

## **Deacon of the Month Opening Duties**

**If the Deacon of the Month (DOM) lives a distance from the church, other deacons who live close by are willing to open. Please make this arrangement with them (MJ, Adam, Lee, Maria, Bucky, Hal). Also, if you are going to be gone during your month find someone and tell Angie who it is.**

**Unlock front door and basement door. Turn elevator lock on (from 12 o'clock position to 3 o'clock position) at the ground and upper levels. The elevator and lower level should be in that position already. Turn the light on. Call or ride the elevator to make sure working properly, and that doors open (make sure the inner lock on the outer ground door is NOT locked).**

**In the winter, turn the heat up to 70 on both locked thermostats in the back of the church and the front thermostat (left side of pulpit). The basement thermostat is left about 68-70 at all times.**

**Bring the bulletins and greeter name tags from the office to the vestibule.**

**Bring the florist flowers up from the basement entrance (if there are any) and place on pulpit table.**

**If snow, make sure the steps and walks are cleared. Use no salt on the steps, but may use sand. Dale Smeltzer 628-4583 is the contact person for road snow removal.**

**Assign fellow deacons to take up collection (6 needed--2 per aisle) and have three deacons assigned after the service to count the collection and fill out and sign forms. Give the money to Rita or Jasper Reynolds with original form and place 4 copies on the secretary's desk. If Lee Garrett isn't there, have someone count the congregation. Help late comers find seats.**

**After counting, turn down the thermostats to 65 and turn off all the lights in the sanctuary and basement to include restrooms and make sure the coffee pot and small heaters are unplugged. In the summer, the thermostats are left at 72. Also, make sure the commodes are not running. Shut the kitchen and back hallway doors as that area is on a different heat system. Also, shut door to inner stairway.**

**Take the elevator to the basement and turn the light off. Turn the locks off (from 3:00 o'clock back to 12 o'clock) at the ground and upper levels. Leave the elevator on at the basement and in the elevator itself. Make sure the inner door on the outer ground level is NOT locked. Lock front and basement doors.**

**Deacon of the Month will be entered in the bulletin to be called for help if needed for church or community, and DOM is also responsible for having the devotions at that month Deacons' Meeting.**