



## **Deacon Orientation Guide**

Revised February 2015

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# Letter of Welcome

February 1, 2014

Dear Members of the Diaconate:

Serving on the Diaconate is an honor conferred upon active, baptized church members and people of faith who endeavor to live exemplary lives as followers of Jesus Christ, who strive to live a moral and ethical life before God and in community, who nurture their spirituality, and who, in caring for others, seek to serve the needs of members and non-members alike. Originally characterized in the life of the early Church as "of good standing, full of the Spirit and of wisdom," deacons have developed from those who would serve tables to be the primary ecclesiastical body responsible for the servant function of the church. They cooperate with the clergy in overseeing the pastoral ministry of the church. While their responsibilities are widely varied from overseeing and staffing worship services, to providing for member care, to developing, resourcing, and implementing educational opportunities for people to grow in faith and understanding, deacons present to the rest of the Church and the larger society the best of what it means to live a life of faith, hope, and love. In short, deacons are people of integrity who are committed personally and materially to the church's ministry and mission. They express their gifts, skills, and abilities to minister sensitively and caringly to others, to build up the Body of Christ, and to provide for the worship life of the community of faith as well as for the spiritual development of its members and friends.

I sincerely hope that your service as a deacon at Trinitarian Congregational Church, United Church of Christ, proves to be a deeply satisfying and meaningful calling, bathed in prayer and expressed through selfless service. As the well-known hymn should remind us, "they'll know we are Christians by our love." And, so it should be, especially as we, together, re-present Christ to a needy world. May your time as a deacon prove to be one of the most memorable seasons in your life of faith.

With every good grace and God's blessing,

John C. Lombard  
Senior Minister

# DIACONATE PROFILE

(Revised 11/13 by the Diaconate)

## By-Laws - Section IV

The Diaconate, with the Minister(s), shall be responsible for leading the spiritual affairs of the church, including pastoral duties, worship, caring for the membership, support for the church as a teaching parish, and outreach to encourage lay participation in each of these responsibilities. The Diaconate shall provide and distribute the elements for Communion, as well as be responsible for Baptism and Confirmation. The Diaconate shall be responsible for the distribution of the Deacon's Fund.

The Diaconate shall be responsible to the Church Committee.

Membership shall consist of nine men, nine women and up to two high school members, if such high school members willing to serve shall have been identified by the Nominating Committee or by nomination from the floor as contemplated in X.A, Election of Officers and Committees. Three men and three women shall be elected annually for a term of three (3) years. The high school members shall be elected annually for a one-year term.

## Meetings

Meetings of the Diaconate are held monthly on the second Tuesday of each month, from September through June.

## Term and Responsibilities

Diaconate members are elected annually for a term of three years. At the option of the Nominating Committee, members can be re-elected for a second, three- year term. Deacon responsibilities include:

- Distributing the elements of Communion. Deacons serve communion on the first Sunday of each month on a rotating schedule.
- Participating on one sub-committee. Two Deacons are typically assigned to each sub-committee (see list below).
- Attending monthly meetings, as well as volunteering for at least one meeting role during the year. Roles include taking Minutes or offering a Moment of Reflection at the start of each Diaconate meeting.

- Volunteering to be “Deacon of the Day.”—Deacons are responsible for providing logistical support for summer services. This duty is based on each Deacon’s summer schedule.

## Areas of Focus

- Support the Clergy. The Diaconate is responsible for supporting the clergy in planning, participating in, and conducting worship services throughout the year. This includes special services during the liturgical year, such as Advent, Christmas, Epiphany, Lent and Holy Week. To work with our clergy in creating meaningful services and expressions of worship is one of the most rewarding responsibilities of being a Deacon. In this mission, we see God working through the ministry of clergy and laity alike to make His promise real in today’s world.
- Core Sacraments. Working with our clergy, the Diaconate supports the core sacraments of our United Church of Christ Church, which are Communion and Baptism. We honor the sacraments in a variety of expressions, always attempting to make them vibrant and meaningful in today’s world.
- Spiritual Life of the Church. Together with our church family, the Diaconate works to attract new church members by creating programs and initiatives that reinforce our spiritual mission. An example of this is the creation of the 4<sup>th</sup> Sunday Worship Service.
- Ministry of the Laity. The United Church of Christ is a member-led community of faith and, as such, the Diaconate works to encourage the congregation to participate in services (by being an usher or a liturgist, for example) as well as to create new expressions of worship, such as small group ministries. Examples of lay-led initiatives the Diaconate has helped to launch include the Caring Connection, Stephens Ministries, the Filipov Forum, as well as Lenten and Advent Small Groups. The Diaconate provides supportive oversight for each of these initiatives as needed.

## Subcommittees

- Communion - Assigning Deacons to serve communion throughout the year, including set-up and clean-up. Training new Deacons to prepare and serve communion.
- Confirmation - Assisting the Associate Minister, as needed, in soliciting confirmation mentors and in hosting the annual confirmation breakfast for confirmands, their families, and mentors.
- Baptism - Organizing Baptisms 3-4 times per year, including supporting the families and participating in the service.
- Liturgists - Soliciting liturgists to read the Call to Worship and scripture passages, as well as to offer a Call to Stewardship, including holding periodic trainings on the role of a liturgist.

- Flowers - Arranging for flowers to be displayed during each service and writing thank-you cards to those contributing flowers.
- Ushers - Soliciting ushers and assigning head ushers, including holding periodic trainings on the role of ushers. This has been recently organized by Judy Walpole, assigning Ushers in September for the year. Deacons are still responsible for Special Services like Christmas Eve and Holy Week.
- 1st Sunday Service (formerly 4th Sunday Service) – Recruiting spiritual leaders and, in conjunction with the Music Coordinator, musicians for each service.
- Small Group Ministries - Encouraging lay-led expressions of faith and providing support, as needed. Lenten and Advent study groups have become a regular part of the church calendar. Deacons often serve as Facilitators, Hosts or participants.

# COMMUNION

## **Guide for Diaconate Chair(s) of Communion Subcommittee** (Revised 1/21/12)

### **Main Responsibilities**

- Create a year-long Diaconate schedule for serving monthly communion
- Maintain communion instructions and update as needed
- Assist clergy in planning communion during other services
- Provide communion folders for new Diaconate members
- Conduct training in communion procedures once a year for new Deacons

### **Schedule of Tasks for Chair(s) throughout the Church Year**

#### **Late summer (before the September Diaconate meeting)**

- Create communion schedule for October through February
  - For February assignments, remember to consider diaconate members rolling off committee
- Update monthly communion folders in the kitchen cabinet
  - Make 9 copies (for October through June) of the following documents:
    - New communion schedule (only need copies for October through February folders)
    - Individual serving instruction sheets
    - Organizer's checklist
  - Check folders for other documents and add if needed

#### **September Diaconate meeting**

- Distribute communion schedule
- Find out if any early communion services are planned during the year; if so, ask for volunteers to assist

#### **Monthly, throughout the year**

- One week before first Sunday of the month, send a reminder to the person in charge of communion setup for the upcoming month
  - \*\*\* Since people are often busy and/or distracted at the end of the year, it's a good idea to send a preliminary reminder for January before Christmas, then follow up with a reminder at the usual time.

#### **January/early February (before the February Diaconate meeting)**

- Create communion schedule for March through June, including new Diaconate members
- Make 4 copies of the communion schedule and put them into the March through June communion folders in the kitchen

#### **March Diaconate meeting**

- Distribute communion schedule

#### **April Diaconate meeting**

- Ask members to sign up for summer communion (July – September)

## **Tips/Hints on Creating the Communion Schedule**

- Try to rotate times and responsibilities; for instance, don't assign a person to be in charge of setup or cleanup more than once a year, and try to alternate setup and cleanup assignments.
- The one exception to this is committee members who are in the choir; they usually can only be on cleanup duty.
- Try to balance males and females each Sunday as much as possible – but people will trade months anyway, so don't sweat this too much.
- When scheduling new committee members, make sure they have a chance to learn things (preferably by shadowing someone who is experienced) before they are in charge of setup or cleanup.

## **For “Deacon of the Day” Communion Organizer**

- “Deacon of the Day” is the lead organizer and overseer of the Communion service. They are also in charge of Communion setup.
- If you have never been in charge of setup before and haven't “shadowed” an experienced deacon setting up, let the Deacon Chair of the Communion Sub Committee know, and she/he will make sure an experienced deacon will be on the setup team to help.
- Early in the week (Monday or Tuesday) before Communion Sunday, call or email the other people assigned to assist with communion that week, reminding them of their duties on Sunday, and ask for confirmation of their availability. (See a sample email in *Appendix B*.) If a person is unable to serve on Sunday, he or she is responsible for finding a replacement.
- On the Tuesday before communion Sunday, call Sylvia Greene at (978) 369-8214 (h) or (617) 349-6363 (w) to confirm she will drop off the loaf of communion bread at the church by 9:30 AM Sunday.
- You may find it helpful to pick up the Information sheets for the servers during the week (located in folders in the Parish kitchen) before Communion and assign positions to your servers before Sunday.
- If you run into problems on Sunday morning and the deacons present aren't able to help, look for the Sunday school superintendent for that day (Wayne Jalenak, Laurel Baumer, Jim Davidian, or Lee Means) or Judy Walpole. They should be able to help or will find someone who can.



## **A Deacon's Guide to Communion** (Revised 11/10/11)

*This section and its appendices contain information on set up, serving, and clean-up for Communion at Trinitarian Congregational Church.*

### **Contents**

- Basic facts
- Setting up
- Serving
- Cleaning up
- Appendices
  - Appendix A:
  - Appendix B: Sample Email from "Deacon of the Day" Communion Organizer
  - Appendix C: Where Communion Items are Located
  - Appendix D: Layout of the Front of the Sanctuary and the Communion Table
  - Appendix E: Possible Substitutes for Serving Communion
  - Appendix F: Communion Instructions for Summer Sunday Services

### **Some Basic Facts**

- Communion is served during the 10AM service on the first Sunday of each month. If that Sunday happens to have two services (as it may sometimes during the Lent/Easter season), communion is served during both services.
- *Note: The weekly 8:30 service has been discontinued.* If communion is served at a 8:30 service, it is served by intinction. *Appendix A* has instructions on setting up and serving communion at this service.
- Each deacon will serve communion during the 10AM service approximately every other month, and may be asked to serve at other services as well. Ten (eleven, if the choir is singing) deacons are needed to serve communion at the 10AM service. (Chuck Stevenson usually serves communion to the choir.)
- Communion is served at the 11PM Christmas Eve service and at the Maundy Thursday service.
- During the summer, communion is served by Intinction. A guide for setting up and serving communion at a summer service is being written.
- Communion is usually served by members currently on the Diaconate, but former deacons often help out if needed.

**General Setup Information** - *Everyone assigned to help set up for communion should read this section.*

- If you are assigned to setup, **meet in the kitchen by 9AM.**
- If you have been assigned to bring the juice, please bring a 96-ounce bottle of Welch's grape juice. Make sure you arrive promptly by 9AM, as filling the glasses with grape juice is the most time-consuming setup task.

- If you have been assigned to bring the bread, please bring one large loaf of Pepperidge Farm sandwich bread, with the crusts removed and the slices cut into cubes – about 16 per slice.
- Get 10 copies of the bulletin to distribute to those serving communion.

