

First Presbyterian Church of Petaluma  
Board of Deacons  
2015

# Deacons Manual

*Compassion*

*Witness*

*Service*

First Presbyterian Church  
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## **Deacons – A Position Description from the Book of Order**

### **Deacons: The Ministry of Compassion, Witness, and Service (G-2.0201)**

The ministry of deacon as set forth in Scripture is one of **compassion, witness, and service**, sharing in the redeeming love of Jesus Christ for the poor, the hungry, the sick, and lost, the friendless, the oppressed, those burdened by unjust policies or structures, or anyone in distress. Persons of spiritual character, honest repute, exemplary lives, brotherly and sisterly love, sincere compassion, and sound judgment should be chosen for this ministry.

### **Gifts and Qualifications** (of all Officers - Book of Order, G-2.0104)

To those called to exercise special functions in the church —deacons, ruling elders, and teaching elders—God gives suitable gifts for their various duties. In addition to possessing the necessary gifts and abilities, those who undertake particular ministries should be persons of strong faith, dedicated discipleship, and love of Jesus Christ as Savior and Lord. Their manner of life should be a demonstration of the Christian gospel in the church and in the world. They must have the approval of God’s people and the concurring judgment of a governing body of the church.

I will seek opportunities to learn and improve my skills for compassion, witness and service in the church and community.

I will be physically and mentally able to perform my duties as a Deacon.

### **Compassion:**

Compassion begins with me and the relationships I have with others, I will work with my fellow deacons and church leaders, with a spirit of love, enthusiastic cooperation and teamwork.

I promise to pray for the deacons and our church, regularly and often. I will make available my time, insight, and resources to the Deacon Board, I promise to set aside our regular meeting time together as a top priority in my schedule.

If I am unable to attend a called board meeting, due to illness or another unavoidable reason, I will call the moderator to request an excused absence.

If I am unable to attend more than three or more meetings in a row, I will discuss this with the moderator and consider taking a leave of absence, until I have more availability.

I promise to keep confidential any information about church members or attendees shared within the confines of our meetings as well as information I have learned through phone calls, e-mails or visits, knowing that confidentiality is essential to trust and openness within our church. I will share personal information only when I have that person's permission.

### **Witness:**

I am an officer and an ambassador of Jesus Christ and the Church. I will ensure that my manner of life is a demonstration of the Christian gospel in the church and in the world (Book of Order, G-2.0104).

### **Service:**

I will seek out ways in which I can serve people in the congregation and community, especially in the area of my assigned duties.

I will joyfully participate in special events and needs, when teamwork is required, even though the need may not be within my chosen area or responsibility.

I will set healthy boundaries for myself so that I am, first, responsible for my health, my relationship with God and my relationship with my family and, secondly, open and available to be called on for acts of service as needs arise.

I will ask for help when needs are greater than my ability or availability. I will recruit others and share ministry, seeking to involve new people in ministries of compassion, witness and service.

In all things, I will be a faithful deacon, teaching charity, urging concern, and directing the people's help to those in need.

# Synopsis of Deacon Assignments\*

(Information for incoming Deacons)

**Moderator:** Leads the monthly meetings and coordinates Deacon activities. Attends the monthly Session meeting, presents minutes and responds to issues and questions for Session. Reports to the Board of Deacons on Session actions. Prepares and submits end-of-the-year report to Deacons and Session.

**Vice Moderator:** Fills in for the Moderator in the event of absence and assists Moderator in coordinating Deacon activities. Serves on the Benevolence Committee.

**Secretary:** Maintains minutes of the Deacon meetings and e-mails Minutes to all Deacons, the Pastor and the Clerk of Session.

**Treasurer:** Maintains the Deacon accounts, and provides monthly reconciliation of receipts and expenses.

**Kitchen Coordinator:** Maintains coffee hour supplies and paper products, and general upkeep to the kitchen.

**Support Services/Senior Support Coordinators** (one lead and two assistants): Support to members and friends of the church by coordinating assistance as needed. Assists Moderator in coordinating Deacon support for memorial services and works with Congregational Care Commission.

**Benevolence Team** (Moderator, Vice Moderator and Treasurer): Accepts, discusses, and responds to **confidential** requests for assistance from church members and the community. **All requests are held in strict confidence.**

**Visitation Ministry Coordinator:** Will work with the pastor, coordinating calls and visits to the hospital and those at home. The coordinator will meet with the pastor and team members once a month to report on calls made and to determine those who need visits or phone contact.

