

## **Requested deaconate assistance for various events**

February 3, 2015

### **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 hour to fill and approx 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

Lenten lessons

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

Shepherd's Call

If held in church, unlock church, turn on lights, adjust HVAC and secure upon conclusion of event

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'x 8' 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

Secure sanctuary and walk-around doors

Turn off sanctuary lights (from wall panel)

Adjust HVAC accordingly

Retrieve and store 5'x 8' 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 Grounds 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:**

At this time 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 days - Set thermostats to 70 degrees HEAT when opening for event and set at 66 degrees HEAT for overnight

During warm days - Set thermostats to 70 degrees COOL when opening for event and set at 76 degrees COOL for overnight