### **Where Communion items are located for the 10AM service**

- Appendix C has photographs showing specifically where various items are located.
- Juice and bread trays are located in the cabinet at the northwest corner of the island in the kitchen (*figure C-1*). Generally, communion usually requires 12 juice trays and 7 bread trays. High-attendance Sundays may need one or two more of each. If the choir is **not** singing (check the bulletin) or will be singing downstairs, only 11 juice trays and 6 bread trays will be needed.
- Instructions for servers and the “Save for Deacons” signs are in folders in the same cabinet as the juice and bread trays.
- Juice dispensers are in the top drawer to the left of the refrigerators (*see figure C-2*). The dispensers look sort of like white funnels.
- Linens (the tablecloth and small cloths used to cover the bread and juice trays) are located in the lower cabinet to the left of the refrigerators (*see figure C-3*).
- Gluten-free wafers are also located in the lower cabinet to the left of the refrigerators (*see figure C-3*).
- Small glass bowls for the gluten-free wafers are located in one of the upper cabinets in the kitchen (*see figure C-4 for the location of the bowls and C-5 to see what they look like*).
- The pitcher and chalice are located in the cabinet on the left side of the Narthex (*see figure C-6*). The key to the door is on the top ledge of the cabinet or over the door to the closet.
- Small tables for the clergy chairs are usually in the parlor (*see figure C-7*). If they’re not there, look in the Library or the entry hall.

### **Setting up the juice**

- Use the juice dispensers to fill the trays with juice. There should be two or three dispensers, so more than one person can work at a time. Fill each cup about ½ full.
- Pour some juice into the pitcher that will go on the communion table.

### **Setting up the bread**

- The round loaf of communion bread should be on the island in the kitchen. Score the bottom of the loaf with a knife (found in one of the drawers labeled “Knives”), cutting the bottom into 4 or 6 sections. The scoring should be deep enough (about halfway up the loaf) that the minister can easily tear the loaf apart.
- Place a small glass bowl on each of the bread trays, including the tray for the loaf. Place 3 or 4 of the gluten-free wafers into each bowl.
- Evenly divide the cubed bread between the bread trays. Put the round loaf on one of the trays.

## Setting up the sanctuary

- See *Appendix D* for a detailed layout of the front of the church and the communion table.
- Move the communion table down from the dais onto the floor. **NOTE:** *The table top is removable, so do not try to move the table by lifting there- lift from the wood frame.* Set the table at the front edge (the edge closest to the back of the church) of the carpet, so there is adequate room to get around behind the table.
- Put the tablecloth over the table, and place the two candlesticks on it.
- Put the pitcher and chalice on the communion table.
- Move one round wooden table to the middle of the dais, and place the cross on it.
- Place one of the small rectangular tables on the inner side of each chair.
- Arrange 10 trays of the juice and 6 trays of the bread (including the one with the round loaf) on the communion table as indicated in the layout on *Appendix D*, and cover them with the white cloths.
- If the choir is sitting in the loft, place one tray of juice and one tray of bread on Vicki's desk outside the choir loft, and cover them with cloths.
- Place one or two extra juice trays at the back of the sanctuary (see *figure C-9*) and cover them with cloths.
- If it is a high-attendance Sunday, place another extra juice tray in the balcony (see *figure C-8*) for the location) and cover it with a cloth.
- Place the "Save for Deacons" signs on the front long pews.

## Serving Communion

*Everyone serving communion should read this section.*

### Preparing to serve

Everyone should **meet in the Upper Room at 9:45AM** for a prayer with the ministers and choir.

- After the prayer, assemble with the other deacons in the Library to line up to enter the sanctuary. The person assigned to L5 leads the line, followed by L4, L3, L2, L1, R1, R2, R3, R4, and ending with R5.
- Sample instructions for serving communion are in *Appendix E*. You will receive a position-specific copy of this when you serve communion, indicating which spot you're assigned.

### After the service

- Collect empty cups from the pews – don't forget the balcony – and take them to the kitchen for washing.
- Clear the trays, linens, pitcher and chalice from the communion table and take them to the kitchen.
- Move the table back up to the dais. Rearrange the tables, etc., to the "normal" setup (see *figure C-14*).
- Return the small tables to the parlor.

- Return the “Save for Deacons” signs to their folder.

## **Cleaning Up Communion**

*Read this section if you are assigned to help clean up after communion*

- One thing to remember is that the cleanup crew often shares the kitchen with other people, so things can get a little crowded and there may be some competition for the sinks. Just keep smiling. ☺
- Expect to spend thirty to forty-five minutes cleaning up after the service.
- If you don’t know where to put something back, check “Where things are located” in the Setup section above.
- Remaining bread can be thrown away or put into plastic bag(s) to take home. Unused gluten-free wafers should be thrown out.

### **Washing and drying:**

- All of the items used in communion must be hand-washed and -dried. This tends to work best in teams of two or three, one team at each sink. One person washes, the other one or two dries. (Towels are in the drawer labeled “Towels”.) When washing the cups, put your thumb over the hole at the bottom to help keep water out.
- Wash and dry the pitcher and chalice, put them back in the Narthex cabinet and lock the cabinet door. Remember to put the key back in its spot.
- Wash and dry the cups used for the gluten-free wafers, and put them back in their cabinet.
- As the juice cups are dried, put them onto their appropriate trays. You should be able to tell which cup goes on which tray by looking at them, but if you’re not sure, here are two ways you can tell:
  - Look at the bottom of the cup. If the bottom is flat except for the hole, the cup goes on the larger tray with the straight pegs. If the bottom is curved, the cup goes on the smaller tray with the wider, sloped pegs.
  - Wiggle the cup when it’s on a peg. If it feels like it could rock off the peg, it’s probably a cup that should go on the smaller tray.
- When two trays are filled with clean cups, stack them and slide them into one of the pouches.

### **Finishing up:**

- Stack the bread trays and put them into one of the pouches.
- Put the bread and juice trays back in their cabinet.
- Put the communion linens into their big plastic zippered bag, and leave them on the counter immediately to your left when you walk into the kitchen from the Parish Hall. (A photo of the location will be added soon.) Nora Wetzel launders and irons the communion linens each month – tell her “thanks” next time you see her!
- The person in charge of cleanup (or someone else who is willing) should take any damp towels home, launder them, and return them to the kitchen.
- Check to see that everything else is tidied up and put away.
- You’re done! Thank you for your help!

## Appendix B: Sample email to be sent from “Deacon of the Day”

This is just meant to be an example. Feel free to tailor the content as you see fit.

.....

Dear Fellow Deacons,

You have been assigned to assist with Communion this Sunday, <date>. Assignments are as follows:

**Setup** (Arrive at the church by 9AM Sunday and meet in the Kitchen)

<Name 1> - Please bring a 96-ounce bottle of Welch’s grape juice.

<Name 2> - Please bring a large loaf of Pepperidge Farm sandwich bread with **crusts removed** & slices cut into cubes, about 16 cubes per slice.

<Name 3>

<Name 4>

**Cleanup** (Arrive at the church by 9:30AM Sunday and meet in the Upper Room)

<Name 5> - You are in charge of cleanup.

<Name 6>

<Name 7>

<Name 8>

<Name 9>

Please confirm via email or phone (<phone number(s)>) to let me know if you will be able to serve on Sunday. If you are unable to serve, please arrange for a substitute and let me know who will be filling in for you. Any current or former deacon can substitute. Please make sure that your substitute knows your assigned duties.

Thank you for your service and I look forward to seeing you on Sunday,

<Name of “Deacon of the Day”>

**Appendix C: Where Communion Items are Located**  
*Draft as of 10/13/09*



**Figure C-1: Juice and bread trays**



**Figure C-2: Juice dispensers**



**Figures C-3: Linens and gluten-free wafers**

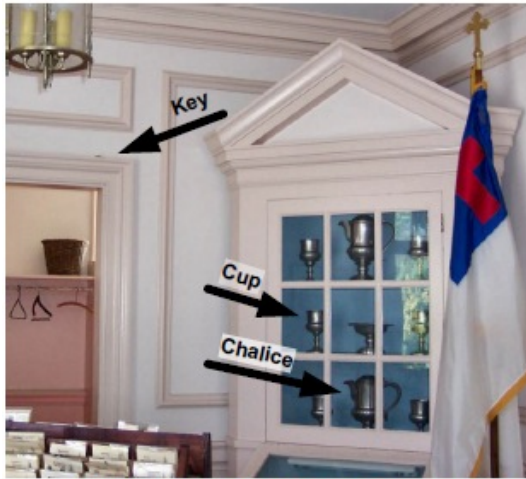


**Figure C-4: Cups for gluten-free wafers**

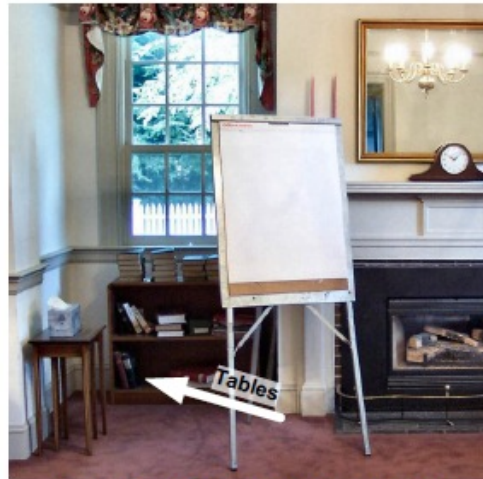


**Figure C-5: Close-up of a cup**

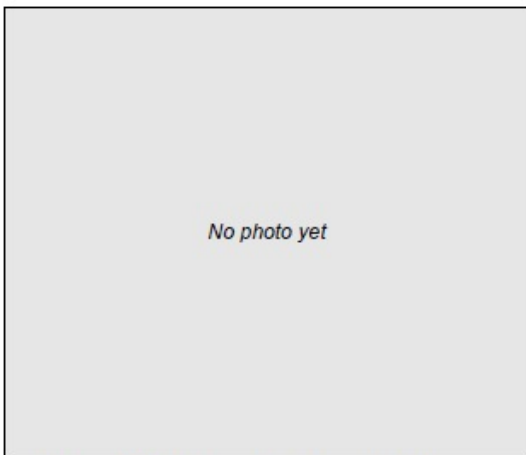
**Appendix C: Where Communion Items are Located**  
*Draft as of 3/8/10*



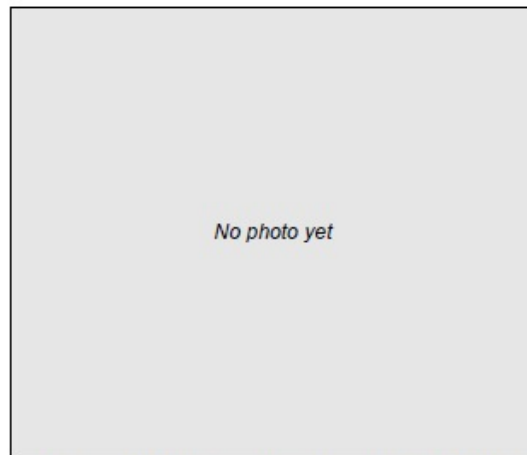
**Figure C-6: Cabinet in the Narthex with the cup and chalice**



