

## Checklist for Elder of Service

- Arrive in Council Room no later than 20 minutes before the worship service.
- If there is a guest pastor/speaker:
  - Have them complete the Guest Pastor Consent/Mileage Form provided, and sign it.
  - Remind guest pastors/speakers that GCRC livestreams its worship services. They must consent to have their message published on YouTube and the GCRC website.
  - It is the responsibility of the elder on duty to complete and sign the bottom of the Guest Pastor Consent/Mileage Form and put the completed form in the office administrator's mail slot. Without it, no remuneration will be made.
  - Inform guest pastors of our Fire Safety procedures (see instructions in Council room or pulpit).
  - Ensure pulpit height is right for the pastor.
  - Ensure there is a glass of water (or water bottle) on the pulpit.
  - Mention that there is a copy of the scripture reading is on the pulpit (same version as what will be projected).
- On Baptism Sundays, ensure there is lukewarm water in the baptismal font.
- Fire Safety Procedures: Ensure pastor, and elders and deacons on duty know their responsibilities:
  - Pastor OR Worship Leader (if no pastor present) – Read Fire Emergency instructions to the congregation (posted on pulpit). When sanctuary is empty, leave through organ exit.
  - Elder in charge – call 911 (church address: 11611 Trafalgar Road)
  - 2 elders to 2 north exits
  - 1 deacon – elevator exit
  - 1 deacon – rear lower exit
  - 3<sup>rd</sup> deacon and elder in charge – sweep
  - Off duty elders clear the nursery
  - Off duty deacons clear the Sunday School

When the evacuation is complete, on duty elders and deacons to “sweep” the entire building to verify that everyone has been evacuated.
- **The elder of service is responsible for doing the welcome only when there is a guest pastor. In the event that the elder of service is uncomfortable making announcements, they should consult with the Worship Planner, who will then ask the Worship Leader to do the welcome and introduce the guest pastor instead.**  
Use “Elder’s Worship Service Welcome & Announcements” form as a guide.
- Ensure Duty Assignment template is filled in (collections, hand-shakes, communion, etc.)
- Ensure that there is an elder to greet at each aisle after the worship service.
- Open in prayer in the council room before the worship service.
- Handshake pastor before and after service.
- Ensure all lights (indicated with a yellow sticker) are turned off and doors (upstairs & downstairs) are closed after each service including the office door and Sunday School supply room door.

Updated August 2023