**Transportation Ministry Coordinator:** Arranges for transportation to church activities, functions and study groups, for members and friends in need.

**Social Secretary:** Sends cards of sympathy, thank you, congratulations, and get well in times of crisis, loss, joy, and celebration, to congregation and friends of the church. Provides for a rose and announcement in worship service in honor of the birth of a new child.

**Communion Coordinator (two Deacons):** Contacts members to serve communion each month. Prepares and sets up communion under instruction of the pastor; coordinates the communion service and is responsible for clean up of the elements after the service.

**Nominating Committee:** Represents the Deacons on the Church Nominating Committee and reports back to the Board of Deacons.

**Prayer Chain Coordinator:** Is the main contact for prayer requests received from church members. Arranges and organizes the e-mail listing and will report on the number of prayer requests received each month and the number of follow-up calls made. The coordinator needs to be available to report requests in a timely manner. All requests are confidential to the prayer chain.

**Young at heart – Senior Social Group:** Acts as a liaison between Deacons and YAH group. Participates in planning meetings and actual events

**Coffee Hour (All Deacons):** Two Deacons rotate each month serving twice a year. Session Commissions fill-in, usually during the summer months.

\*\*See Deacon's manual for more detail.

## **Moderator: Teams with Vice Moderator**

- Prepares agenda for and leads monthly meetings, which are usually held on the fourth Thursday of each month.
- Coordinates deacon activities.
- Attends the monthly Session meetings and responds to issues and questions for Session.
- Reports back to the Board of Deacons on Session actions.
- Prepares report of Deacon activities for the annual report.

## **Vice Moderator:**

- Works closely with Moderator on all projects requested, and takes the place of the Moderator in his/her absence. This includes all meetings that the Moderator is asked to be present for, and all functions that require active participation by the Moderator of the Board of Deacons.
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- Also serves as a member of the Benevolence Team.

## **Secretary:**

- Takes minutes of the monthly meetings for Deacons.
- Submits Minutes to the Deacons, the Pastor and the Clerk of Session.

## **Treasurer:**

- Responsible for the bank account balance and checkbook.
- Writes checks as needed for expenses.
- Checks the church office for any Deacon checks, bank statement or other papers in the Treasurer's box.
- Keeps track of the checks written and makes copies of deposits.
- Reconciles the checking account every month and reports monthly to Deacons.
- Prepares summary of account for annual report.
- At the beginning of the year, coordinate any changes to Deacon Signatories on file with Bank of the West. Must take copy of Minutes showing changes.
- Saves reports, receipts and payment vouchers for past 7 years.

## **Kitchen Coordinator (KC):**

- Maintains coffee hour supplies and paper products, and general upkeep to the kitchen.
- Located on the Kitchen Bulletin Board is an "ITEMS NEEDED" form utilized by church members to advise the KC of kitchen related items/supplies they feel need to be supplied. This form is also to be used to notify the KC of incidents regarding pests in the kitchen.

## **Coffee Hour:**

- Maintain supplies for Sunday morning coffee hour.
- Coffee is normally purchased from Costco: Costco regular and Decaf brand in the large cans.
- Maintain **individual packets** of tea, artificial sweetener and sugar in packets only, i.e., no loose sugar or open tea bags.
- Liquid half and half creamer is to be provided by persons assigned to monthly coffee schedule.

## **Paper Products:**

- Maintain the supply of coffee cups, coffee filters, coffee stirrers, heavy duty plastic flatware, napkins, dinner plates, small plates, small bowls, and cups for cold drinks most of which can be purchased at Costco. Coffee stirrers and coffee filters can be purchased at Skippy's (951 Transport Way, Petaluma). Individual packages of the heavy-duty plastic flatware can often be purchased online or Big Lots for discount rates.

## **Memorial Reception:**

- Maintain the supply of paper products for memorial services.

## **Kitchen clean up:**

- Organizes the annual kitchen clean up and provides supplies.
- Works with Facilities to coordinate tasks and specific cleaning/maintenance needs.
- Organizes volunteers.
- Provides refreshment for volunteers.