**Figure C-7: Small tables for clergy**

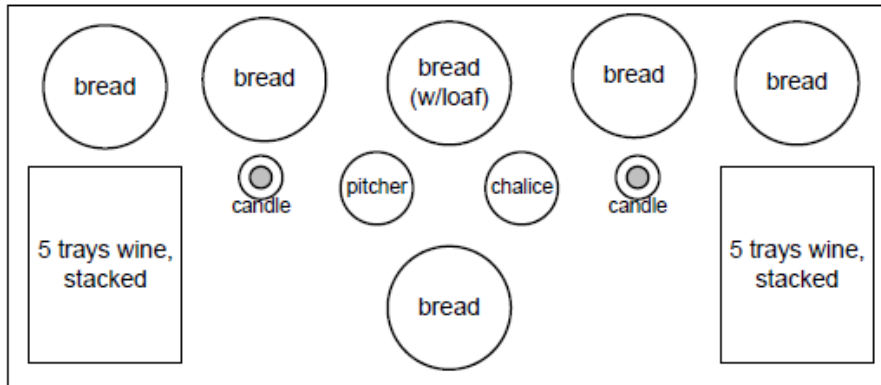
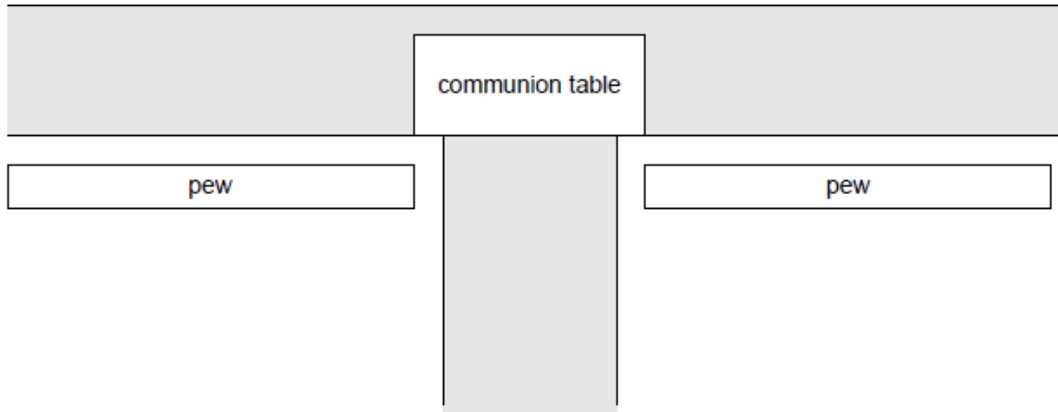
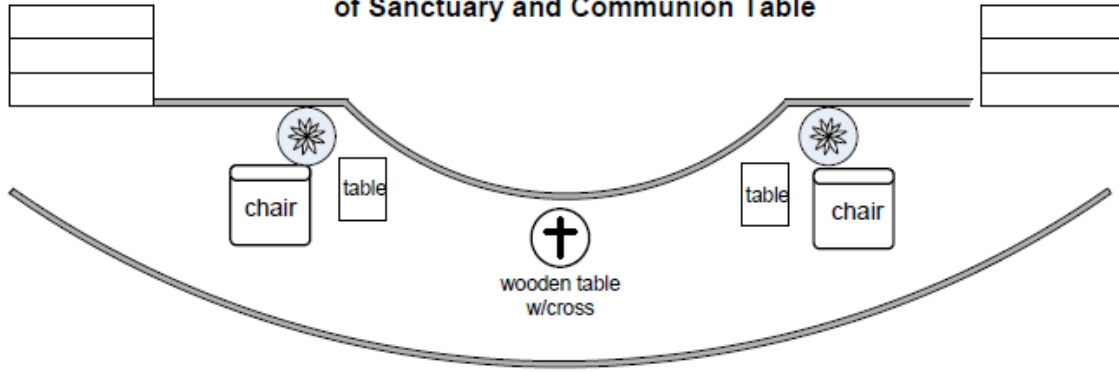


**Figure C-8: Extra juice tray in balcony**



**Figure C-9: Extra juice trays in back of sanctuary**

**APPENDIX D: Communion Setup for Front of Sanctuary and Communion Table**



Note All trays should be covered with a white cloth.



## Appendix E: Possible Substitutes for Serving Communion

<b>Name</b>	<b>Phone</b>	<b>Last Year on Diaconate</b>
Bill Ackles	978-371-1655	
Peter Anderson	978-371-0570	
Dave Antos	978-371-0837	
Sam Bird	978-369-0100	
Elaine Bonoma	978-369-4009	
Paul Bruning	978-369-6431	
Rosemary Crampton	978-369-3419	2010
Barbara Feehrer	781-275-7290	
Kathy Flynn	978-369-6934	
Carol Gupta	978-371-0018	2010
Liz Haff	978-287-0284	
Jim Hall	978-371-0029	
Susan Hamilton	978-371-0067	
Thad Jackson	978-897-4956	
Mary Jalenak	978-897-4590	
David Kolstad	978-371-1089	
Fritz Kussin	978-369-4359	
Cynthia LaMothe	978-369-9676	
Craig Leckband	781-275-6775	
Chris Lindop	978-263-8116	
Laura Lindop	978-263-8116	
Betsy Maloney	978-369-8024	
Marsha Martin	978-897-6142	
Carol Miller	978-369-3755	
Steve Payne	978-287-5031	
Dale Ryder	978-371-9673	
Chuck Stevenson	978-369-1525	2011
Charity Tremblay	978-371-0471	
Peter Tunnicliffe	978-443-6570	
Elise Woodward	978-369-9301	2011
Laurel Baumer	508-358-5283	2012
Russell Sanna	978-369-2759	2012
Nancy Haynes	978-369-3829	2012
Earl van Horn	978-263-8481	2012
Mitzi van Horn	978-263-9656	2012
Gerald Vigneron	978-369-9967	2012
Jim & Sue Richards	978-443-4136	2015
Skip Saideh	978-369-2607	2015

## **Appendix F: Communion Instructions for Summer Services**

### **General Information:**

During the summer (also at the 8:30AM services when we have them, and occasionally at other services), communion is done by intinction, where there is basically one loaf of bread and one cup of grape juice, and everyone files up to the front of the church to take a piece of bread and dip it in the grape juice. We also have the gluten-free wafers and a separate cup of grape juice available for those who would like it. Sometimes the minister does it all on his or her own, holding both the bread and the cup, sometimes the minister will hold the bread and a deacon holds the cup of juice (or vice versa) - it really depends on what the minister wants to do. This makes the setup and clean up relatively easy - you just have to make sure that everyone is clear on how things will actually be served.

### **Responsibilities before Sunday:**

Contact whoever will be the presiding minister on Sunday to find out if there are any special requirements or instructions. If there are any special instructions, those may modify or negate some of the "standard" setup steps outlined below. You may be asked to assist with serving the communion as well as prepare the elements.

By Tuesday or Wednesday, call Sylvia Greene at (978) 369-8214 (h) or (617) 349-6363 (w) to confirm that she will drop off the loaf of communion bread on Sunday. If for some reason you can't reach her or she is unable bring the bread, please purchase a small loaf of whatever type of bread you think would be good.

Buy a small bottle of grape juice. The 10 or 12-ounce bottle that are with the single bottles of iced tea and juices that you often see in a refrigerated section of the grocery store work well.

**Responsibilities on a Summer Sunday:** *Please note that these are general instructions, and may change depending upon the Minister's wishes.*

Arrive at the church by 9:15AM to set up.

- Ask the ushers to help you move the communion table down to the floor. Arrange the candlesticks, wooden table with the cross, and small tables beside the chairs as illustrated in Appendix D of your Deacon's Guide to Communion packet.
- From the kitchen cupboard where the communion linens are kept (just to the lower left of the refrigerators), get a tablecloth and one napkin, as well as the box of gluten-free communion wafers.
- Place the tablecloth on the Communion table.
- Get a chalice and pitcher from the cabinet in the narthex. Put some water in the chalice to make sure it doesn't leak. Pour the grape juice into the pitcher.
- Score the bottom of the loaf of bread with a knife, so the minister can easily tear it apart.

- Get a round tray/plate from the lower kitchen cabinet that holds the communion trays, and put the loaf of bread on the tray.
- Get two small glass bowls (like the ones used for the gluten-free wafers during regular communion) from the kitchen cupboard, and put a few gluten-free wafers into one. The other bowl will be for the grape juice. For this, you could also use the small pottery chalice and plate set that are usually kept in the TV cabinet in the parlor.
- Take the tray, pitcher and cup to the communion table. Put the napkin over the loaf of bread.

Meet with the minister to talk about how he would like you to assist (or not) during the service. He should also check the arrangement of the communion table, in case he would like to make any changes.

After the service, wash the tray, chalice and pitcher and anything else that was used, and return them to their places. Also return the communion table and any other furniture to their original places. Leave the linens on the kitchen counter for Nora Wetzel to pick up.

## Guide for Diaconate Chair(s) of Baptism

Specific Sunday services throughout the year include the rite of Baptism. These Sundays usually include Mother's Day in May and Father's Day in June.

Deacons can assist the Minister(s) in this Core Sacrament in the following ways:

1. Contact the Minister at least a week prior to the service to determine the number of children/babies being Baptized and the approximate number of family members attending the service.
2. Contact Carrie O'Brien, Church School Coordinator, to provide her with the number of families having children Baptized during the service. Carrie will arrange for a candle to be crafted by a 7<sup>th</sup> grade student and presented at the time of Baptism to each family/baby.
3. Deacon(s) will arrive at the church by 9:30 am:
  - Prepare white ribbons in advance for parents to wear during the service. Store these ribbons in the church office closet along with safety pins. Gift a ribbon to each parent whose child will be baptized during the service.
  - Place reserved seating placards in front pews for Baptismal participants.
  - Welcome and direct families, helping with any special family needs, distribute ribbons, and copies of Articles of Faith.
  - Locate Baptismal certificates and distribute after conclusion of Baptismal rites.
  - Distribute children's activity kits, as needed.
  - Check microphone operation.
4. Passages in the *Order of Worship* will be highlighted by the Minister to alert the Deacon when to assist and lead the congregation during this part of the service.
5. Deacon will remove the cover from the Baptismal font, as directed by the Minister, during the service and return font and cover after service.

# **Guide for Diaconate Chair(s) for Recruiting Liturgists**

(Revised 8/20/11)

## **Foundations and Grounding**

Liturgy is historically an integral component of the Trinitarian Congregational Church worship service. The root word from which liturgist comes is the Greek leitourgia, meaning a public work. In the TriCon tradition, we often refer to liturgy as "the work of the people." Thus, a liturgist is a person having some responsibility for the shape, order, substance, form, and content of our worship services. Since we look to scripture for guidance in most aspects of our worship service, it is expected that we would do so for understanding how we should approach the role of liturgist. There is not a single biblical passage that provides an overarching perspective. However, 1Timothy says: "All Scripture is God-breathed and is useful for teaching, rebuking, correcting and training in righteousness."

The role of the liturgist in our worship service is significant, on the same level of importance as all other components of worship. Those volunteering to serve as liturgist should understand that they are continuing a strong and vital tradition of laity involvement in Congregational worship services.

