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# A Letter from Pastor Chris

Dear Co-Laborer for Christ,

Deacons are the servant-ministers of the church who are qualified for the ministry of caring for God's people by qualifications that are nearly identical to those of pastors – minus the teaching and preaching responsibilities. While the role of teaching and preaching are not required of the office of deacon, deacons must have theological convictions that align with Scripture. Deacons occupy the second-highest office of leadership within a local church. Their purpose is to relieve the pastors of the multitude of practical duties of caring for the flock. No specific, on-going deacon roles are mentioned in Scripture, probably because service needs change, and so the role of the deacons must remain flexible. Perhaps this is why qualifications for deacons are stressed in Scripture rather than specific tasks. Deacons are to give their primary attention toward caring for the congregation's physical welfare. Deacons have the honor of modeling, for the local church and the lost world, God's compassion, kindness, mercy, and love. As the church compassionately cares for people's needs, the world sees a visible display of Christ's love, which will draw some people to the Savior. Deacons are to be an example of commitment, unity, and harmony in their service.

The purpose of this handbook is to aid deacons in effective ministry in caring for God's people. This handbook provides the policies and procedures for our deacon ministry, but also provides tools to assist deacons.

I want to express my sincerest gratitude to the Deacon Body of First Baptist Church who continually demonstrate the unity of the faith and mind of Christ.

Serving together,



Dr. Chris Dortch  
Lead Pastor

# General Scope of the Office of Deacon

## **Primary Service**

In accordance with the meaning of the word and the practice in the New Testament, deacons are to be the servants of the church. Their task is to serve with the pastoral staff in performing the ministerial tasks of: (1) Leading the church in the achievement of its mission. (2) Caring for the church's members and others in the community.

# 2017 Active Deacon Body

- [NAME]
- [NAME]
- [NAME]
- [NAME]
- [NAME]
- [NAME]
- [NAME]
- [NAME]
- [NAME]
- [NAME]
- [NAME]
- [NAME]

# 2017 Officers of the Deacon Body

**Chair:** [NAME]

The Chair serves as presiding officer of the Deacon Body. The Chair coordinates with the Lead Pastor the ministry needs of the church body. The Chair serves a one-year term. The Deacon Body may choose to re-elect at their discretion.

**Vice Chair:** [NAME]

The Vice Chair assists the Chair. The Vice Chair serves as the Chair in their absence. The Vice Chair serves a one-year term. The Deacon Body may choose to re-elect at their discretion.

**Recording Secretary:** [NAME]

The Recording Secretary records the minutes of all Deacon meetings and files a brief report of the meetings with the church clerk. A meeting summary should be sent to the active Deacon Body to ensure absentees are informed. The Recording Secretary serves a one-year term. The Deacon Body may choose to re-elect at their discretion.

# Nomination and Election of Officers

## **Nomination**

- The Chair shall appoint a 3-person ad-hoc committee from within the Deacon Body for the purpose of nominating a Chair, Vice Chair, and Recording Secretary for the following church calendar year. This ad-hoc committee shall be appointed no later than the September Deacon meeting.
- The ad-hoc committee shall present their nominees for Chair, Vice Chair, and Recording Secretary no later than the October Deacons meeting.
- Once all officers have been approved by the Deacon Body the ad-hoc committee will disband.

## **Election**

- The Deacon Body shall vote on the presented candidates for Chair, Vice Chair, and Recording Secretary when presented by the ad-hoc committee. This should take place no later than the October Deacons meeting.
- The method of voting shall be determined at the discretion of the Deacon Chair.

## **Term Limits of Officers**

- The Chair serves a one-year term and is eligible for re-election.
- The Vice Chair serves a one-year term and is eligible for re-election.
- In the event the Chair is not able to continue as Chair, the Vice Chair will assume the role as Chair and complete the current term.
- The Recording Secretary serves a one-year term and is eligible for re-election.

# Deacon Meetings

## Frequency

The Deacon Body shall meet monthly at a day and time that will be determined by the Deacon Chair, Vice Chair, and Lead Pastor. This schedule should be determined during the October Deacons meeting.

## Attendance

- Whenever possible, deacons should contact the Chair prior to Deacons meetings if they are unable to attend.
- The Recording Secretary will send out notes to all active deacons at the earliest opportunity after the meeting. Any deacon that misses a meeting should contact the Chair for a briefing as to the actions and discussions held during the meeting.
- Active deacons should attend at least 50% of the scheduled monthly deacons meetings (no more than 6 absences within a year). If a member cannot meet this participation percentage, the active deacon should request being moved to inactive.
- A quorum shall be met regardless of the number of deacons present.

## Agenda

- The Deacon Chair will be responsible for setting the agenda. Input will be solicited from the Lead Pastor. All deacons are welcome to submit agenda items to the Deacon Chair at least 24 hours prior to the meeting. The Deacon Chair shall discern if suggested agenda items should be included in the agenda.
- The Deacon Chair shall preside over the meeting. In the absence of the Chair, the Vice Chair will preside over the meeting. In the absence of both the Chair and Vice Chair, the Chair shall determine whether to cancel or reschedule the meeting at an appropriate date and time.
- The Deacon Chair will establish notification procedures for meetings and cancellations.
- The Recording Secretary shall be given a copy of the agenda and provide a summary of the meeting to active deacons and the church clerk.

