

## Deacon of the Week Report

Deacon: \_\_\_\_\_

Week of: \_\_\_\_\_

Needs	Contacts	Comments
1.		
2.		
3.		
4.		
5.		
6.		
7.		
8.		
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10.		
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12.		
13.		
14.		
15.		

Follow-up Suggestions:

## Deacon of the Week Responsibilities

1. Stand with Sarah Shelton at the back of the Sanctuary following worship on the first day of your week. Take notes on visitors and member needs as directed by the Sarah. Take a copy of the notes (leave the original with Sarah) and make contacts as appropriate.
2. Visitor follow-up.
  - a. Pick up visitor cards after morning worship, make a copy of each card and leave originals on secretary's desk.
  - b. Try to make contact with each visitor within 24 hours.
  - c. Answer questions visitor's have about Covenant.
  - d. Let them know that we care about them and invite them back.
  - e. Give written report to the Pastor for additional follow-up.
  - f. Visitor reports should be given at monthly deacon meeting.
  - g. Stay informed about program and activities (55 Classes, mission activities, special programs, etc.).
3. Receive a copy of the report from the Deacon of the Week report for the previous week.
4. Lead in prayer time on Wednesday evening.
5. Consult with Pastor regarding any special needs (hospital visits, phone calls, etc.). Review the information on the marker board outside the Pastor's office and make contacts during the week as needed.
6. Be on call in case of any crisis or unexpected need. (Make sure the Church Secretary knows how to reach you.)
7. Try to visit, call, or send cards to ill or homebound. (Use Wednesday night prayer list.)
8. Deliver a copy of your written report on Sunday to the next Deacon of the Week for follow-up, and place the original in the storage area outside Susan Palmer's office.
9. Report directly to the Pastor if you become aware of a special need that needs the Pastor's attention.
10. Stand with John Duke at the back of the Sanctuary following worship at the end of your week. Take notes on visitors and member needs as directed by John.