

## DUTY DEACONS ROTA 2022 - 2023

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

<b>May 1st Communion</b> <i>Tricia</i>	<b>Sept 4th Communion</b> <i>Tricia</i>	<b>Jan 1st Communion</b> <i>Enid</i>
<b>Midweek</b> <i>Enid</i>	<b>7th Midweek</b> <i>Tricia</i>	<b>4th Midweek</b> <i>Enid</i>
<b>8th Morning</b> <i>Elizabeth</i>	<b>11th Morning</b> <i>Alison</i>	<b>8th Morning</b> <i>Elizabeth</i>
<b>15th Morning</b> <i>Debbie</i>	<b>18th Morning</b> <i>Enid</i>	<b>15th Morning</b> <i>Debbie</i>
<b>22nd Morning</b> <i>Alison</i>	<b>25th Morning</b> <i>Elizabeth</i>	<b>22nd Morning</b> <i>Tricia</i>
<b>29th Morning</b> <i>Enid</i>		<b>29th Morning</b> <i>Alison</i>
<b>June 1st No Midweek</b>	<b>Oct 2nd Communion</b> <i>Debbie</i>	<b>Feb 1st Midweek</b> <i>Alison</i>
<b>5th Communion</b> <i>Enid</i>	<b>5th Midweek</b> <i>Tricia</i>	<b>5th Communion</b> <i>Enid</i>
<b>12th Morning</b> <i>Elizabeth</i>	<b>9th Morning</b> <i>Tricia</i>	<b>12th Morning</b> <i>Elizabeth</i>
<b>19th Morning</b> <i>Debbie</i>	<b>16th Morning</b> <i>Alison</i>	<b>19th Morning</b> <i>Debbie</i>
<b>26th Morning</b> <i>Tricia</i>	<b>23rd Morning</b> <i>Enid</i>	<b>26th Morning</b> <i>Tricia</i>
	<b>30th Morning</b> <i>Elizabeth</i>	
<b>July 3rd Communion</b> <i>Alison</i>	<b>Nov 2nd Midweek</b> <i>Elizabeth</i>	<b>Mar 1st Midweek</b> <i>Tricia</i>
<b>6th Midweek</b> <i>Alison</i>	<b>6th Communion</b> <i>Debbie</i>	<b>5th Communion</b> <i>Alison</i>
<b>10th Morning</b> <i>Enid</i>	<b>13th Morning</b> <i>Tricia</i>	<b>12th Morning</b> <i>Enid</i>
<b>17th Morning</b> <i>Elizabeth</i>	<b>20th Morning</b> <i>Alison</i>	<b>19th Morning</b> <i>Elizabeth</i>
<b>24th Morning</b> <i>Debbie</i>	<b>27th Morning</b> <i>Enid</i>	<b>26th Morning</b> <i>Debbie</i>
<b>31st Morning</b> <i>Tricia</i>		
<b>Aug 3rd Midweek</b> <i>Tricia</i>	<b>Dec 4th Communion</b> <i>Elizabeth</i>	<b>Apr 2nd Communion</b> <i>Tricia</i>
<b>7th Communion</b> <i>Alison</i>	<b>7th Midweek</b> <i>Elizabeth</i>	<b>5th Midweek</b> <i>Tricia</i>
<b>14th Morning</b> <i>Enid</i>	<b>11th Morning</b> <i>Debbie</i>	<b>9th Morning</b> <i>Alison</i>
<b>21st Morning</b> <i>Elizabeth</i>	<b>18th Morning</b> <i>Tricia</i>	<b>16th Morning</b> <i>Enid</i>
<b>28th Morning</b> <i>Debbie</i>	<b>? Carol Service</b>	<b>23rd Morning</b> <i>Elizabeth</i>
	<b>25th Morning</b> <i>Alison</i>	<b>30th Morning</b> <i>Debbie</i>

### SUNDAY DUTIES:

#### Before

- Arrive by 10 a.m. Unlock doors to chapel via welcome room. DO NOT USE VESTRY.
- 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 or 2nd Sunday evening in month) 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