

Requested Deaconate Assistance for Various Events

As of: March 10, 2022



- **BAPTISM:**
 - Clean Pool – On Saturday (day before baptism) clean baptism pool (wipe walls and floor with general purpose cleaner to remove dust).
 - Fill Pool – On Saturday night fill (takes 1 hours to fill and approximately 8 hours to heat to a temperature of about 88 degrees).
- **CHURCH-WIDE OR CHURCH-CALLED ACTIVITIES/EVENTS:**
 - Church-wide prayer meetings:
 - Unlock church, turn on lights, adjust HVAC and secure upon conclusion of event.
 - Mentoring Moments:
 - Unlock church, turn on lights, adjust HVAC and secure upon conclusion of event.
 - Conferences (excluding rental events unless special arrangement is requested):
 - Unlock church, turn on lights, adjust HVAC and secure upon conclusion of event.
 - Cantatas/Concerts (hosted by NCCF):
 - Unlock church, turn on lights, adjust HVAC and secure upon conclusion of event.
 - Ministry Leadership Meetings:
 - If held in church, unlock church, turn on lights, adjust HVAC and secure upon conclusion.
 - If held in gym, set up tables, chairs and trash receptacles as needed and upon conclusion, tear down (put away chairs and tables and take out trash/garbage).
- **FUNERALS:**
 - Open church and prepare to receive funeral home.
 - Unlock choir room and bride's room for access to vestments.
 - Unlock walk-around doors for receipt of casket and flower sprays.
 - Turn on sanctuary lights (from wall panel).
 - Adjust HVAC accordingly.
 - Place 5'x8' rug on floor in front of stage.
 - Place desktop podium on table in lobby.
 - Place traffic cones in front of church and parking lot as needed for processional needs.
 - Secure church:
 - Choir room and bride's room may need to remain open to secure vestments upon return from internment.
 - Security sanctuary and walk-around doors.
 - Turn off sanctuary lights (from wall panel).
 - Retrieve and store 5'x8' rug placed on floor in front of stage.
 - Secure desktop podium from table in lobby.

- Retrieve and store traffic cones.
- Repast Support:
 - Setup tables, chairs and trash receptacles as needed.
 - Assist with serving of food and beverages and cleanup afterwards.
 - Tear down (put away chairs and tables and take out trash/garbage).
- **LAWN AND GROUND CARE:**
 - Assist with maintenance of the lawn, trees and shrubs as needed to include maintenance of the parking lot (weeds, potholes, trash).
- **OUTDOOR FOUNTAIN:**
 - Turn fountain on/off during days that church is open for business or if major event is held on Saturday.
- **VAN TRANSPORTATION:**
 - For Sunday ministry support, assist as drivers, attendants or help with maintaining the vans (washing, vacuuming, putting gas in vehicles) as needed.
 - For support during other days or events, if resources permit and assistance can be provided, additional service may be offered.
- **MISCELLANEOUS:**
 - HVAC Adjustment:
 - During cold weather days, set thermostats to 70 degrees HEAT when opening for event and set to 66 degrees HEAT for overnight.
 - During warm weather days, set thermostats to 70 degrees COOL when opening for event and set to 76 degrees COOL for overnight.

