

First Presbyterian Church of Petaluma  
Board of Deacons  
2020

# **Deacons Manual**

**Compassion**

**Witness**

**Service**

First Presbyterian Church  
939 B Street  
Phone: (707) 762-8269  
Email: [FPCP@petalumafirst.com](mailto:FPCP@petalumafirst.com)  
Website: [petalumafirst.com](http://petalumafirst.com)

## **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 reconciliation of receipts and expenses.

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

**Support Services:** Support to members and friends of the church by coordinating assistance as needed.

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

**Connections 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 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 as part of Connections:** 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:** 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.

**Coffee Hour (All Deacons):** One Deacon rotates each month serving once/twice a year. Session Commissions fill-in, usually during the months of September and October.

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

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

- Prepares agenda for and leads meetings, which are usually held on the fourth Thursday.
- 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.
- Also serves as a member of the Benevolence Team.

## **Secretary:**

- Takes minutes of the 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 to Deacons at each meeting.
- Prepares summary of account for annual report.
- At the beginning of the year, coordinate any changes to Deacon Signatories on file with Redwood Credit Union. 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 2020:**

- 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 including meal(s) preparation and delivery.
- 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 the church office, 762-8269, for location and short-term loan of church stored medical equipment.
- Needs are communicated to the Support Services Coordinator by the Pastor, the Connections Team, the Congregational Life 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 Deacons.** 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.**

## **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 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 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
- Check coffee and tea supplies. Check paper products supply.

### **Supply resources:**

- Costco or Safeway: call 1- 2 days ahead.

### **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 2 people, usually the Moderator and Vice Moderator. 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 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.

## **Connections Ministry:**

Works with the pastor, coordinating visits to the hospital, convalescent hospital, and those at home. Includes meeting with the pastor 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:** (as part of connections)

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.

The pastor or office administrator arranges for a notice of the birth to be placed in the bulletin on a Sunday soon after the birth date, and contacts the social secretary requesting a vase with a single rose be placed 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.

### Monthly Preparation:

1. Contact 3-4 ordained members to serve. (3 if you will be serving; 4, otherwise).
2. Coordinate with the Children's Ministry Director whether or not the children and their worship leaders will receive Communion in the sanctuary during the service, or after church in the Children's Worship Center.
3. Earlier in the month or week, coordinate with the pastor and person in charge of altar set up to determine which cloth can be used, and what other elements are to be on the altar. Check the cloth to see if any cleaning/pressing is needed, and plan on setting up the altar on Saturday, or early Sunday morning with other communion prep.
4. Purchase a large bottle of grape juice, a round loaf of bread, and a loaf of **sliced** sourdough bread. Cut the sliced bread into **large bite sized pieces** excluding the crust. Score the round loaf for the pastor's presentation.
5. Prepare the altar for Communion before service, and under the pastor's instruction.

### **Intinction Preparation:** Supplies are in the Deacons' closet and cupboards.

1. Before the service, pour enough grape juice into the silver carafe to fill the chalice about  $\frac{3}{4}$  full. Place the carafe and chalice on the communion table and fill a second chalice  $\frac{3}{4}$  full with grape juice for service. 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.
2. Place the cubed bread on the two silver-plated platters you will find in the cupboards. Save some smaller pieces for the tray, and pianist's service. (See below)
3. Prepare a single silver tray for individual service to congregants who desire it. The trays, plastic cups and grape juice dispenser are in the Deacons' closet. Fill 10-15 cups with grape juice, and place small pieces of bread into a white plastic bowl that sits in the center of the tray. Cover the tray with its silver cover, and place all of the above on the communion table. Take another white bowl with one cup of juice, and piece of bread and place on the piano for the pianist.

### **Intinction Service:**

1. Meet with the other servers shortly before worship begins to briefly instruct them, letting each person know what they will be serving: chalice, bread, or tray.
2. As the pastor begins the communion service, the servers will all line up at the back of the sanctuary. When called forward by the pastor, walk forward in two lines, with two people turning to the right, and two to the left when at the front. One outside server will take the tray, the other will take a chalice. The two insider servers will each take a plate of bread. The pastor will take the second chalice and lead you all in service.
3. As Communion begins, the server with the tray will walk to seated congregants requesting service, saying, "The body and blood of Christ given for you."
4. The servers with bread, say, "The body of Christ broken for you."
5. The server with the chalice says, "The blood of Christ shed for you."
6. After the congregation has been served, all servers will be served Communion by the pastor and/or each other. One server is sure to serve Communion to the pastor.
7. At the end of the worship service, if needed, the Communion Coordinator will take one chalice and plate of bread into the Children's Worship Center to serve children, and their adults.

### **Communion clean up:**

1. All elements used are to be taken into Deacons' room for cleaning. Wash chalices, bowls and platters. Used plastic cups can be taken into the kitchen for recycling.
2. Leftover juice in the chalices is emptied just outside the sanctuary into the garden earth. Leftover bread can be taken home for croutons!
3. Place all cleaned elements back into the appropriate closets.
4. Take the communion cloth home for cleaning.

### **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, the Pastor and the church office.
- 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. Anyone requesting prayer for another person should get the approval of that person before notifying the prayer chain coordinator. The prayer chain coordinator isn't responsible for securing approvals.
- Remind participants of prayer chain rules at least annually, including the need for confidentiality and the requirement to secure approval from the person being prayed for before requesting prayers. If in doubt, err on the side of confidentiality.
- Update the participant list annually in January with new church leadership, and offer participants the option of dropping off of the distribution list.
- Reports to the Board of Deacons at each meeting the number of prayer requests received and the number of follow-up calls made

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

- Deacons provide coffee, decaf coffee, hot water before and after the 9:45 a.m. service. Snacks are provided during warm weather, May through October.
- Coffee is served in front of the church. In inclement weather, move the table inside the entrance to the left of the door.
- 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.
- 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. This cabinet should be kept locked. The key is kept in the kitchen storage closet to the right of the door. 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 some cookies/muffins and fruit will be enough.
- Half and half will be provided by the Deacon in charge of coffee hour. There is a quart thermos pitcher with the coffee pots in the kitchen. This is used for the half and half.
- Provide a pitcher of iced (lemon) water during warm weather.
- **Clean up:** All coffee pots, platters, knives, etc. should be washed and put away. Leftover treats should be labeled and put in the freezer. Don't forget to discard old coffee filters and rinse out the filter containers and put away.

## 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) 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

Facilities/Custodian	\$200
Organist	\$125
AUDIO/AVL Tech.	\$75
Pastor's Honorarium (paid directly to Pastor)	Suggested: \$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	\$300
Sanctuary Koinonia Hall	\$300/500 250
Deacon's Fund	\$200
Facilities/Custodian	\$200
Organist	\$125
AUDIO/AV Tech.	\$75
Pastor's Honorarium	Suggested: \$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) \$300 refundable damage deposit: Check # \_\_\_\_\_

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

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