## **Kitchen Guidelines 2015:**

- Wash any dishes, etc. that you use. Either use the dishwasher (instructions are on the wall) or use the dishpan and dish drainer that is underneath the small sink.
- No borrowing of church items for your own use without clearing it through the Deacon assigned as Kitchen Coordinator or Facilities Chair. It is very frustrating to find items missing when they are needed.
- Take home/donate any left over food. If it must be stored, it is best to use sealed containers so as not to attract mice/bugs. If storing items in the fridge or freezer, be sure they are labeled with name and date. For the freezer anything older than 4 months will be thrown away. For the fridge, please think twice about leaving items in there as they are often forgotten and it doesn't take long to grow mold!
- If you use the last of something, please leave a note on the Kitchen Supplies/Items Requested & Incident of Pest Report form located on the kitchen bulletin board.
- If you take home linens (tablecloths, hand towels, dish towels) to wash, **please return them the following week**. They are often needed for the next event.
- Spot any mice or bugs? Please list them on the Supplies/Items Requested & Incident of Pest Report form located on the kitchen bulletin board and contact the Deacon Coordinator and Facilities Chair.
- If you notice a problem with any of the appliances, gas smell, etc. please notify the Facilities Chair and the Deacon Coordinator.

## **Support Services Coordinator:**

- Identifies ways to support members and friends who are in need.
- Medical equipment (such as walkers, commodes, canes and grabbers), etc. as needed for church members or friends of the church are available on a short-term basis. Contact Linda Fitzgerald 781-0885 for location and short-term loan of church stored medical equipment.
- Needs are communicated to the Support Services Coordinator by the Pastor, the Visitation Team, the Congregational Care Commission, the Prayer Chain, members of the congregation and word of mouth. A follow up by phone or visit will be made to identify what services deacons will provide. Coordinator will determine the availability of family help, and any additional support required. The Deacon coordinator will then contact the appropriate Ministry Team to assist.

## Memorial services:

- **A ministry of Support Services.** The Deacon Moderator will meet with the family and bring two copies of the Checklist for Family and Fee Structure (see Appendix A & B or C if non-member) to facilitate communication. One copy for the family and a second copy for the Deacon to use, making sure both have been filled out before leaving.
- Deacon Moderator and Support Team coordinates set up, greeters, servers, clean up and family support for Memorial and/or Reception. Coordinate efforts between volunteers setting up and delivering desserts, and any caterer hired by the family to provide additional food.
- **All Deacons are expected to assist with Memorial services when available.**
- Deacon representative will provide bookkeeper with details of services requested by the family.
- Member fees will be invoiced by the bookkeeper after the memorial service, except for reception costs and honorarium.
- Deacon representative will generate separate invoice for reception costs, including all receipts.
- Bookkeeper will pay organist and audio or AVL provider. The custodial fee will not be paid until the work has been approved by the Facilities Chair.
- Non-member fees are expected before the Memorial Service.
- The Pastor will deal with his fee directly with family, and **Deacons do not need to collect or talk about the fee.**
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## **Support Services**

### **Worksheet for Memorial Service and Reception:**

#### **Sanctuary: Support Team Worksheet** (see Appendix A)

- Provide basket for condolence cards.
- Provide pen for guest book. (Family provides guest book)
- Place podium near double doors into sanctuary for guest book.
- Ask family if they want family, friends or church to provide greeters.
- Place "reserve for family" signs on front two rows.
- Put out two or three small Kleenex boxes for each row of chairs.
- Find out if family needs someone for audio and/or video.
- Ask family if they want someone from Deacons to remove and hold the cards from any flowers delivered.
- Arrange for someone to be available to let any deliveries in (flowers or food).
- Set up any extra tables, if needed, in the sanctuary for display items.
- Place easels (we have three) for pictures, if needed.

#### **Koinonia: Support Team Worksheet** (see Appendix B)

- Find out what is needed for display items (tables/easels).
- Large freestanding cabinet used for dessert or food items, depending on what is being served. Determine if additional tables will be required for food and dessert.
- Coffee, water and tea usually served on the rear cabinet.
- Set up round tables with chairs (number depends on how many are expected).
- Place chairs around the perimeter for extra seating.
- Try and use fresh flowers or greenery to decorate any tables used.
- Deacons have several tablecloth choices – beige, pale green and flowered. Tablecloths are kept in the Deacons closet in Koinonia.
- Paper products are kept in the Deacons closet. Check supply of plates, luncheon and dessert, plastic ware, napkins, coffee and plastic cups.
- Make list of specific Deacon responsibilities for both the service and reception.
- Make list of Deacon and congregational food providers.

## **Memorial Reception: Support Team Worksheet**

Service for:

Date:

Time:

Contact person:

Phone #:

E-Mail:

Number of guests expected:

Deacons can be expected to:

- Help with set up and clean up.
- Provide cookies, tea, coffee and water.
- Be present to assist the family as needed.