## **Role of the Liturgist**

Currently, the liturgist has three responsibilities, two are required and the third is optional:

1. Reading the Call to Worship
2. Reading the scripture passage for the day chosen by clergy
3. Providing the Call to Stewardship (optional)

## **Scope of Diaconate Responsibility**

The Diaconate currently has the responsibility to recruit volunteers to serve as liturgist for each and every worship service throughout the church calendar year except for the two services which are normally held in conjunction with West Concord Union Church in West Concord Union Church either the later part of July or the first part of August. In addition, there are services throughout the year when a volunteer to serve as liturgist is not needed. An example of this is Mission Trip Sunday when youth involved with the Mission Trip normally serve as liturgists. This illustrates the importance of being in constant communication with the clergy and Church Offices to ensure that the recruitment of liturgists is in synch with the worship service planning.

## Process/Procedure/Logistics

1. Construct the annual calendar for worship services to be held in all twelve months of the year.
2. Review calendar for worship services with clergy and Church Office to identify any worship services for which a liturgist need not be recruited.
3. If more than one person is involved with recruiting, allocate which worship services and members of the Congregation will be the responsibility of which recruiter.
4. Look at who has served as liturgists in the past and use your judgment as to when someone should be asked to serve as liturgist again.
5. Normally, members of the Congregation contacted to serve as liturgist have a challenge in making a commitment more than two months in advance on average. Therefore, the recruitment process needs to take place throughout the church year.
6. Maintain Liturgist Sign Up Sheets.
  - a. Sign-up sheet in the Parish Hall along with other sign-up sheets should provide the contact information for those recruiting liturgists
  - b. The current list of those volunteering to service as liturgists should be maintained in the Tri Con web site along the instructions for the liturgist.
7. Attempt to recruit those who have never served as liturgist as well as using those who have served before and enjoy serving again when the opportunity arises.
8. Continually update the Church Office with who has stepped forward to serve as a liturgist.
9. Church Office sends the Call to Worship and Scripture Reading to the liturgist volunteer a few days before the Sunday they are to serve.
10. If the person volunteering to serve as liturgist chooses not to provide the Call to Stewardship, inform the clergy of their decision as soon as possible before the service.
11. Consult with clergy and Diaconate to schedule two training sessions for those interested in serving as liturgists.

# Guide for Head Ushers

(Revised 8/20/11)

Head Usher(s) for a service are responsible for everything that goes on in the sanctuary, which is not initiated by the clergy or others in the pulpit, or by the choir or someone involved in special musical programs. If unusual circumstances occur during the service, the Head Usher should lead the action to deal with them.

## Checklist for Head Usher(s)

### Upon Arrival 30 Minutes before the Service

- Bulletins, including large print
- Confirm the candles on the altar are “loaded”
- Windows, drapes, and lighting
- Offering Plates
- Meet with ushers and greeters
  - Make sure that all persons entering the church are welcomed
  - Remind ushers to help people find available seats

### Ten 10 Minutes before the Service

- Candle Lighting (if necessary)
- Bell ringing
- [During Advent or Lent]: Wreath candles

### During the Service

- Joys & Concerns book during first hymn
- Attendance count (after children leave)
- Offering - Dedication - fold 4 copies for Ushers

### After the Service

- Clean up loose bulletins, hymnals, pick up “sign in” Sheets
- Check hearing aid devices to “Off”
- CLOSE ALL WINDOWS
- Take Offering money to the bank

## Organization

Arrive at the church 30 minutes before the service and ask the Minister if any special activities are required of the ushers during that service. Assign greeters and ushers as follows:

- One Usher at the door from the Parish Hall,
- One person or couple or family to act as Greeters at the entrance into the sanctuary from the Narthex,
- One to three ushers to pass out bulletins at the back of the church standing at center aisle and side aisles.

- If there are sufficient ushers, assign greeters to the Hubbard Street entrance and the outside steps to sanctuary.
- Assign an usher to remain in the narthex after the service begins to greet latecomers and to help them find a seat.

### **Bulletins**

Make certain that bulletins are available, if not, look in the upper room. Be certain that all ushers know that large print bulletins are available.

One usher should stand just inside door from parish hall and hand bulletins to people who enter that way. When service starts that usher can leave a stack of a dozen or more bulletins on the stand for late arrivers entering there.

### **Candle Holders**

Make sure the candles on the altar are “loaded” with inserts. The white metal covers can be lifted and there should be > 2” of candle insert in each for one service. If you need to refill them, refills are in the closet in the reception office off the Parish Hall on the second shelf from the top on the left side or in the box at the back of the sanctuary on the shelf behind the last pew on the right.

### **Lights**

All the lights are controlled from a panel behind the small double doors just inside the glass doors opposite the stairway to the basement from the narthex. On most Sundays, all chandeliers should be lit and sconces also, unless it is very sunny. Light in the narthex that also controls the fixture over the front door should always be on.

### **Close the Drapes and Open the Windows** (when appropriate).

If sunny, close the drapes on the left side of sanctuary. If warm, open the windows on the right side or both sides of the main floor and the balcony. Close the windows following the service. The pole for opening and closing windows is on the floor on one side. After the service for the CHECK TO BE CERTAIN THAT ALL WINDOWS IN THE BALCONY AND ON THE MAIN FLOOR ARE CLOSED - check even if you believe no one has been in the balcony.

### **Meeting with Ushers and Greeters**

When ushers and greeters arrive, make sure that someone is stationed at each entrance to hand out bulletins. Remind everybody that we are often the first face that someone sees when they enter the church, so greet them warmly. As the sanctuary and balcony fills up, keep track of empty seats, and be prepared to help people find seats, and ask persons who are already seated to make room for later arrivals, if necessary.

### **Offering Plates**

Make certain that four offering plates are on the communion table and two plates are in the rear. On Communion Sundays all plates should be in the rear of the sanctuary.

### **Candle Lighting**

If candle lighters are not listed in the service, light the candles 10 minutes before the service. Lighters are on the back of the last pew on the left hand side of the sanctuary. Matches are in



a box on top of the radiator on the left side. Place used matches in glass dish below. Extinguish candles after each service if needed. Sunday School kids will do this if listed at the end of the bulletin.

### **Bell Ringing**

The bell should be rung ten times 10 minutes before the service. It is rung with the large rope which comes through the ceiling in the rear of the balcony on the Post Office side. Kids love to do this! Assign one usher or one youth (>120lbs) to do this. Untie the rope from the cleat on the wall then re-tie after ringing.

### **Advent/Lenten Wreath [during Advent or Lent]**

Make sure that candles on the Advent Wreath are set up and which ones are to be lighted (Advent) or extinguished (Lent).

### **Joys and Concerns Book**

Make certain that the small black book of Joys and Concerns is in the narthex. **This book must be brought up to the Minister during the first hymn.**

### **Late Comers**

Some people may arrive at the church after the invocation has begun. An usher should greet them, give them bulletins, and ask them to remain in the rear of the sanctuary until the first hymn is being sung. At that time, help them find seats.

### **Attendance Count**

Attendance may be taken by having each usher count the section for which they pass the offering plate. OR You may also get a downstairs count yourself from the steps leading to the balcony, and have the assigned balcony usher give you the upstairs count. Counting should take place after the kids have left; and should include choir, ministers, etc. Please use the forms on the radiator cover to the left rear of the sanctuary to report attendance. Include the form with the offering in the bank bag.

### **Preparation for the Offering**

It is helpful to fold orders of worship to show the prayer after the doxology and to give one to each usher to read when they take the offering to the altar. Each usher should retain this folded bulletin when they pass the offering plate to the clergy (on non-Communion Sundays).

### **Offering**

Four ushers will march forward as the minister descends the stairs to stand by the communion table. Start off with the Left Foot. When the leading pair of ushers reaches the front of the sanctuary they should step apart far enough to enable the following pair to fit between them. Other ushers will wait in the narthex. The minister will give each usher an offering plate. The ushers on the outside turn outward and go down the side aisles. The ushers on the inside will simultaneously turn inward and proceed down the center aisle. Ushers at the rear of the sanctuary will use the two plates at the rear to collect the offering from people in the balcony. On Communion Sundays, Ushers will bring the empty plates forward with them before the Offering and retain the full plates containing the Offering and take them to the back of the church after the doxology and prayer.

### **Post Service Clean Up**

Ushers straighten out the pews following each service. This includes returning hymnals and Bibles properly to their racks, collection and disposal of leftover bulletins and the collection of "Fellowship Sheets." Place all bulletins (used & unused) in the reception office after the service where they will be recycled.

Check the **hearing aid devices** to confirm that none have been left on.

**Please make sure that ALL WINDOWS ARE CLOSED.** Please remember to check the windows in the balcony.

### **Taking the Offering Money to the Bank**

After the service, gather the offering money and place it in the maroon bank bag found in the closet in the Reception Office. Do not open envelopes since the identification of the donor will be lost. The key with tag attached on which is written the same number as is on the bag will unlock the bag. Use the key and (plastic Cambridge Trust Co) card to drop the bag in the night deposit box at the bank - Cambridge Trust Co. (This is the pink building next to Sally Ann's Bakery.) If you walk through the Post Office parking lot, the sidewalk continues to the pink bank building. Use the card to open the front door, and the key to open the deposit box located under the ATM machine in the entrance area. Return the key and card to the church reception office closet.

### **Fire Alarm**

In the event of a fire alarm, open all three Walden Street doors of the church and guide the congregation to move steadily to those doors and out. Each of the two smaller side doors has a surface mounted dead bolt which can be thrown to open the doors with a little shove. The front part of the congregation can exit through the Parish hall or through the library to the Hubbard street door.

Tell parents not to go the church school classes or nursery - their children will be evacuated by their teachers and parents may meet them outside.

The Head Ushers should organize and facilitate this activity.

# Guide for Ushers and Greeters

*Please arrive 25 minutes prior to the service.  
Wear your name tags; blank nametags are available if you cannot find yours.*

## **Roles/Mission of Ushers and Greeters**

The greeters and ushers are often the first face that someone sees when they enter the church. Please greet them warmly, especially if they appear to be new comers or look like they are unsure of where to go.

As necessary, “usher” persons to their seats. As the sanctuary fills, keep track of empty seats, and be prepared to help people find seats, and ask persons who are already seated to make room for later arrivals, if necessary.

## **Greeters**

The head ushers will assign greeters. If you prefer to greet rather than usher, please let him or her know. **Greeters stand on the right side of inner doors from the narthex (front lobby) into sanctuary and greet people entering through the front doors. Others may be assigned to greet at the Hubbard St. entrance and on the front steps.**

## **Ushers**

### **Hand Out Bulletins**

- Usher at front left door entrance from Parish Hall, remain “at your post” until the service begins and leave some bulletins for latecomers entering through that door.
- 2-4 ushers at back of sanctuary; 1 at Center aisle; 1 at door entering left side of Sanctuary (as you face the altar); if there are sufficient ushers, next person can serve at door entering right side of sanctuary
- Large print bulletins are available.

When service begins (after Prelude), Ushers and Greeters may be seated at rear of sanctuary to provide bulletins and directions to people entering after service has started. It is useful to know if there is room in balcony for late arrivals. When few or no seats are available at beginning of the service, let late-comers know that there will be seats as soon as children go to Church School (on Sundays when there is Church School).

