

## **RESPONSIBILITIES OF ELDERS ON DUTY**

### **Prior to the Service:**

- Make certain lights are on, sanctuary tidied (hymnals/bibles replaced), trash picked up, adjust the AC or heat
- Select someone to assist with the collection
- Greet members and guests as they arrive at the Narthex door, distribute bulletins, and assist guests with seating.
- Use the listing in the cabinet in the narthex to check off attendees (recommended in case contact tracing is necessary)
- Close and lock the internal Narthex doors during the "Moment of Reflection."

### **During the Service:**

- Take attendance count and note on the calendar posted in the Narthex (include those leading worship, choir, children)
- At the end of Passing of the Peace, shall proceed to the education wing (back door) and be sure it is securely locked.

### **During Offertory:**

- As pre-arranged, one Elder on Duty will pronounce the offertory prayer and the plates will be stacked and placed on the Communion Table or on either side if during a Communion Service.

### **At the End of the Service:**

- During last hymn open Narthex doors and outside doors following the service.

### **After the Service:**

- Introduce themselves to visitors leaving through the Narthex and educational wing.
- In the sanctuary, pick up bulletins and other papers, replace children's activity bags, return Bibles and hymnals to racks, leaving several extra bulletins in parlor.
- Count collection and record amount on a piece of paper. Place the paper with your count, and collection in a bank bag in the church office. Lock door after.
- On Communion Sundays collect and dispose of communion cups from the pews.
- Turn off all lights, turn back the AC or heat to pre-worship service level, and lock all doors.