### **Reception Services Decided by Family:**

- Catered?
- Deacons completely handle the reception? A fee will be charged for any food/groceries purchased. The family will be given all receipts.
- Deacons ONLY provide desserts, coffee, tea, water, etc.
- Food preparation by Deacons:
  - Members of the congregation offering to donate food? (Make a list of people and food donations.)
  - Food purchased by Deacons will be billed to family.

### **Suggested shopping list:**

- croissant sandwich trays, meat trays, rolls, Brie and crackers, salami, strawberries in season, fresh fruit salad, ½ & ½ for coffee. (vegetable and fruit trays have not been popular)
- lemons/cucumbers for water containers
- desserts, if not being supplied by the congregation
- Check coffee and tea supplies. Check paper products supply.

### **Supply resources:**

- Costco or Safeway: call 1- 2 days ahead.
- Nancy's Fancy's 546-2253

### **Recipe for punch if provided:**

1 bag of ice.

½ gallon of raspberry sherbet

1 liter 7UP

1 bottle cranberry juice

- If very hot, Deacons might consider providing a case of bottled water in cooler packed with ice.

## **Benevolence committee**

A team of 3 people, usually the Moderator, Vice Moderator and Treasurer. Our purpose is to minister to those in need, through the distribution of assistance to the church, its members, and community, through an efficient and appropriate response using the following guidelines.

- We desire in all decision making to be: Prayerful. Good stewards. Mindful of God's will in each situation. Flexible. Working towards the benefit of the community.
- The decision to give financial aid must be made by all three members of the team. This may be done by telephone. An exception may be made if one member is unavailable but that member must be notified of the decision as soon as possible. As good financial stewards, we must be aware of the responsibility of making sound decisions as to how to spend benevolence donations.
- All requests must be held in **confidence** and made with the expressed permission of the person in need.
- Each member of the Team must be willing to express concerns and reservations and accept that "no" is OK.
- All facts must be confirmed through direct contact with the individual in need.
- Utilize community resources as appropriate. For example: PPSC, COTS, Catholic Charities and Petaluma Paratransit.

## **Visitation Ministry:**

Works with the pastor, coordinating visits to the hospital, convalescent hospital, and those at home. Includes meeting with the pastor once each month to decide visitation schedule. Coordinates holiday flowers for shut-ins and seniors each year. Cards are also sent to shut-ins at holidays. All correspondence must be signed "From Your Church Family" or "The Board of Deacons" and labeled with a return address of FPCP.

### **Guidelines for Home Visits:**

- Prepare by gathering any literature you want to bring.
- Pray. Ask, "What message do I want to convey?"
- Call first. Arrange a time. Be on time.
- Start with "small talk". Be personal – talk about yourself so they can relate to you, but focus on them.
- Stick with the purpose of your visit.
- Remember: compassion, witness, service,

- Offer to help in ways you know we might be able to help – make suggestions but leave the question open-ended: “May we bring some meals next week? How may we help you?”
- When appropriate, invite them to opportunities for fellowship and service – worship services, small group and service opportunities.
- **Offer to schedule a home communion visit.**
- Pray with them.
- A good visit is about 20 – 30 minutes.
- Follow up as needed.

### **Transportation Ministry Coordinator:**

The purpose of this ministry is to provide transportation to church services, functions and study groups, for members and friends in need. A list of members willing to provide this service will be developed and maintained. If cost of gas is an issue, funds are available to reimburse the driver.

#### **Procedure:**

- Coordinator matches drivers with members who need transportation.
- Once drivers are matched with a member and a rotation has been scheduled, drivers and members will be notified by the Coordinator.
- If a problem arises the Coordinator should be notified. Any adjustments in scheduling will be made by the Coordinator.
- Assisting with transportation needs to and from Doctor appointments, and home from the hospital. Support Services Team will make that request.
- If the Deacons feel a client is too fragile; Petaluma Paratransit may be suggested as an alternative form of transportation. Paratransit can be reached at 765-8493. Rides are currently \$2.50 each way or a card of 6 round-trip rides for \$30.

### **Social Secretary:**

Sends cards of sympathy, thank you, congratulations and get well in times of crisis, loss, joy, and celebration to congregation and friends of the church.

Welcomes each new child or grandchild born to our members with a card. Arranges for a notice of the birth to be placed in the bulletin on a Sunday soon after the birth date, and places a vase with a single rose on the communion table in honor of the new arrival.

