

A best practice document communicates how to achieve desired outcome goals for deacon activities. It describes interactions with leadership, staff and members including the timing of those interactions. We recognize that each deacon may achieve the goals through different methods using their own ability, aptitude, experiences and opportunity in serving.

➤ Captain's Checklist – Lord's Supper Serving Tasks

Pre-Service Checklist

- a) Know the order of service and if the choir needs to be served prior to the service start.
 - 1) Use the worship guide available on the Thursday prior to the service to determine the order of service.
 - 2) The choir will need to be served pre-service if they will be on the stage while we serve the congregation or if they won't have time to leave the stage and be seated before we serve the congregation.
 - 3) Serving the choir pre-service means needing an extra tray for them.
- b) Arrive early and bring a printed serving location / check in sheet.
- c) Setup front table, table cloth and element trays unless we are serving at the doors.
 - 1) The number of trays needed is determined by the serving chart and varies by 1st and 2nd service.
- d) Place small silver trays (1 standard, 1 gluten free cup) at piano, organ and front table.
 - 1) The trays are a drip stain prevention strategy at the front table.
 - 2) The pianist and organist trays are not needed 2nd service.
- e) Place small waste baskets outside the sanctuary near the doors (balcony doors too).
- f) Ensure that we have the help the service chart indicates (examine check-ins).
- g) Be available at the welcome desk to ensure deacons understand their serving position and number of trays to accept from the pastor or elder.
- h) Arrange for last minute help if needed.
- i) All main floor deacons return trays to the front table.
- j) Deacons serving the balcony exit the balcony outside the sanctuary and return the trays to the prep room.

After 1st Service Responsibilities

- k) After the service, consolidate the trays into the second service tray count at the front table.
 - 1) Make sure each 2nd service tray is full.
 - 2) Put the trays not needed in the prep room.
- l) Pick up empties in the sanctuary.
- m) Close the balcony for the 2nd service

After 2nd Service Responsibilities

- n) Put the main level serving table and trays away.
 - 1) The cups go into the gallon zip lock bags (segregated by type) and should be placed in the refrigerator.
- o) Put the tablecloth away.
 - 1) Inspect it for stains. If stained, advise the person who is performing that laundry task.
- p) Pick up empties in the sanctuary.
- q) Empty the small trash cans and return them to the prep room.

The current version of this serving position document is on the deacon documents web page.

Early Service														
	West					Pulpit			East					
	Balcony	Aisle	Pews	Aisle	Pews	Aisle	Pews	Aisle	Pews	Aisle	Pews	Aisle	Balcony	
Position >	B West	1		2	3		4	5		6	7		8	B East
Deacons (10) >	Floater	Cooper		Searl	Lynch		Lear	Mace		Robertson	Crist		Vines	Floater
Sub >														
Check In Initials>														
Trays (12) >	1	1		1	2		1	1		2	1		1	1
Signal your quantity of trays to be received!														
Balcony trays are now at the front table														
Late Service														
	West					Pulpit			East					
	Balcony	Aisle	Pews	Aisle	Pews	Aisle	Pews	Aisle	Pews	Aisle	Pews	Aisle		
Position >	Balcony	1		2		3			4			5		
Deacons (5) >	(Closed)	Randolph		Hermansen		Hazell			Hoyt			Floater		
Sub >														
Check In Initials>														
Trays (6) >	0	1		1		2			1			1		
Signal your quantity of trays to be received!														
Balcony trays are now at the front table														
Balcony is closed for the late service														

Trays with inserts analysis

Tray with insert		GF	Regular
Center Hole	1	8	31
inner Ring	7		
Middle Ring	14		
Outer Ring	17		



Tray Count	GF	Regular
6	48	186
12	96	372