



# St. Luke's Lutheran Church & School

Oakfield, WI

## Duties of Deacons

1. Deacons should arrive at church at least 30 minutes before the church service is scheduled to begin. Please make sure that you have a key to unlock the door if required. The Church's Main Entrance Doors and the school entryway should be unlocked.
2. The first service deacon should put up the hymnal numbers. The second service deacon should verify the numbers for the Late Service and make any required changes.
3. Turn on all the lights on in the narthex and the nave and open the doors to the nave. Turn on the sound system.
4. Assign one or two ushers to hand out the service bulletins.
5. As the church becomes fuller, it may be necessary to usher people to a seat. Be aware of empty places in the nave.
6. Assign an usher to light the candles about 5 minutes before the service is scheduled to begin (The altar candles are lit only for communion services.). Light the candles to the lectern side first and then the pulpit side. Proceed away from the altar on both sides.
7. The bells are to be rung before services. Let the bells ring 10 to 12 times. The bells should also be rung three times during the Lord's Prayer: at the beginning, at "our daily bread", and before the "Amen". After the service the bells should once again be rung.
8. Four ushers should be used to collect the offerings, two for collecting from the main aisle, and one for each side aisle. An usher may also be required to collect the offering in the balcony.
9. In the past ushers counted worshippers during the collection. It is suggested, that the deacon take this count sometime during the service and record it and the names of the ushers.
10. When there is a baptism, the deacon is responsible for putting water in the baptismal font before the service and emptying it after the service. One large pitcher of warm water will suffice. Put the baptismal shell and napkins on the baptismal font for the pastor. If the baptism is in early service please make sure to change the hymn numbers for the late service if required.
11. During communion the deacon is to stand at the front and indicate to the aisle ushers when to direct communicants to the front (preferably 10 to a side). Assist the elderly when help is needed.
12. All lights should be turned off during the WELS Connection, WLA NOW, and other video programs. (Dimming the lights causes audio interference.)
13. Deacons are to place the collection plate contents in the offering tray in the room with the safe in the narthex. The second service usher should lock the tray in the safe. The Door to the room with the safe in it should always remain locked.
14. Two ushers should dismiss the congregation row by row at the end of the service. Be sure all hymnals are in the proper place in the pews and any items left in the bench are removed after the service. One usher should be assigned to hand out information bulletins at the rear of the nave.
15. Turn off the lights in the nave. Make sure the balcony lights are also off, and the candles on the altar are out. The second service deacon is responsible for turning off the narthex and school area lights, as well as making sure all outside doors are locked. Turn off the sound system.

Committee Responsible: Shepherding Committee