

DEACONS' RESPONSIBILITIES

PRIMARY	BACKUP	AREA	RESPONSIBILITY
ALL		Worship	Lock Building
ALL			Backup for Sermons, Wed Night Invitations
Brent Mullaney	Drew Byers		Recording of sermons, downloading to website
Brent Mullaney	Drew Byers		Auditorium PowerPoint Welcome presentation, project, & PA system
Brent Mullaney	N/A		Lord's Supper preparation schedule
Brent Mullaney	N/A		List for Counting Contribution
Brent Mullaney	N/A		Weekly Records schedule
Brent Mullaney	N/A		Group Lists
ALL			"Guarding" the auditorium/Attendance
Darren Mullaney	Eric Saylor		Thermostats
Darren Mullaney	Eric Saylor		Ensure men know their worship service responsibilities
Eric Saylor	N/A		Worship service monthly duty roster
Todd Moore	Drew Byers		Song and Prayer Service
Tim Short	Ben Scott		Singing Night
Ben Scott	Jeff Dodd		Assist with the announcements
Scott Rice	Drew Byers		Visitors' Cards
ALL		Building & Grounds	Backup for building cleaning, grass/bush trimming, weed control
ALL			Maintenance of grounds (see drawing of grounds Tim created)
Scott Rice	N/A		Outside flowers near front doors
Brent Mullaney	Scott Rice		Maintain & Clean the Baptistery
Jeff Dodd	Eric Saylor		Building, communion, snow melt supplies
Eric Saylor	N/A		Grounds Maintenance Organization & Schedule
Eric Saylor	N/A		Keep weeds sprayed
Eric Saylor	N/A		Work day organization and coordination
Ben Scott	N/A		Keep shed organized
Ben Scott	Jeff Dodd		Grounds equipment maintenance
Jeff Dodd	N/A		HVAC, Fire Alarm, Emergency Lighting
Jim Morgan	Brent Mullaney		Check to see if parking lot is snow plowed
Jim Morgan	Brent Mullaney		Check the building weekly
Jim Morgan	N/A		Building Cleaning Schedule
Scott Rice	Drew Byers		Projector maintenance - bulb swap, filter cleaning
Scott Rice	N/A	Classes	High School Class material
Tim Short	N/A		Children's classes and Resource Room
Jeff Dodd	N/A	Directory	Directory
Tim Short	N/A	Gospel Meeting	Line up song leaders & meal list
ALL		Mail Out Groups	Head Groups
Drew Byers	Darren Mullaney, Eric Saylor, Tim Short	Phone Network	A - C
Jeff Dodd			D - G
Todd Moore			H - K
Jim Morgan			L - M
Brent Mullaney			O - P
Scott Rice			Q - S
Ben Scott			T - Z
Jeff Dodd	N/A	Pick Up Members	Pickup schedule & find replacements
Ben Scott	Drew Byers	Snow Shoveling	Kathy Dunaway
Jeff Dodd	Todd Moore		Jason Turner
Brent Mullaney	Darren Mullaney		Barb Proctor
Scott Rice	Tim Short		McKays
Jim Morgan	Eric Saylor	Treasury	Treasury
ALL			Count contribution
Todd Moore	N/A	VBS	Lead VBS