## **Communion Coordinator:**

Communion is served the first Sunday of each month. Additional times are possible, such as Maundy Thursday and Christmas Eve.

- Contact 6 members to serve.
- Prior to the worship service, prepare the sanctuary and elements under the instruction of the pastor.
- Instruct servers and coordinate the service.
- Remove from the sanctuary and clean the elements after the service.
- Purchase a large bottle of grape juice, a round loaf of sour dough bread, and a loaf of **sliced** sour dough bread. Cut the sliced sour dough bread into **large bite sized pieces** excluding the crust.
- Keep the linens and service elements clean.

## **Communion Table Preparation:**

- Pour enough grape juice into the silver carafe to fill the goblet about  $\frac{3}{4}$  full. Place the carafe and goblet on the communion table. Cut the small round loaf half way through top to bottom, place on a plate, cover with a napkin and place on the communion table.

## **Intinction Preparation:**

Communion instruction:

- Place a small white bowl with a piece of bread and a plastic cup of grape juice for the pianist and/or organist.
- Prepare 2 trays with 10 plastic cups of grape juice and small white bowls of bread pieces, cover with a silver cover and place on the communion table.
- Prepare one goblet of grape juice, cover with a napkin and place on the communion table.
- Prepare 2 plates of bread pieces, cover with a napkin and place on the communion table.
- The goblet of grape juice, created by the pastor, is used for serving communion.
- As the pastor starts the communion service, the 5 servers will gather at the back of the sanctuary. The pastor will invite the servers to come forward.
- Two servers will receive the trays to serve those who wish to remain seated.
- Three servers plus the pastor will serve communion by forming 2 serving lines.

- The pastor will instruct the congregation on how to come forward to receive communion.
- The server with the bread says, "The body of Christ broken for you."
- The server with the grape juice says, "The blood of Christ shed for you."
- After the congregation has been served, the 5 servers will be served communion by the pastor.
- One of the servers will serve communion to the pastor.

### **Passing of the Trays Preparation:**

#### Communion Instruction:

- Prepare 5 trays with plastic cups filled with grape juice and small white bowls filled with bread pieces.
- Cover the trays with a silver cover or napkin and place on the communion table.
- Place a small white bowl with a piece of bread and a plastic cup of grape juice for the pianist and/or organist.
- Place baskets, each with a napkin, at convenient places throughout the sanctuary to collect empty plastic cups. Do this prior to the worship service.
- As the pastor starts the communion service, the 6 servers will gather at the back of the sanctuary. The pastor will invite the servers to come forward to receive the trays.
- The servers will start serving at the front of the sanctuary and work towards the back. Once done, the servers can leave their trays on the back table and wait.
- The person serving the choir will take his/her tray to the front of the sanctuary and wait until the congregation has been served.
- All servers will then come to the front of the sanctuary to be served by the pastor.
- One of the servers will then serve the pastor.
- The servers will then pass the baskets around to collect the empty cups.

### **Nominating Committee Representative:**

- Serves as a liaison between the Session and the Board of Deacons in the nominating and selection of prospective deacons and elders.
- Attends regular and special meetings of the Nominating Committee as a representative of the Board of Deacons.
- Has a regular vote in all actions by the committee.
- Reports back to the Board of Deacons as appropriate.

### **Prayer Chain Coordinator:**

- The prayer chain is a service provided by the FPC Board of Deacons, and has been a Deacon responsibility for many years. The coordinator e-mails requests to the members of the prayer chain, with the exception of those who require phone calls. Ideally, requests are sent out on the day they are received. **All requests must go out in a timely manner.** Recipients include the Board of Deacons, Session members and the Pastor.
- E-mails allow the coordinator to include supplementary information such as Bible verses, poems and prayers. E-mails are sent using "BCC" to protect the confidentiality of those on the chain. The time required to do the job varies depending on how many and when requests are received.
- If the prayer chain coordinator is not in church on Sunday and prayer requests have been made, the prayer chain coordinator will need to pick them up.
- Prayer chain requests are confidential to the prayer chain. Approval of the recipient must be given **before** including on the chain.
- Reports monthly to the Board of Deacons the number of prayer requests received and the number of follow-up calls made.

### **Young at Heart:**

- Acts as a liaison between Deacons and YAH group.
- Participates in planning meetings and actual events.
- Events are usually the 3<sup>rd</sup> Monday of the month at 12:30 p.m. August through May.

