

2024 Elders of the Month (rev. 11-19-2023)

January	Ashley Venable	Dave Bumgarner
February	Beverly Dye	Jared Penrod
March	Betty Pierson	Lynn Poteat
	*Other volunteers as needed due to additional services	
April	Dave Elston	John Vitez
May	Ron Walters	Ashley Venable
June	Jared Penrod	Christine McElvey
July	Dave Bumgarner	Beverly Dye
August	Betty Pierson	Lynn Poteat
September	Dave Elston	John Vitez
October	Ron Walters	Christine McElvey
November	Ashley Venable	Beverly Dye
December	Betty Pierson	Dave Elston
	*Other volunteers as needed due to additional services	

If you are unable to be present on any Sunday during the month to which you are assigned, please arrange for an Elder replacement and notify your Elder of the Month partner. If neither of you is available, please contact the Clerk for help finding coverage. Also, keep the CIC Office Administrator apprised of changes since the Elders of the Month are listed in each Friday email update and Sunday bulletin. Thank you!

General Duties:

Elders need to arrive at 8:45, unlock all entrance doors, and mentor Greeters as needed by answering Greeter Duty questions, clarifying offertory directions, and helping with Fellowship Hall coffee setup. [Note: Get an entrance key from the office if you don't have one.]

Use an entrance key to unlock the Narthex closet to get the labeled storage bin of pre-packaged snacks for the fellowship hour after worship. Place some snack packages in a basket (found in the kitchen) on the right end of the brown table against the Fellowship Hall back where beverages and any snack provided by Greeters are placed.

Make sure sidewalks are clean and safe. The portable blower in the mail room may be used, or use a broom to sweep.

Prior to worship, make sure the following items are on the Communion Table: the Baptismal bowl and pitcher on one end, the Communion cup, plate, and pitcher on the other end, the Christ candle in the middle, and both offertory plates. Offertory

plates may be found next to a Tupperware bin on the first shelf of the bookcase immediately to the left after entering the Centrum storage closet. If collecting Pennies for Hunger, place children's baskets on the riser behind the Communion Table. Those baskets are stored in the Centrum's storage closet.

Make sure some water is in the Baptismal **pitcher**.

When the gathering music begins, close both sets of Centrum doors to the Centrum to minimize noise there.

During worship, count all people attending worship, including Children's Church and nursery. During the Offertory, one Elder may need to cover the middle aisle to assist the Greeters when they pass the offering plates in the middle rows. Follow Eucharist Duties explained below when Communion is scheduled during worship.

After worship, empty the Baptismal bowl and return all Communion Table items to their brown wooden storage box in the Centrum closet.

Handling the Church offering: follow "Elder Directions for Handling Sunday Offering, Pennies for Hunger, and Love Offering" below. [Note: instructions are also taped to the file cabinets at the Treasurer's desk in the office.]

After fellowship time and before leaving, return any unopened pre-packaged snacks that Elders had set out before the worship service to the Narthex closet's labeled storage bin (refer to the second item under "General Duties" above).

Eucharist Duties:

When CIC has Communion, make sure the consecrated elements for Communion are in place: grape juice in the Eucharist pitcher, the chalice/goblet, bread strips on a white cloth on the Eucharist plate and covered by a second white cloth, and tongs for distributing the bread. Immediately to the left when entering the Centrum closet is a bookcase. Communion serving tongs and organized special Communion plate cloths are stored in a Tupperware container on the first shelf of this bookcase. The Communion pottery pieces listed above are stored in a brown wooden box near the bookcase.

Note: Bread strips should be prepared ahead of time and handled according to current COVID guidelines. Extra bread strips may be frozen in Ziplock bags and stored in the door of the kitchen freezer. Store grape juice on the right inside the refrigerator (the left side is for Preschool use only).

During Communion, direct congregants in approximate groups of **20** to circle the table. The procedure for distributing consecrated elements may change due to

health/safety considerations, so check with the Pastor prior to worship. Clean up after Communion, and properly store Communion Table elements.

Elder Directions for Handling Sunday Offering and Pennies for Hunger:

1. Remove the offering plates/baskets from the Centrum after worship.
2. Ask the Tech Deacon for a Zoom count to add to the Centrum's congregant count. (Note: Facebook "attendance" cannot be counted.) Record the total Worship Attendance on the attendance sheet that the Office Administrator leaves in the plate on the credenza in the Narthex.
3. ***Immediately following worship***, go to the office to count checks and monies. **Two Elders** should be present when counting and should initial any recorded information.
4. Remove checks from the offering plate. Record the number of checks on the attendance sheet. In order to maintain financial confidentiality, please **handle/leave checks *facedown* and *do not unfold or remove any checks from envelopes***. Note: to further respect financial confidentiality, ***only*** the Treasurer sees personal information on checks given.
5. Remove any cash/coins from the offering plate. Count/record cash on the attendance sheet and initial.
6. Remove the burgundy BB&T bank bag from the Treasurer's top desk drawer and place checks, cash, *and* initialed attendance sheet in the bag.
7. Remove Pennies for Hunger cash, coins and/or checks from the baskets. You do NOT need to count this. Remove the Ziploc bag in the Treasurer's top desk drawer, and place PFH monies in the bag.
8. Drop the burgundy BB&T bank bag and Pennies for Hunger Ziplock bag in the lockbox next to the mailboxes. **Return Offertory plates and Pennies for Hunger baskets to the Centrum storage closet.**

~Revised by Community Life's Worship Committee with Session input, May 22, 2022

