

## DUTY DEACONS ROTA 2021-2022

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

<b>June 27th Morning</b>	<i>Enid</i>				
<b>July 4th Communion</b>	<i>Debbie</i>	<b>Nov 3rd Midweek</b>	<i>Tricia</i>	<b>Feb 2nd Midweek</b>	<i>Elizabeth</i>
<b>7th Midweek</b>	<i>Elizabeth</i>	<b>7th Communion</b>	<i>Alison</i>	<b>6th Communion</b>	<i>Enid</i>
<b>11th Morning</b>	<i>Tricia</i>	<b>14th Morning</b>	<i>Anne</i>	<b>13th Morning</b>	<i>Debbie</i>
<b>Evening</b>	<i>Tricia</i>	<b>Evening</b>	<i>Anne</i>	<b>Evening</b>	<i>Debbie</i>
<b>18th Morning</b>	<i>Alison</i>	<b>21st Morning</b>	<i>Fiona</i>	<b>20th Morning</b>	<i>Tricia</i>
<b>25th Morning</b>	<i>Anne</i>	<b>28th Morning</b>	<i>Pauline</i>	<b>27th Morning</b>	<i>Alison</i>
<b>Aug 1st Communion</b>	<i>Fiona</i>	<b>Dec 1st Midweek</b>	<i>Tricia</i>	<b>March 2nd Midweek</b>	<i>Alison</i>
<b>4th No Midweek</b>		<b>5th Communion</b>	<i>Elizabeth</i>	<b>6th Communion</b>	<i>Anne</i>
<b>8th Morning</b>	<i>Pauline</i>	<b>12th Morning</b>	<i>Enid</i>	<b>13th Morning</b>	<i>Fiona</i>
<b>Evening</b>	<i>Pauline</i>	<b>Evening</b>	<i>Enid</i>	<b>Evening</b>	<i>Fiona</i>
<b>15th Morning</b>	<i>Elizabeth</i>	<b>19th Morning</b>	<i>Debbie</i>	<b>20th Morning</b>	<i>Pauline</i>
<b>22nd Morning</b>	<i>Enid</i>	<b>24th Carol Service</b>	<i>?</i>	<b>27th Morning</b>	<i>Elizabeth</i>
<b>29th Morning</b>	<i>Debbie</i>	<b>25th Christmas Day</b>	<i>?</i>		
		<b>26th Morning</b>	<i>Tricia</i>		
<b>Sept 1st Midweek</b>	<i>Tricia</i>	<b>Jan 2nd Communion</b>	<i>Alison</i>	<b>April 3rd Communion</b>	<i>Enid</i>
<b>5th Communion</b>	<i>Tricia</i>	<b>5th Midweek</b>	<i>Alison</i>	<b>6th Midweek</b>	<i>Enid</i>
<b>12th Morning</b>	<i>Alison</i>	<b>9th Morning</b>	<i>Anne</i>	<b>10th Morning</b>	<i>Debbie</i>
<b>Evening</b>	<i>Alison</i>	<b>Evening</b>	<i>Anne</i>	<b>Evening</b>	<i>Debbie</i>
<b>19th Morning</b>	<i>Anne</i>	<b>16th Morning</b>	<i>Fiona</i>	<b>17th Morning</b>	<i>Tricia</i>
<b>26th Morning</b>	<i>Fiona</i>	<b>23rd Morning</b>	<i>Pauline</i>	<b>24th Morning</b>	<i>Alison</i>
 		<b>30th Morning</b>	<i>Elizabeth</i>		
<b>Oct 3rd Communion</b>	<i>Pauline</i>				
<b>6th Midweek</b>	<i>Anne</i>				
<b>10th Morning</b>	<i>Elizabeth</i>				
<b>Evening</b>	<i>Elizabeth</i>				
<b>17th Morning</b>	<i>Enid</i>				
<b>24th Morning</b>	<i>Debbie</i>				
<b>31st Morning</b>	<i>Tricia</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 near entry, book for names, handsanitiser and spare masks.
- 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 is closed up and the 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.