

DUTY DEACONS ROTA 2023 - 2024

If you cannot make a date please ensure you have swapped and marked as necessary on Chapel copy:

<p>May 7th Communion <i>Tricia</i></p> <p style="padding-left: 20px;">Midweek</p> <p>14th Morning <i>Alison</i></p> <p>21st Morning <i>Enid</i></p> <p>28th Morning <i>Elizabeth</i></p>	<p>Sept 3rd Communion <i>Enid</i></p> <p style="padding-left: 20px;">6th Midweek</p> <p>10th Morning <i>Elizabeth</i></p> <p>17th Morning <i>Anne</i></p> <p>24th Morning <i>Tricia</i></p>	<p>Jan 3rd Midweek</p> <p style="padding-left: 20px;">7th Communion <i>Tricia</i></p> <p>14th Morning <i>Alison</i></p> <p>21st Morning <i>Enid</i></p> <p>28th Morning <i>Elizabeth</i></p>
<p>June 4th Communion <i>Anne</i></p> <p style="padding-left: 20px;">7th Midweek</p> <p>11th Morning <i>Tricia</i></p> <p>18th Morning <i>Alison</i></p> <p>25th Morning <i>Enid</i></p>	<p>Oct 1st Communion <i>Alison</i></p> <p style="padding-left: 20px;">4th Midweek</p> <p>8th Morning <i>Enid</i></p> <p>15th Morning <i>Elizabeth</i></p> <p>22nd Morning <i>Anne</i></p> <p>29th Morning <i>Tricia</i></p>	<p>Feb 4th Communion <i>Anne</i></p> <p style="padding-left: 20px;">7th Midweek</p> <p>11th Morning <i>Tricia</i></p> <p>18th Morning <i>Alison</i></p> <p>25th Morning <i>Enid</i></p>
<p>July 2nd Communion <i>Elizabeth</i></p> <p style="padding-left: 20px;">5th Midweek</p> <p>9th Morning <i>Anne</i></p> <p>16th Morning <i>Tricia</i></p> <p>23rd Morning <i>Alison</i></p> <p>30th Morning <i>Enid</i></p>	<p>Nov 1st Midweek</p> <p style="padding-left: 20px;">5th Communion <i>Alison</i></p> <p>12th Morning <i>Enid</i></p> <p>19th Morning <i>Elizabeth</i></p> <p>26th Morning <i>Anne</i></p>	<p>Mar 3rd Communion <i>Elizabeth</i></p> <p style="padding-left: 20px;">6th Midweek</p> <p>10th Morning <i>Anne</i></p> <p>17th Morning <i>Tricia</i></p> <p>24th Morning <i>Alison</i></p>
<p>Aug 2nd Midweek</p> <p style="padding-left: 20px;">6th Communion <i>Elizabeth</i></p> <p>13th Morning <i>Anne</i></p> <p>20th Morning <i>Tricia</i></p> <p>27th Morning <i>Alison</i></p>	<p>Dec 3rd Communion <i>Tricia</i></p> <p style="padding-left: 20px;">6th Midweek</p> <p>10th Morning <i>Alison</i></p> <p>17th Morning <i>Enid</i></p> <p>24th Morning <i>Elizabeth</i></p> <p>24th Carol Service ?</p> <p>25th Christmas Day ?</p> <p>31st Morning <i>Anne</i></p>	<p>Apr 3rd Midweek</p> <p style="padding-left: 20px;">7th Communion <i>Enid</i></p> <p>14th Morning <i>Elizabeth</i></p> <p>21st Morning <i>Anne</i></p> <p>28th Morning <i>Tricia</i></p>

SUNDAY DUTIES:

Before

- Arrive by 10 a.m. Unlock doors to chapel via welcome room. Check key for vestry available.
- Fill carafes – one for Communion table, one for back of the church: don't forget the glasses.
- Switch lights on over pulpit, cross, chapel and open the Bible on the Communion table.
- Check childrens and main collection plates are on the table.
- Chairs set out in vestry for prayer.
- If it is a Communion Service (the 1st Sunday morning) make sure tablecloth, wine and bread are on the communion table beforehand (bring own bread, communion wine in kitchen cupboard).

After

- Remind duty deacon for following Sunday/Mid-Week.
- Return carafes to kitchen cupboard washed and check the kitchen. Check toilet.
- Switch off cross light and close the Bible. Turn off all other lights – pulpit and main switch.
- Check loudspeaker is off and projector (if projectionist has not done so) and check that door between Chapel and Welcome room is left open but that the external welcome door is locked.
- Put vestry chairs away in Chapel, return vestry key.