### **Collect Offering**

Four ushers will march forward as the minister descends the stairs to stand by the communion table. When the leading pair of ushers reaches the front of the sanctuary they should step apart far enough to enable the following pair to fit between them. Other ushers will wait in the narthex. The minister will give each usher an offering plate. The ushers on the outside turn outward and go down the side aisles. The ushers on the inside will simultaneously turn inward and proceed down the center aisle.

Ushers at the rear of the sanctuary will use the two plates at the rear to collect the offering from people in the balcony. On Communion Sundays, ushers will bring the empty plates forward with them before the Offering and retain the full plates containing the Offering and take them to the back of the church after the doxology and prayer.

#### **After the Service**

- **Pick up bulletins and any papers or other items left in the pews** and leave them in Reception office.
- **Collect sheets in Fellowship books** that have names written in them and give them to head ushers or put them on the reception desk with date & service time on top sheet.
- See head ushers for additional tasks such as closing windows, curtains, etc.

**Fire Alarm** In the event of a fire alarm, open all three Walden Street doors of the church and guide the congregation to move steadily two by two to those doors and out. Each of the two smaller side doors has a surface mounted dead bolt which can be thrown to open the doors with a little shove. The front part of the congregation can exit through the Parish hall or through the library to the Hubbard street door.

Tell parents not to go the church school classes or nursery -their children will be evacuated by their teachers and parents may meet them outside.

## Advent Season

Advent is a season observed in many Western Christian churches as a time of expectant waiting and preparation for the celebration of the Nativity of Jesus at Christmas. The term is an Anglicized version of the Latin word adventus, meaning "coming". Latin adventus is the translation of the Greek word parousia, commonly used to refer to the Second Coming of Christ. For Christians, the season of Advent anticipates the coming of Christ from two different perspectives. The season offers the opportunity to share in the ancient longing for the coming of the Messiah, and to be alert for his Second Coming.

### Advent Planning

The Diaconate should start planning for Advent in **November**. There are several responsibilities that the Deacons oversee during this special season including: Greening of the Church, Advent Wreath and reader organization, wreath of remembrance, Christmas Flower delivery, Christmas Banners and the Christmas Eve Services.

### Greening of the Church

Each year the Diaconate is responsible for hanging the wreaths prior to Advent. These Advent wreaths need to be ordered about a month in advance in early November. The local source for the past decade has been:

The Concord Flower Shop  
135 Commonwealth Ave  
West Concord, MA 01742  
Tel: (978) 369-2404  
e-mail : [helen@concordflowershop.com](mailto:helen@concordflowershop.com)  
[www.ConcordFlowerShop.com](http://www.ConcordFlowerShop.com)

### Order the Wreaths

The Concord Flower Shop can invoice the Church directly and also deliver the wreaths to the church on the Friday after Thanksgiving. Confirm arrangements and the order with the Church office. The order typically includes the following:

Quantity	Size	Location	Bows Required*	Ribbon Color
<b>9</b>	<b>12" wreath</b>	Outside Doors	<b>9</b>	Red
<b>2</b>	<b>16"-18" wreath</b>	Balcony - Choir & Parish Hall	<b>2</b> (10 loops with 2 or 4 long tails)	Cranberry
<b>3</b>	<b>20" wreath</b>	Narthex	<b>3</b> (6-8 loops with 2 long tails)	Cranberry
<b>2</b>	<b>30" wreath</b>	Sanctuary	<b>2</b> (14-16 loops with 2 long tails)	Cranberry
<b>8</b>	<b>16"long swag</b>	Sanctuary	<b>8</b> (3 or 4" loops with 2 tails)	Cranberry

*\*Note- Bows are stored in the storage room off the men's bathroom in the basement, turn left and look left from the door, they are hung on strings on the wall. Inventory the bows prior to placing the order for wreaths and only include an order for the bows that need replacement.*

### Install the Wreaths

Check with the Church office about the set-up requirements and schedule. Typically the installation is done on the Saturday after Thanksgiving, but this depends upon the church calendar each year. It is helpful to have about six Deacons assisting in the installation and takes a couple of hours. Light gauge metal wire and fishing line filament will be needed for the installation. The locations include:

- (9) Outside Doors - (2) Hubbard St; (4) Walden Street; (1) Parish Hall; (2) Courtyard Doors
- (2) Balconies - (1) centerline of the Choir Balcony (1) centerline of the Parish Hall balcony
- (3) Narthex - (1) each on the blank wall area on the left and right side of the Narthex Hall;  
(1) in center window of the Walden St balcony
- (2) Sanctuary - (1) each over the doors on the left and right side of the Sanctuary. You will need the tallest aluminum ladder stored in the "Glory Hole" for installation
- (8) Swags in The Sanctuary - (1) on each of the side wall light fixtures.

Clean-up - Once the wreaths are all installed, vacuum up the needles and recycle the boxes.

### Wreath removal

The wreath removal is often done by the Property Committee after the 12th day of Christmas, but confirm arrangements with the church office and PC Chairman.

### **Advent Wreath & Readers**

There are four Sundays in Advent. An important part of the Advent Service is the reading of a passage with the lighting of each of the advent candles that are on the Advent wreath. There are a total of Five Candles. Three Purple, one Pink (around the wreath) and one white (in the middle of the wreath). The first four candles are for the four Sunday's in Advent. The Pink candle is typically lit on the third Sunday in Advent. The White candle or "Christ Candle" is only lit on Christmas Eve.

### Colors of Advent

**Purple** has traditionally been the primary color of Advent symbolizing repentance and fasting. Purple is also the color of royalty, demonstrating the anticipation and reception of the coming King celebrated during Advent. **Pink** (or rose) is also one of the colors of Advent used during the third Sunday. It represents joy or rejoicing and reveals a shift in the season away from repentance and toward celebration. **White** is the color of the center Advent candle, representing purity. Christ is the sinless, spotless, pure Savior. Also, those who receive Christ as Savior are washed of their sins and made whiter than snow. (*About Religion - Mary Fairchild*)

### Organize the Advent Wreath Readers

One Deacon should be assigned to coordinate with the Diaconate and Clergy to call and organize the Advent wreath readers for each Advent service. The group of readers can involve two, three or four people. From year to year the arrangements have varied.

Sometimes the theme is to have families read, other years there are members who are from church committees, or who have met through service to the church and congregation. It is encouraged to engage a broad cross section of the church in these joyful readings.

### Prepare the Wreath

In Late November the Deacon assigned to this task should also be assigned to bring the Advent Wreath out of the attic storage - accessed from the office near the elevator. There is a pull-down attic stair. Make sure that the wreath, wood stand and candles are in good shape. The wreath is artificial so it should last for many years. It is mounted on a wood base with four bottom legs for stability. Replace any parts that have worn or if the candles are too burned down. Set the Advent Wreath in the Sanctuary, on the right side of the pulpit usually on the lower platform. Sometimes it is moved to the upper level adjacent to the pulpit if the choir or other special musical artists are part of one of the services.

### **Wreath of Remembrance**

Another tradition at Trinitarian Congregational Church during the Advent Season is the Wreath of Remembrance. Placed to the left of the Pulpit near the door leading to the parish Hall, it offers the congregation the opportunity to tie a bow onto the wreath and remember a loved one, and offer a prayer of remembrance.

### Prepare the Wreath

One Deacon should be assigned to take on the responsibility of preparing the Wreath of Remembrance. This artificial Wreath is mounted on a metal three leg stand. It is usually stored in the attic near the Advent Wreath. Remove the ribbons from the wreath tied on last year. Replace those that are tired. Place the ribbons in a basket on a small table in front of or beside the wreath for each Sunday in Advent. The Wreath of Remembrance should be moved into the Parish Hall before the Christmas Services, so that it is out of the way of the Christmas Tableau.

### Pack up the Wreath

After Christmas restore the wreath in the attic storage, and if there is time remove the bows and place them in a save container next to the Wreath for next year. The Wreath is sometimes also used with a different set of colored ribbon around Memorial Day.

### **Christmas Banners**

Todd Fulshaw painted four Christmas banners in 2008. Each Sunday in Advent one more banner is hung from the choir balcony rail behind the pulpit facing into the Sanctuary. The banners symbolize Peace, Joy, Hope and Love. Todd stores these at home, and will bring them in and install one each Sunday during the Advent season. Coordinate with the Church Office and / or clergy to call Todd and confirm arrangements.

### **Christmas Flower Delivery**

Each Christmas (and Easter) the Deacons deliver flowers to Church members who are recommended by the Ministers. Usually this includes Families who have recently lost a love one, shut-ins or other grieving church members. Susan Kluge has recently been the one to purchase and match the Deacons on the delivery list. The flowers are typically ready at the December Deacon's meeting. You are requested to call in advance to arrange a time to visit,

and spend a few minutes with the member to console them, listen and send greetings from the Deacons and the Church members.

### **Christmas Eve Services**

There are traditionally four services on Christmas eve, 4PM, 6PM, 8PM and 11PM. The Deacons have responsibilities at all four as noted below.

## **Special Instructions for Ushers at Christmas Eve Services**

### **Four Services Christmas Eve**

There are traditionally four services each Christmas Eve. Each Service caters to a different demographic within the church. Start coordinating with the Clergy during the November and December Deacon's meetings. The services include:

4PM - Christmas Tableau - Younger Families - Coordinate with CE leaders

6PM - Christmas Tableau - Youth Families - Coordinate with CE leaders

8PM - Service of Carols - Choir

11PM - Candlelight & Brass Choir service - Including returning college students

### **Deacon Ushers & Organizers**

The Deacons are charged with organizing the ushers for these services. It can be arranged by the Special Occasion Ushers Subcommittee or individual Deacons assigned to each service. Consult with those who served as an usher the prior year. **Six Ushers** are needed for each service. Mary & Wayne Jalenak have been acting as head ushers for the 8PM service for several years. The 4PM and 6PM services involve many younger families within the church. The parents have many responsibilities in organizing the children for the tableau so it is best to seek older church members and grandparents to assist with ushering at these services. The Ushers have many of the same tasks as a typical service noted in this Deacons Guide but with a few adjustments for the special services noted below.

### **Extra Chairs - 4PM**

We typically need extra chairs for the Christmas Eve services, especially the 4 pm and 6 pm services. We suggest you get some extra chairs set up in advance. There may be some chairs already in the coatrooms. We suggest you set those up behind the last pew in the sanctuary, and in the balcony. The balcony can also accommodate several chairs along the outside wall. Chairs are also available in the parish hall (do not take the ones set up for the Christmas morning breakfast) or the table/chair storage area, at the end of the hall straight ahead past the kitchen. By the 8PM and 11PM services these typically can be folded and put away in their respective locations.

You should not set up more than two or three dozen extra chairs in the back and along the sides. More than that will risk violating fire laws. Keep exit pathways clear.



## **Fire Extinguishers and Buckets of Water**

There will be many candles lit during Christmas Eve, so it will be wise to be prepared. Familiarize yourself in advance with the location of the fire extinguishers. There are fire extinguishers in the coatrooms, one behind the pulpit, and one in the library.

