

Bedford Presbyterian Church

ELDER and DEACON OF THE DAY JOB DESCRIPTION

Thank you for serving as an Elder or Deacon of the Day for worship at Bedford Presbyterian Church! Your face is the first that many who come through our doors will see and the hospitality you offer is an essential part of the life of our church. Thank you for serving in this vital role!

Elder of the Day

1. Light candles (if needed).
2. Greet those who are arriving for worship.
3. Lead in worship through liturgy as determined by the “Preaching Pastor” of the week and shared with the Deacon of the Day.
4. In conjunction with the Ushers, take the offering downstairs at the end of worship and place it in the safe.
5. Join the “Non-preaching Pastor” out on the front steps and greet those who are departing for worship.
6. Invite any and all guests to accompany you to Coffee Hour.

Deacon of the Day

1. Greet those who are arriving for worship.
2. Pay special attention to those who might be guests – visiting our church, perhaps, for the first time. Introduce yourself and get to know their name.
3. Watch for anyone with young children and offer a friendly invitation to the church nursery and Sunday School if appropriate. Share worship folders and talk to them about the Children’s Sermon.
4. Be mindful of any special needs for worshippers:
 - Is anyone mobility-impaired?
 - Is anyone having difficulties during the service?
5. Lead in worship through the liturgy as determined by the “Preaching Pastor” of the week and shared with the Elder of the Day.
6. Stand next to the “Preaching Pastor” at the end of the service and greet the people who are coming by. If there are guests, introduce them to one of the pastors and/or take them to Coffee Hour.