## Special Called Deacons Meetings

The Deacon Chair will be responsible for notifying active deacons of special called deacons meetings. Since the urgency and timeliness of special called deacons meetings may vary, the Deacon Chair shall determine the best method of communication to ensure all active deacons have been notified.

# Status of Deacons

## **Active**

Active deacons are those who regularly attend worship services, actively serve within a small group, participate in monthly deacons meetings, and are actively caring for the church membership and attendees of the church family.

## **Inactive**

Inactive deacons are those who are not active in the regular deacons meetings or ministry roles. Active deacons may request to be moved to an inactive status if they are no longer able to participate in monthly deacons meetings or fulfill the roles expected of the active deacon. Inactive deacons may request to return to active service by submitting a “Deacon Commitment Form” (See Appendix C) to the Deacon Chair who will then present the request to the Deacon Body for consideration of reinstatement as an active deacon.

## **Term Limits of Active Deacons**

The office of deacon does not have a term limit. Active deacons should prayerfully consider their involvement and should request to be moved to inactive deacon when they are no longer able to actively fulfill their role as deacon.



# Nomination and Election of Deacons

## Recommitment of Ordained Deacons

- A Deacon Commitment Form (see Appendix C) will be mailed to all deacons, both active and inactive, no later than July 1<sup>st</sup>. The deacons should return the signed form to the church offices no later than July 31<sup>st</sup>.
- Failure to return the Deacon Commitment Form will indicate the deacon wishes to be moved to inactive.
- The Lead Pastor and Deacon Chair will determine the number of deacons needed to adequately meet the needs of the church family. Should the number of deacons needed be sufficiently met according to the number of Deacon Commitment Forms received, the nomination for additional deacons may or may not be necessary.

## Nomination by Church Members

- The Lead Pastor may at the leading of the Holy Spirit, discern to deliver a sermon on the office of deacon and their biblical qualifications, duties, and responsibilities.
- If additional deacons are needed, The Deacon Body will begin the nomination process as outlined in this operations manual in which the membership of the church may nominate church members for ordination as deacons in the church. These nominees shall possess the qualities set forth in the New Testament, who are active in church service and who have been members of the church for at least two years.
- Nomination by church members should take place during the month of August.

## Screening and Interview

- A Deacon Selection Committee shall be composed of the Deacon Chair and two deacons appointed by the Deacon Chair. This ad-hoc committee shall be selected during the month of August.
- As with all church committees, the Lead Pastor shall be an ex-officio member of this committee.
- Each nominee will be screened by the Deacon Selection Committee to determine if each nominee is qualified according to the New Testament requirements. Each nominee must be a church member for at least two years and willing to serve in the office of deacon.
- Each nominee will be interviewed by the Deacon Selection Committee to determine a satisfactory knowledge of church doctrines and the responsibilities of the office of deacon.

## **Deacon Selection Committee Recommendations**

- The Deacon Selection Committee shall complete all screening and interviews by September 30<sup>th</sup>.
- The Deacon Selection Committee shall recommend to the Deacons the qualifying nominees during the October Deacons Meeting. The Deacons will vote upon each candidate.
- The Deacon Chair will then present the approved candidates to the church for approval and election as new deacons at the Annual Church Conference in November.
- Once all Deacon candidates have been approved by the Church Body, the ad-hoc committee will disband.

## **Ordination of Deacon Candidates**

- An ordination service should be scheduled as soon as possible after the Annual Church Conference and approval of the deacon nominees.
- The ordination service should be planned so that all candidates and their families may attend.
- A visiting pastor or other ordained person may be requested to speak, particularly if requested by one or more of the candidates.
- Any visiting ordained persons may be asked to assist in the ordination service particularly during the laying on of hands.
- The ordination service should emphasize the office of deacon as much as possible and utilize as many deacons as feasible.

## **Recognition of Ordained Deacons from Other Churches**

There shall be no obligation to constitute as an assigned deacon one who has been a deacon in another church; but in such instances as one might be chosen by this church for assignment as deacon, the previous ordination by another church of like faith and order shall suffice for this church.

# The Qualifications of Deacons

## 1 Timothy 3:8-13

“Likewise deacons must be reverent, not double-tongued, not given to much wine, not greedy for money, holding the mystery of the faith with a pure conscience. But let these also first be tested; then let them serve as deacons, being found blameless. Likewise, their wives must be reverent, not slanderers, temperate, faithful in all things. Let deacons be the husbands of one wife, ruling their children and their own houses well. For those who have served well as deacons obtain for themselves a good standing and great boldness in the faith which is in Christ Jesus.”