There should be buckets filled with water, and wet kitchen towels, placed in the four corners of sanctuary. Please check to make sure the buckets are placed by the 4PM service and remain in the church through the 11PM service. There are four stainless steel buckets that are usually stored in the storage room accessed through the men's bathroom downstairs, or in the janitor's storage closet in the hallway downstairs, that can be used for this purpose. The ushers for the 4 pm service should locate these buckets and set them up with water and dish towels (from the kitchen).

## **Candle Lighting**

There are usually assigned candle lighters for the 4 pm, 6 pm and 11PM Christmas Eve services, but not the 8 pm service. The head usher should make sure that the candle lighters know which candles to light. Coordinate with the Clergy and parent overseeing the tableau.

For the 4 pm service, do not light the pew candles, just the altar candles (which will be on the pulpit), the Advent wreath candles (the three purple and one pink candle on the wreath; do not light the center white candle, that is done during the service), and the candelabra behind the pulpit chairs.

For the 6 pm and 8 pm service, light the altar candles, the Advent wreath candles (three purple and one pink candle on the wreath), and the pew candles. Make sure that all the pew candle stands are well secured in place prior to the service. (use duct tape if necessary- found in the basement storage room across from the youth room). The ushers will probably have to do the candle lighting themselves for the 8 pm service.

For the 11 pm service there are usually ushers and candle lighters arranged by the youth ministers and/or deacons. If you are helping with the ushering at the 11 pm service, for the communion at 11 pm, the altar candles should be lit wherever they are placed. The Youth Ushers at the 11PM service should also be in charge of handing out the individual candles and the programs as people enter from Walden Street, the Parish Hall and the Library doors.

## **Head Usher**

The Deacon assigned to be head usher is responsible for all of the standard head usher duties noted in pages 23, 24 & 25. This includes organizing the other ushers, handing out programs, bell ringing, organizing the offering, clean-up and depositing the collection at the bank overnight box. Because the front to the church has the tableau (4&6PM) or communion (11PM) the offering plates are kept in the back of the church and returned to the back of the church, except at the 8PM service. Since the ushers may be unfamiliar with normal procedures it is helpful to review responsibilities before the service begins. The head usher typically also has responsibility for turning off certain lights during the service of worship - coordinate which lights and timing with the clergy.

## **11 PM Christmas Eve Service**

The 11PM service is traditionally a Candle-light service with Brass Choir and typically the youth members who have recently graduated from High School and are returning from College have many responsibilities for ushering, lighting the candles, reading, collecting the offering and serving communion. The **Four (4) Deacons** in charge should coordinate with the Youth Minister, and/or well connected parents and member of recent graduating classes to recruit and assign the responsibilities. It requires a **minimum of 12 youth members** or can include up to **20 youth members** as noted below. Deacons with children who are participating in the service are ideal for these assignments. The following responsibilities are typically required:

- 10PM Reunion Party (Cider, sparkling water, juice & cookies)
- (4) Candle Distributors & lighters
- (4) Ushers (sometimes also responsible for candles)
- (8) Scripture Readers - (rehearsal at about 10:20PM with Minister)
- (4) Communion Servers - (sometimes also responsible for reading)

Coordinate all aspects of the service with the Clergy at the December Deacons meeting. These four Deacons should all arrive at church around 9:30PM on Christmas Eve to help with setting up Communion, setting up the Reunion Party, stationing the candles and bulletins, and organizing the youth members who will be assigned to each task. One Deacon can be responsible for each group or combination of groups, and should gather the youth to review responsibilities and timing. The assistant minister provides the scripture readings, and usually rehearses the youth readers around 10:30PM.

### **Reunion Party (10PM) -**

The Deacon in charge of this should purchase the drinks, cups and bake or purchase the cookies at least a day or so in advance. It is helpful to drop them in the church kitchen Christmas Eve Day with a label for the 11PM service. Setup a table in the Parlor or in the Parish Hall (depending upon the number of youth returning). Sparkling water was most popular last year. Refreshments might include:

- 1 Quart -Cider;
- 4 quarts - Lemon or Citrus Sparkling Water;
- 1 Quart - Cranberry/Raspberry juice.
- 1 bucket of Ice cubes (purchase or bring from home)
- 36 plastic cups & cocktail size napkins
- Three Dozen assorted Christmas cookies or bread
- A box of Clementine Oranges is sometimes popular

Setup the refreshments for the reunion party prior to 10PM. This deacon should also help with the setup of the communion wine and bread as noted below under communion. The Deacon in charge of reunion party set-up is also responsible for assisting with party and communion clean-up after the 11PM service ends. Offer any extra refreshments to the clergy to take home, or leave in the refrigerator for the staff, or take home for your family.

### **Deacon Head Usher -**

The Deacon Head Usher is responsible for all of the standard Head Usher responsibilities including organizing the youth ushers, handing out the bulletins, ringing the bell, organizing the collection, cleaning up the sanctuary after the service and depositing the offering at the

bank. There are a few unique responsibilities Christmas Eve including assisting with the communion table setup (and take down), training the youth who are not familiar with ushering, and turning off and on certain lights during the service. The youth ushers should be reminded to help with handing out bulletins, doing the collection and cleaning up after the service.

At 9:30PM Collect the bulletins from upstairs table outside the church office and distribute in the sanctuary. Make sure that the collection plates are stationed in the back of the church. Take down and store any extra chairs from earlier services. Help setup the communion table, linens, pitcher, chalice, small tables, and bread and wine. Coordinate with the other Deacons to make sure they are also prepared.

By 10:30 gather the youth who are assisting with ushering and review their responsibilities with them. Set two (2) in the Hubbard St entry handing out bulletins, one(1) at the Parish Hall and one (1) at the Library Entry. These youth can be standing near those handing out the Christmas candles. When the service starts they can sit with their families, but remind them to come back and assist with the collection also. Ring the church bell at 10:45 (11 times).

During the offering organize the four youth ushers so that they take the plates to the front of the church. Once the music begins two ushers proceed to the outside aisles while two pass the plates on either side of the center aisle. The Deacon -Head Usher should take the fifth plate and collect from the balcony. The head usher should also instruct on taking a head count during the collection, mark the numbers on the slip of paper in the box on the shelf behind the last left-hand pew. This count slip should be placed in with the offering envelopes. At the end of the collection the four ushers will take the plates up the aisle for the blessing and dedication reading and then return the offering plates to the back of the sanctuary, because there will be no room on the communion table.

During Communion the Head Usher should also assist with serving communion bread to anyone sitting in the balcony. Since there are only four communion cup holders, the grape juice will need to be served by the first one server finished with their aisle. Direct one communion server upstairs as needed.

The Deacon Head Usher is responsible for turning off certain Sanctuary lights toward the end of the service, after communion before the passing of the light. The light switches are behind the double door on the left of the vestibule as you pass from the narthex into the sanctuary. Normally the upper chandeliers are off at the start of the 11PM service and only the side wall lights, and narthex lights are on. Coordinate this timing and which numbered lights are turned off with the clergy prior to the service. It is best to mark you bulletin accordingly. The select lights are typically turned back on at the end of the service to help with egress.

At the end of the service, collect and recycle any extra bulletins in the pews, bring the collection plates to the ground floor receptionist office, put the plates in the closet on the shelf, insert the collection envelopes and money into a deposit pouch and deposit the money in the night box at the Cambridge Savings Bank. (Ask for instructions if you have not done this before).

## **Candle Lighters**

The Deacon in charge of candle lighters should inventory the candles and plastic candle holding cups in *late November or early December*. These are typically kept in the storage room accessed from the basement men's bathroom. There are at least 5 metal bins that are used for distribution at the beginning of the service and collection at the end of the service. About 200 candles are required. Clean or discard any cups that are blackened, replace spent candles and count the total number for distribution. There is a box of new candles and plastic candle cups, but further supplies may need to be ordered through the church office if supplies are too low. The candles should be ready to go prior to Christmas Eve. The wrought iron candle holders are typically installed by the Sexton prior to Christmas.

At 9:30 assist with the Communion table setup. It is the same as a typical communion Sunday except that the wine is served in four aluminum trays with plastic cups and there are only four silver plates of bread. (See Communion setup).

By 10PM on Christmas Eve set the bins of candles in the Sanctuary. Two (2) large bins in the Hubbard Street Narthex, one (1) bin at the Parish Hall entry and one (1) small bin at the Library entry. It is helpful to have one small bin in reserve at the back to distribute if any station is getting low. 11PM service attendance typically ranges from 150-200. Most people arrive and depart through the Hubbard Street entrance.

By 10:15 PM check all the candle stands in the church are secure and replace any spent candles from the stores in the Fire room, (adjacent to the Hubbard Street entry). Also check the brass candle lighting tapers and replace any that are low.

By 10:30PM gather the youth responsible for handing out the candles. Review their responsibilities with them. Position two (2) at the Hubbard Street entry handing out candles, one (1) at the parish hall entry, and one (1) at the Library entry or place the candles and bulletins on the piano for self service.

At 10:45 (or as arranged with the clergy) two of the candle lighters (or unshers) should take the brass taper lighters and begin lighting the candles on the wrought iron candle holders in the sanctuary. They should start with the candles behind the pulpit which hold about 6 candles each, followed by the Advent wreath candles (except the center white candle), followed by the communion table candles and finally the candles on the wrought iron stands attached to each pew.

At the end of the service these same two candle lighters help with passing the "Light of Christ" down the center aisle lighting the candle of each person on the aisle seat. These people then pass the light to the person sitting next to them until all the individual candles in cup holders within the church are illuminated for the last hymn (*Silent Night* - printed in the bulletin). The candle lighters should also extinguish the pew candles along the center aisle during the final Brass Choir piece of music after the benediction, to avoid the fire hazard during the congregation exit after the service.

After the Service the youth who helped with passing out the candles should man the metal bins at their prior location and help collect the candles. The Deacon in charge of them can position

the youth first and then make sure that all of the other candles are extinguished after the service. Typically the bins of candles are stored on the concrete porch outside the Parish Hall following the service in case any embers linger. The Deacon should return the next day or so and cleanup and make sure that the candles are returned to the Storage Room.

### **Scripture Readers**

The Deacon in charge of the readers should coordinate with the assistant minister in placing reserved signs on the front two pews, distributing the photocopied scripts, making sure that each reader also has a bulletin, assisting with the practice reading and seating arrangements for the readers. If the readers are also responsible for serving communion then review those responsibilities with the youth members as well. Make sure that there are a total of six chairs on the upper level behind the pulpit. (2 for clergy and 4 for readers). Typically the first four readers will sit behind the pulpit at the start of the service, and the next four will exchange seats during a hymn after the first four readings. It is helpful for the Deacon in charge to sit up front near them during the service to help with queues or prompts as needed.

This Deacon in charge of the Scripture readers should assist the Deacon in charge of communion with both setup and cleanup. This is relatively standard communion setup with a few special Christmas Eve instructions noted below.

