3. Sanctuary/Back**

- Deacon's glass cabinet
- Key location for Communion pitcher and chalice
- Deacon's bottom cabinet: contains water bottles, glasses for ministers, organist, small envelopes, boxes of Kleenex, reservation signs for memorial services, usher carnations, candle lighters.
- 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

### **3. Vestibule**

- Light switch for back of sanctuary and vestibule
- Fan switch in coat closet
- Outdoor parking signs

### **4. Balcony**

- Sound system - 3 blue lights in closet - leave door open and 1 small button back and left side of console;
- Check microphones at pulpit and lectern

## L. CURRENT DEACON INFORMATION

### 1. Board of Deacons 2022-2023

<i>Name</i>	<i>Term Ends</i>
Simon Bookout	2023
Luke Furey	2023
Paul Gray	2023
Peggy McAloon, Chair	2023
Lyle Ashby	2024
Nancy Berquist	2024
Joe Hesse	2024
Priscilla Hutchinson	2024
Judy Mereschuk	2024
Patti Goyette	2025
Sue Schofield	2025
Earl Springer	2025
Skip Walsh	2025

### 2. Board of Deacons Assignments (updated 3/31/22)

Assistant Chair:	Judy Mereschuk
Communion Elements:	Patti Goyette / Priscilla Hutchinson / Sue Schofield
Scribe:	Patti Goyette / Judy Mereschuk
Ushers:	Earl Springer
Hospitality:	Sue Schofield
New Members:	Peggy McAloon

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Audio-Visual:	Luke Furey
Called to Care:	Simon Bookout
Flower Committee:	Skip Walsh
Memorials Committee:	Priscilla Hutchinson
Music Committee:	Lyle Ashby
Nominating Committee:	Judy Mereschuk
Pastoral Relations:	Joe Hesse, Peggy McAloon
Reopening Committee:	Joe Hesse
Special Services:	Simon Bookout, Paul Gray
Welcome Committee:	Paul Gray / Sue Schofield

### **3. Previous Chairs of Board of Deacons:**

2008	Judy Berrien
2009	Judy Berrien
2010	Barbara Baker/Ann Swaim
2011	Ann Swaim/ Karen Mutti
2012	Karen Mutti/ Deb Darson
2013	Deb Darson/ Gail Stern
2014	Gail Stern
2015	Sue Martin
2016	Deb Rilea/ Paul Gray
2017	Jane B. Wilson
2018	Nancy Berquist/ Darlene Fisk
2019	Darlene Fisk/ Sue Schofield
2020	Sue Schofield/ Peggy McAloon
2021	Peggy McAloon/ Paul Gray
2022	Peggy McAloon/ Judy Mereschuk