## **Coffee Hour Duties: Deacon Rotation (Two each month)**

- Deacons provide coffee, decaf coffee, hot water sweets/snacks before and after the 9:45 a.m. service.
- Coffee is served in front of the church. In inclement weather, move the table under the eaves in front.
- A plastic storage bin with products needed for coffee hour is stored in the sanctuary cupboard to the left as you enter the sanctuary. **The bin needs to be maintained.** The serving table is also stored in the sanctuary. A small soft ice chest is available in the coffee hour cupboard in the kitchen to keep the half and half chilled.
- Coffee filters, coffee and napkins can be found in the cupboard against the far kitchen wall. Other supplies (packets of sugar, tea, sweetener, powdered creamer, stirrers and cups) are also in that cupboard. Extra napkins can be found in the Deacons cupboard in Koinonia.
- **Coffee recipe:** full pot: use 1 cup of ground coffee; ½ pot: use ½ cup of ground coffee.
- Place sweets/snacks on platters. Usually 3 – 4 platters will be enough.
- Half and half will be provided by the Deacons in charge of coffee hour.
- Provide a pitcher of iced (lemon) water during warm weather. Bring ice if needed!
- Tablecloths are in marked drawers in the kitchen.
- **Clean up:** All coffee pots, platters, knives, etc. should be washed and put away. The leftover commercial container of half and half should be clearly marked as “Deacons” or “Coffee Hour” and put in the refrigerator for the following week. Do not pour half and half from pitchers back into commercial container. Leftover treats should be labeled and put in the freezer. Don’t forget to discard old coffee filters. Soiled tablecloths and towels should be laundered and **returned to the kitchen within a week.**



## Appendix A

### MEMORIAL SERVICE CHECKLIST FOR FAMILY

(Provide copy for each party)

1) Name	
2) Date & Time of Memorial	
3) Family Contact Person	
4) Phone #	E-mail:
5) Deacon Contact Person	
6) Phone #	E-mail:

### SANCTUARY & RECEPTION HALL:

#### PROVIDED BY FAMILY

#### PROVIDED BY DEACONS

1) Urn or casket	1) Table for pictures/display
2) Flowers and placement	2) Easel for large portrait
3) Greeters @ sanctuary: family or deacons?	3) Small podium in Narthex for guest book
4) Basket for cards	4) Table setup and servers @ reception: #long #round #display
5) Guest book, pen and remembrance bulletin	5) Cookies, coffee, tea & water at reception: paper products provided
6) Catering service	6) Deacons will be present to assist

### QUESTIONS FOR FAMILY

1) Number of guests expected?                      Number of guests confirmed with family:
2) Military funeral?
3) Video equipment, slide show or special music requests?
4) Transport pictures, memorabilia & urn to reception for placement?
5) Transport flowers to reception hall?
6) Does family wish to have other food? If family provides ready to serve food the Deacons will serve. If Deacons provide food, a fee will be charged.

## Appendix B

### FEE STRUCTURE FOR MEMORIAL SERVICE: For Members

Custodian	\$125
Organist	\$125
AUDIO Tech.	\$50
AVL Tech.	\$100
Pastor's Honorarium (paid directly to Pastor)	Suggested: \$100-\$200
Reception	Food Expenses are billed separately

Please feel free to call the Church Office or the Deacon Representative at any time with further thoughts and/or requests.

Church Office: 707-762-8269

Deacon Representative: Name: \_\_\_\_\_

Telephone: \_\_\_\_\_

E-mail: \_\_\_\_\_

NOTE: Billing for services requested will occur after the memorial.

**Appendix C**

FEE STRUCTURE FOR MEMORIAL SERVICE: For Non-members

Refundable damage deposit	\$200
Sanctuary & Koinonia Hall/Deacons	\$200
Deacon's Fund	\$100
Custodian	\$150
Organist	\$125
AUDIO Tech.	\$50
AV Tech.	\$150
Pastor's Honorarium	Suggested: \$100 -\$200

**Fees for non-member are due prior to the Memorial Service.**

Please feel free to call the Church Office or the Deacon Representative at any time with further thoughts and/or requests.

Church Office: 707-762-8269

Deacon Representative: Name: \_\_\_\_\_

Telephone: \_\_\_\_\_

E-mail: \_\_\_\_\_

Please make two separate checks payable to "First Presbyterian Church":

1) \$200 refundable damage deposit: Check # \_\_\_\_\_

2) Fees due \$ \_\_\_\_\_ Check # \_\_\_\_\_

Date Received: \_\_\_\_\_ By: \_\_\_\_\_