### **Communion**

The Deacon in charge of Communion is also responsible for bringing the bread and grape juice. Confirm with the clergy the week prior to Christmas if a special communion loaf will be delivered Christmas Eve by a member of the congregation. Otherwise, bring the following to the church on Christmas Eve Day in preparation for the evening service:

- (1) 64oz bottle of Welch's Grape Juice
- (1) standard size loaf of Pepperidge Farm White Bread (with slices cut into 9ths)
- (1) round loaf of bread (scored on the bottom into quarters)
- (1) loaf of gluten free bread (or use gluten free wafers) cut with separate board & knife

Grape Juice - Special communion servers and plastic cups are stored in "fire closet" near the Hubbard Street entrance. There are four aluminum trays with tops and a box of small plastic cups stored on the shelves. These were purchased in 2012-13 to simplify the Christmas Eve Service setup/ cleanup, and reserved for the 11PM service. Plastic cups can be recycled after the service to avoid the usual silver cup clean-up process.

Inventory the cup supply in early December and if needed coordinate ordering new cups. They come in packages of 1,000 so they should be reordered at least every 4 to 5 years.

9:30PM - Setup the grape juice and bread for this special communion service. Each aluminum cup tray holds about 50 cups. Attendance is typically between 150 and 200 for the 11PM service. Fill the cups using the normal plastic dispenser. Place bread on five silver plates. Four plates are placed on the communion table and the fifth is kept at the back of the church. Each silver plate has regular bread and a glass bowl with the gluten free offering. One of the silver plates in the middle of the communion table should have the scored loaf of bread.

Setup the communion table in a fashion similar to the normal communion setup diagrammed on page 16 of this Deacons Guide, except only using the four special trays of grape juice and four plates of bread. The pewter Pitcher and Goblet and the candles are set up as normal. Cover the bread with white napkins. The grape juice trays have their own stackable aluminum covers.

10:30PM - Review the communion responsibilities with the four (4) youth who are responsible for this task. Make sure that they have reserved seats in the front row, two on either side of the center aisle. Teach them to stand up when the minister says "ministering to you in his name..." Teach them to step forward to receive the bread plates first, and serve the ministers before splitting to serve the congregation, one on each outside aisle, and one on either side of the center aisle. The head usher sitting at the back of the church can serve the bread to those in the balcony. Typically there are very few people sitting upstairs, but the Head Usher can get a count during the offering. The first grape juice server finished with their respective aisle should go upstairs to serve "wine" in the balcony.

Following the service the Deacons (and youth servers) should help with the communion cleanup. This includes: taking the sacraments to the kitchen; emptying any unused cups; recycling the plastic; taking home or refrigerating the bread; cleaning the trays, plates, pitcher and goblet and putting those away in the respective locations; collecting the linens in a plastic bag on the kitchen table; resetting the communion table and side tables and placing the reserved signs back in the church office closet.

Many hands make light work, encourage your helpers to assist after the service on cleanup if possible. It is helpful if all four Deacons make sure that their respective responsibilities are completed first and then offer to help the others on any tasks not yet complete.

***Thank you all for your help and leadership to make these wonderful Christmas Eve services so successful and memorable to the congregation and special visitors!***

## **Guide for Diaconate Chair(s) of Flowers**

The ministry of flowers is an integral part of our life at TriCon. Not only do flowers and plants beautify the inside and outside of the church, they also become a meaningful expression of celebrating the life of loved ones. They decorate the church on holy days, provide joy for the sick and shut-in, and remind everyone that the beauty of the earth is God's work.

### **Altar Flowers:**

The church offers parishioners the opportunity to donate altar flowers/plants each Sunday. Two bouquets are placed on special stands either side of the communion table. These bouquets are dedicated to whomever the family wishes. On some Sundays, there is also a bouquet on the side stand near the entrance to the parish hall. In order to keep this contribution operating smoothly the Diaconate will:

- Check the flower calendar on the sign up table in the parish hall to see who is donating flowers each week. (If no one has signed up the church has artificial arrangements)
- Send a reminder 10 days in advance to the family to remind them that they will be providing the flowers on a certain Sunday. This letter is pre scripted and only needs the names and dates changed each week before printing and sending.
- A deacon is designated to deliver whatever bouquets the family does not want to a parishioner who is sick, bereaved or perhaps celebrating an elderly milestone birthday (presently done by Caring Connection).
- Send a thank you note to the family the week after they donate flowers. Scripts are available for those notes.
- All mailing material is provided by the church office.

### **Flowers and Plants for Holy Days:**

In addition to overseeing Sunday flowers the Diaconate will also provide organic decorations for holy days including:

- Hanging greens for Advent and Christmas. This is done by the Deacons after Thanksgiving and before December 1. Additional Christmas plants decorate the church for the Christmas holiday (presently decorated by 3 TriCon volunteers)
- Providing the Lenten Wreath with candles for lighting during Lent.
- Arranging for Easter flowers (presently decorated by 3 TriCon volunteers).

### **Plants Outside the Church:**

In addition to organizing the Sunday altar flowers the Diaconate will also oversee the planting of two urns and one trough outside the church. These containers are presently decorated seasonally by volunteers who purchase plants at the Boston Flower Exchange, design the arrangements and water the containers. It has been suggested that the sexton water these in the future.

### **Flowers for Sick and Shut-in:**

The Christmas and Easter flowers/plants are delivered to as many as 20 sick and shut-in parishioners. Occasionally flowers or plants will be delivered on Valentine's Day. The Caring connection presently oversees these deliveries.

## Guide to “Deacon on Duty” for Summer Sunday Services

The basic task for the Deacon on Duty during the summer months is to be an “onsite manager,” to handle any problems that arise, and to fill in where needed.

Plan to arrive at church by 9:30 a.m. The service begins at 10:00a.m.

Check in with the following people:

- The sexton - to see if there are any questions or problems.
- The clergy – to see if they have any requests for the service.
- The ushers - to be sure are enough people to usher, candles lit, Book of *Joys and Concerns*, fans on, windows open, drapes drawn, as needed, etc.

Check that there are candles in the altar candleholders – if needed, there are extra candles in the wood box on the back shelf behind the last pew and in the reception office closet. (Just lift metal cover off and insert new candle.)

Be sure the ushers know that there are “Sunday satchels” in the narthex –they should offer them to any children that come.

Be sure the ushers know to turn off the fans during the service as they are noisy. They can be turned on during the hymns if it is really hot.

Nursery –There should be two nursery caregivers there by 9:50am. The nursery is reached by going down the hall to the church school - turn left and it is the first door on the right. If no children are left by their parents in the nursery by 10:00am, the nursery staff can leave.

**If there are children in the nursery and there is only one nursery caregiver, please do not attend the service and instead, periodically check in or observe the nursery or playground so that we are in conformance with our Safe Church Policy.**

If the air conditioning is on, please see that the glass doors at the Hubbard entry and the Walden entry are closed as well the kitchen door to the hall. (We are experimenting with blowing chilled air into the sanctuary so will try leaving the sanctuary doors to the parish hall and library open with fans placed in the doorways.)

If not otherwise occupied, the Deacon on Duty can

- Be in the parish hall to greet visitors and regulars and direct them to the nursery, restrooms, etc.
- Leave the service during the last hymn to serve lemonade and iced tea.

At the end of the morning, check with the sexton to be sure all the doors are locked, windows closed, lights out, etc. Call Judy at church (369-4837) or at home (369-7581) with any questions.



# 1st Sunday Evening Worship Service

(Revised February, 2015)

This brief, informal service, designed to complement the traditional Sunday morning service, is held on the 1st Sunday of each month typically starting at 6:00PM. (The Service transitioned from the 4th Sunday in 2014). Conducted in the in the TriCon parish hall, seating is in the round. A variety of live music is chosen to complement the themes of the service. Dress is informal; all are welcome.

## Service Logistics

The service is under the advisement of Rev. Bob Brown.

The music program is being coordinated by Bob Lawson with a variety of visiting musicians.

It is recommended that the schedule of Spiritual Leaders, Worship Coordinators, and Greeters for each of the 1st Sunday Services be set 2-3 months prior to each service.

## Clergy/Spiritual Leader (SL)

3-4 Weeks prior to the service, the presiding Clergy/Spiritual Leader and the Music Coordinator should connect to plan the general service. The order of the 1st Sunday service can be found below.

After this initial meeting, the Spiritual Leader should consult with Rev. Bob Brown to discuss the specific components of the service for which the Spiritual Leader is responsible:

- The gathering/welcome
- Opening prayer. This will be written in the program
- Passing of the peace
- Choosing the scripture reading
- Reflection
- Community Joys & Concerns
- Prayers of the people
- Sending forth

The Worship Coordinator will contact the presiding Clergy/Spiritual Leader to review the logistics of the service. The following should be discussed:

- Set up of parish hall-number and arrangement of chairs
- overview of the room, ie-entrances/exits
- needed equipment-A/V equipment
- musical instruments, if necessary
- sound system
- program\*
- lighting

\*The Spiritual Leader will finalize the program with Worship Coordinator who then will email it to the Church Administrator, Karen Lord, to prepare programs for the service.

## **Resident Musician and Music Coordinator for 4<sup>th</sup> Sunday**

Bob Lawson will be informed by the Chair of the Worship Subcommittee of the presiding Clergy/Spiritual Leader for each 1st Sunday Service, coordination of the music is under review.

### **3-4 weeks prior to each service, the musical coordinator will:**

- Contact the Spiritual Leader to discuss theme so the musician(s) can plan the musical portion of the program.
- Work with CC Donelan to ensure Tri Con has the copyright(s) to play selected songs and, if not, to secure the copyright.
- Coordinate with the Worship Coordinator to get components needed for the program to Karen Lord, who will prepare the program for the service.

A suggested format/number of songs is outlined below; however, this is at the discretion of the Music Coordinator:

- Centering music should begin at 5:50pm and can be the intro to a song played later in service.
- A song to be sung by the group
- Musical interlude
- A song to be sung by the group

## **Worship Coordinator**

### **3-4 weeks before the service, the Worship Coordinator will:**

- Assist all parties, e.g. TriCon Clergy, Spiritual Leader, Music Coordinator) in planning the service.
- Discuss:
  - Parish Hall set up – chairs in a circle, etc.
  - Need for equipment - A/V equipment, etc.
  - Musical instruments, if necessary
  - Sound System
  - Programs
  - Lighting
  - How many /who will welcome all entering at the start of the service
  - Start the service promptly at 6:00
- Obtain information regarding the order of the service from SL and musician. Once finalized, send to Karen Lord as soon as possible. (The deadline is TUESDAY before the service) to prepare the programs and make 35 copies for the evening of the service

### **2 Weeks before service, the Worship Coordinator will:**

Meet with Judy to:

- Ensure church key is in 1st Sunday Service mailbox
- Obtain instructions for locking/unlocking doors

- Learn how to turn on sound system in Vickie's office
- Review the room set up, (number of chairs, audio-visual equipment, center table in library, candelabra, tablecloth and Bible - found in hutch in Upper Room)
- Prepare the candelabra - check oil and wicks
- Learn about the lighting
- Confirm paychecks for Cara and possibly the Spiritual Leader
- Find out where the offering baskets are located
- Learn how to regulate the heat
- During the winter months, discuss with Judy who to contact when help is needed for snow/ice removal.

### **1 week before Service**

Contact Greeter(s) to confirm participation. (Russell Sanna will email Worship Coordinator with names of Greeters.)

