

Chapel in the Pines Presbyterian Church

Duties – Elder/Deacon in the Narthex

Each Sunday, an Elder or Deacon will serve in the Narthex. This person shall:

- Be on duty from 10:00 a.m. until approximately noon.
- Wear a red carnation (found in the narthex credenza) so as to be identified as the Elder or Deacon on duty.
- Assist the pastor, ushers, committee members, guests, etc. with all needs (location of classes, supplies or materials if available, location of restrooms) and answer questions or find someone who knows the answers.
- Receive any pastoral concerns, celebrations, or other information or requests and convey such to the pastor, appropriate staff, or committee chair.
- Watch for newcomers and visitors. If it is their first time visiting, guide them to the visitor table and introduce them to the membership committee member on duty. If nobody from the membership committee is on duty, invite them to fill out a visitor card. Invite first-time visitors to wear a nametag. If they are returning visitors and have filled out a card previously, there will be a printed name tag on the round table in the narthex for two months after their first visit, and then it will be placed in the box.
- Watch for families with children who will need childcare, greet those families, and escort them to the nursery where *Barbara and a member of the congregation* will provide care during the service
- The Elder/Deacon should be knowledgeable about all of the procedures, events, and resources and connect people to others in the congregation as appropriate.
- This person's duties are different from the Greeter whose job it is to simply extend a warm greeting to everyone who arrives.
- On some Sundays, there may be little to do; at other times, this person may need to ask for assistance. The Deacon/Elder in the Narthex should avoid engaging in casual, personal conversation while on duty so as to be alert and available to those who might need assistance.
- *During worship either remain in the Narthex or check at least once all the rooms in both buildings.*
- Lock the side door by the nursery when worship starts and unlock it after it is over.
- Watch the parking lot for any suspicious activity, alerting 911 if there is any.