

**DEACON OF WEEK RESPONSIBILITIES**  
(As discussed at BOD meetings on 12/19/10 and 1/16/11)

**At the 11:00 Service:**

- Serve as security person to coordinate facility security;
- Stays in the vestibule when the ushers are lined up for the offering and during the collection process to facilitate protection:
  - from dangerous intruders, and
  - for children who suddenly leave the sanctuary concurrently with all the ushers involved in the offering process;
- After the offering/collection process, the DOW is free to clip out to set up for the congregational meal, if there is one, and to coordinate on flower delivery preparation.

**Other Responsibilities During Duty Week:**

- Deliver flowers on Sunday PM, as needed;
- Account for the money collected at any congregational meals that week. The DOW may arrange for a suitable substitute (preferable another Deacon or other church officer).