### **Day of Service**

- Arrive by at least by 5:00 for a 6:00 pm service.
- Check 4<sup>th</sup> Sunday Service mail box in church office for mikes, paychecks and programs.
- Set up the table linens, cross, bible, and candelabra for the service.
- Set up offering baskets at entrances.
- Set out the programs at each doorway. If possible, put out a couple of newsletters for participants to take if they desire.
- Meet and inform Greeters of responsibilities.
- Ensure a couple of children's activity bags are available if needed. (Found in church narthex.)
- Review set up by Sexton.
- Include a few sturdy chairs for those who might need them.
- Worship Coordinator will distribute checks to Cara and/or Spiritual Leaders.
- Turn on two switches for sound system. (Switch box is in Vickie's office.)
- A few minutes before the Service begins light the candelabra
- Assist the presiding clergy with any last minute requests.
- Worship Coordinator to "take down" room set up and ensure all furniture/service items are returned to its proper place.
- Snow/ice preparation -To ensure safety, a plan must be in place either to clear snow and ice on their own or to consult Judy Walpole for assistance.
- Cancellation of service.
  - If presiding Clergy is John or Bob, it will be their decision to cancel if deemed necessary. If not, the decision will be made by the Clergy (If a member of TriCon) and the Worship Coordinator. If presiding Clergy is a guest, decision will be made by Worship Coordinator. Contact Rich Paisley at [rpasley@triconchurch.org](mailto:rpasley@triconchurch.org), 617-571-7829.

### **Greeter**

#### **Day of Service**

- Arrive at church by 5:45pm
- Welcome people as they arrive – be warm, open and relaxed
- Distribute bulletins

- Distribute children fun bags for those under 8
- Put out input cards (asking attendees for input on service)
- Assist with break-down/ clean-up

## **Sexton**

### **Day of Service**

- Set up chairs, lectern & offering stands
- Set up table in lib. with tablecloth (found in hutch in upper room.)
- Assist with any music equipment; piano, sound systems
- As appropriate, shovel walk and stairs

*Note: When the Parish Hall is free from 10:00 am to 6:00 pm, the Sexton will set up for the 4<sup>th</sup> Sunday Service after coffee hour and there will be no charge. If there is a function in the hall after church requiring the Sexton to return to set up for the 4<sup>th</sup> Sunday Service, to then there will be a charge of \$75.00.*

# **AN ORDER FOR WORSHIP**

(Revised 10/28/13)

## **Our Invitation to Faith**

Song

Gathering Words

### **Opening Prayer (in unison)**

Holy God, we come before You this evening, seeking Your presence in our lives. We bring with us the beauty and brokenness of our lives, our strengths and our weaknesses, our hurts and our hopes, our joys and our sorrows, our struggles, cares and every day concerns. Accept us as we are, we pray, and grant us open and receptive hearts that we might understand Your will for our lives and go forth from here renewed and restored for the days ahead. In Christ's name, we pray. Amen.

Passing of the Peace

### **Scripture Reading**

Reflection

Musical Interlude

Our Life in Community;  
Community Concerns and Celebrations

Prayers of the People

### **Prayer of Our Savior (in unison)**

Our Father, who art in heaven, Hallowed be thy name. Thy kingdom come. Thy will be done, on earth as it is in heaven. Give us this day our daily bread. And forgive us our trespasses, as we forgive those who trespass against us. And lead us not into temptation but deliver us from evil; for thine is the kingdom, and the power, and the glory, forever. Amen.

Song

## **Our Call to Service in Support of Our Faith**

Sending Forth & Benediction

## **Diaconate Committee Liaisons**

The thought behind creating this Diaconate liaison position is twofold. The first is to broaden our collective Deacons' perspective as we work to lead the spiritual affairs of the church. The second is to support other Church Committees by acting as a link in the exchange of information and as facilitators of collaboration where opportune for all. The Deacon liaison is asked to attend at least one designated committee meeting each year. They are not expected to attend all meetings but be an occasional guest, except in the case of a Deacon being an official member of another committee.

### **Current Diaconate Committee Liaisons are:**

**(Must be updated each year after the Annual Meeting)**

**Church Council** - Brehm Feigh, Diaconate Chairman

**Personnel Committee** – TBC?

**Christian Education** - Suzanne Giles

**Caring Connection** - Sally Clutter

**Mission** - Leslie Mahoney (tentative, based on meeting time)

**Finance/Stewardship**—Rick Olney

(Rick noted that these two committees share many topics/activities, so one Deacon should cover both.)

**Property** - Hank Haff

**Social Concerns** - TBC?

**Teaching Parish Committee for Kelly Donahue** - CC Donelan

**Discernment and Formation Process for Nancy Haynes** - Ellen Quackenbush

**Music Committee and Choir** - Betsy Swaim (also oversees Communion to Choir members)

## Current Deacons *(Updated February 2015)*

### Members of the 2014-2015 Diaconate - (Update each February after Annual Meeting to account for new members)

Female Members (9)		Term Ending	Email Address	Phone
Sally Clutter		2016	sallylclutter@gmail.com	978-369-2820
Suzanne Giles		2016	slakegiles@gmail.com	978-371-5858
Ellen Quackenbush		2016	ellenquackenbush@comcast.net	978-369-1161
Barbara Lynch		2017	BarbWLynch@aol.com	978-369-9293
Leslie Mahoney		2017	leslie@mahoneyarchitects.com	978-287-4664
Betsy Swaim		2017	betsyswaim@icloud.com	978-369-8024
CC Donelan		2018	5donelans@gmail.com	978-369-2021
Mary Jane Knudson		2018	mjknudson@earthlink.net	978-371-0548
Sue Richards		2018	susan.richards@genzyme.com	978-443-4136
Anna Bruning		Youth	Abruning16@colonial.net Nantucketgirl99@aol.com	978-369-6340
		<u>Term</u>		
<u>Male Members (9)</u>		<u>Ending</u>		
Breht Feigh	Chair	2016	brehtfeigh@gmail.com	978-254-5295
Rick Olney		2016	rdolney1@yahoo.com	978-287-0661
Tim Taylor		2016	attytaylor@earthlink.net	781-254-9209
Bob Lawson		2017	bob.w.lawson@gmail.com	978-369-9547
Bart Littlefield		2017	blittlef@gmail.com	978-506-8907
Jack Henderson		2017	jackmhenderson@gmail.com	978-369-4854
Hank Haff		2018	henry.haff@verizon.net	978-287-0284
Richard Pasley		2018	rpasley@triconchurch.org	978-369-8875
Bill Stumpf		2018	BStumpf@comcast.net	978-371-4993

## **Diaconate Calendar - Standing Events**

(THE FOLLOWING IS A GENERIC DEACONS CALENDAR FOR THE YEAR)

Diaconate Meetings are typically held on the second Tuesday evening from 7:30PM to 9PM each month from September through June each year. No meetings are typically held during summer vacation in July or August. This generic calendar is only an outline of responsibilities that repeat from year to year. It should be supplemented with specific issues that arise each year such as visiting special speakers, teaching parish - "in care" responsibilities, Minister sabbaticals and transitions, service and communion adjustments and other issues that normally come before the Deacons related to the spiritual issues of the Trinitarian Congregational Church.

**Communion Sunday**, First Sunday in September

**Diaconate Meeting**, Second Tuesday in September

- Minutes and Moments of Reflection
- Filipov Forum Updates
- Check on subcommittee updates and schedules for
  - Communion for fall/winter
  - Liturgist for fall
  - Diaconate meeting roles for year (Reflection & Scribe)
  - 1st Sunday Service
  - Confirmation Class coordination
- Check on Baptisms schedule for the year
- Blessings of the animals - Often the First Sunday in October

**Communion Sunday**, First Sunday in October

**Diaconate Meeting**, Second Tuesday in October

- Minutes and Moments of Reflection
- Begin to Discuss Advent Responsibilities
- Antiques Fair

**Communion Sunday**, First Sunday in November

**Diaconate Meeting**, Second Tuesday in November

- Minutes and Moments of Reflection
- Discuss Advent and confirm Advent preparation responsibilities
  - Advent wreath hanging - Greening of the Church
  - Advent small faith groups
  - Christmas Flower delivery
  - Advent Readers and Candle Lighters
  - Wreath of Remembrance
  - Christmas Eve – Planning for all four services



**Communion Sunday**, First Sunday in December

**Diaconate Meeting**, Second Tuesday in December

Minutes and Moments of Reflection

Final arrangements for Christmas Services

Christmas Eve

- 4PM Service & Tableau
- 6PM Service & Tableau
- 8PM Service - Festival of Carols
- 11PM Service - Brass Choir and Service of Light

Christmas Day Service (if any)

Christmas Flower Delivery

Chairman prepares Annual Report - review with Diaconate

**Communion Sunday**, First Sunday in January - Also typically Epiphany

**Diaconate Meeting**, Second Tuesday in January

Minutes and Moments of Reflection

Prepare for Annual Meeting and Transitions

Confirm Spring Calendar

Martin Luther King Sunday - Special Speaker if any

Lenten series discussion of topic & coordination with CE

Ash Wednesday responsibilities

**Communion Sunday**, February 3<sup>rd</sup>

**Diaconate Meeting**, Second Tuesday in February

Minutes and Moments of Reflection

Transition and Annual Meeting Update

Welcome new members - update subcommittee roles

World Day of Prayer

Lenten series

Extinguishing the Light - Lenten Wreath

Begin Holy week discussion

- Ash Wednesday - Lenten Series Dinner
- Palm Sunday -
- Maundy Thursday
- Good Friday
- Easter

Coordinate arrangements for Mission Trip Sunday, varies from year to year between February Vacation Week to April Vacation Week.

**Communion Sunday**, First Sunday in March

**Diaconate Meeting**, Second Tuesday in March

Minutes and Moments of Reflection

Logistics Easter Flower delivery  
Holy week review final arrangements  
Palm Sunday (sometimes two services 9 & 11AM)  
Maundy Thursday - 8PM Service  
Good Friday - 12 Noon Service  
Easter- Three Services

- Sunrise Service at Old North Bridge  
(check with Bob Watson)
- 9AM Service (with Sunday School)
- 11AM Service

Update Spring Baptism Schedule (Mothers Day & Fathers Day)

**Communion Sunday**, First Sunday in April

**Diaconate Meeting**, Second Tuesday in April  
Minutes and Moments of Reflection  
Circulate signup sheet for Deacon for the Day for the Summer  
Check on Baptisms for Mother's Day  
Check on assignments for Confirmation Sunday

- Date of Confirmation (Typically in May)
- Confirmation Breakfast (prepared by the Deacons)

**Communion Sunday**, First Sunday in May

**Diaconate Meeting**, Second Tuesday in May  
Minutes and Moments of Reflection  
Deacon for the Day for June, July and August Services

- Confirm Summer Schedule with Clergy
- Sign up for Deacon of the Day responsibilities
- Coordinate Sundays at West Concord Congregational Church
  - remember to take Joys and Concerns to the Services and
  - bring the Tri-Con offering back to Concord for deposit.

Check on Baptisms for Father's Day  
Discuss Filipov Forum events  
Confirm location and arrangements for June dinner / meeting

**Communion Sunday**, First Sunday in June

**Diaconate Meeting**, Second Tuesday in June  
Deacon's dinner - typically hosted by one of the Deacons at their house  
Minutes and Moments of Reflection  
Confirm Deacon of the Day responsibilities for all summer services

**July - Vacation - No Diaconate meeting**

**August - Vacation - No Diaconate meeting**