## Six Qualifications for the Deacon

1. **Reverent:** Deacons must be dignified and worthy of respect. There should be no question of their character.
2. **Not double-tongued:** Deacons must be sincere, heartfelt, earnest, honest, and authentic.
3. **Not given to much wine:** Deacons must demonstrate self-control and not struggle with addictions.
4. **Not greedy for money:** Deacons must be financially content and upright, not a lover of money, or seeking dishonest gain.
5. **Holding the mystery of the faith with a pure conscience:** Deacons must have a sound biblical theology that is held with deep conviction.
6. **Tested:** Deacons must be proven worthy over a period time. Their past will give testimony to their calling as a deacon.

## Four Qualifications for the Deacon’s Wife

1. **Reverent:** The deacon’s wife must also be dignified and honored by both men and women in the church as exemplary Christians.
2. **Not slanderers:** The deacon’s wife must not be malicious talkers, not prone to sins of the tongue such as gossip, slander, lying, etc.
3. **Temperate:** The deacon’s wife must be sober-minded and not quick tempered or driven by their emotions.
4. **Faithful in all things:** The deacon’s wife must be trustworthy and faithful in all life roles (e.g. wife, mother, daughter, sister, friend, etc.).

## Two Additional Qualifications for Married Deacons

1. **Husbands of one wife:** The deacon is a one-woman man.
2. **Ruling their children and their houses well:** The deacon is a godly husband and father and serves as the spiritual leader of the home.

## **Two Rewards for Faithful Deacons**

1. **A good standing:** The deacon is worthy to be honored and respected by God's people in the church.
2. **Great boldness in the faith:** The deacon is an example of the confidence believers have in the Gospel of Jesus Christ.

# The Responsibilities of Deacons

## **Shepherding**

Shepherding is a shared role of the office of pastor and the office of deacon. The office of pastor has a three-fold function: caring for the church (shepherd), preaching/teaching (elder), and administration (overseer). The primary function of the deacon is to assist the pastor(s) in caring for the church.

## **Worship Involvement** (LOVE Christ)

Deacons are expected to be actively attending our weekend worship services. When possible, the “Deacon of the Week” will be responsible for leading the closing benediction. Deacons will also be responsible for preparation of our monthly observation of the Lord’s Supper.

## **Small Group Involvement** (LOVE Others)

Deacons are expected to be actively participating in a small group. Deacons should have a strong grasp of the purpose of small groups.

## **Discipleship Involvement** (LEARN from Christ)

Deacons are expected to be actively growing in their faith through developing spiritual disciplines (See Spiritual HABITS in Appendix F).

## **Ministry and Mission Involvement** (LIVE for and LEAD others to Christ)

Deacons are expected to be actively involved in ministry and mission of the church. This is largely accomplished through their personal involvement in a small group. Every deacon should know our church’s purpose statement: “First Baptist Church exists to LOVE Christ and others, LEARN from Christ, LIVE for Christ, and LEAD others to Christ.”

Every deacon should be able to personalize our purpose statement by answering these questions:

- How does my life honor Christ? (LOVE Christ)
- Who is my small group of believers? (LOVE others)
- What am I doing to grow in my faith? (LEARN from Christ)
- How am I serving the needs of others? (LIVE for Christ)
- Who am I trying to reach for Christ? (LEAD others to Christ).

# The Shepherding Roles of Deacons

## **The Deacon of the Week**

The Deacon of the Week will be the primary deacon to handle hospital visits, bereavement, and other ministry needs as they arise during their assigned week. If you are unavailable to serve as Deacon of the Week for your assigned week, please notify the Deacon Chair and our Office Manager at your earliest opportunity.

## **Opportunity to Minister Form (OTM Form)**

Please call the church office if you are made aware of an illness, test, birth, surgery, hospitalization, bereavement, or another ministry need within our church family. Our Office Manager will complete an OTM Form and email the form to all of our active deacons.

If you are the Deacon of the Week, we hope you will be able to respond accordingly to the OTM. However, if you are unavailable, please notify other deacons so that we can properly care for the family.

## **Hospital Visits**

When a church member/attendee is in the hospital, you will receive an OTM Form via email from the church offices. We have name badges for each deacon to wear when making hospital visits. When making a hospital visit make sure you (1) wear your name badge, (2) introduce yourself to the patient and family, (3) pray with the patient/family soon after your arrival – your visit is likely to be interrupted by nurses and doctors – so pray and then visit, and (4) take off your jacket and sit down to visit. Standing and wearing your jacket communicates that you will not be staying long.

## **Bereavement**

When a church member/attendee passes away, you will receive an OTM Form via email from the church offices. We desire to have a strong deacon presence in caring for the family during this difficult time.

## **Nursing Home Deacon Care (See Appendix J)**

A team of deacons will be selected to make monthly visits to those who are in nursing homes. During these visits the deacons will serve communion and pray with them.

### **Homebound Deacon Care (See Appendix K)**

A team of deacons will be selected to make monthly visits to those who are homebound. During these visits the deacons will serve communion and pray with them. Copies of sermon series on DVD are also available.

### **Widow Deacon Care (See Appendix L)**

A team of deacons will be selected to care for the widows of our church family. During these visits the deacons will offer and provide physical labor that the widow may have need around the house.

### **Small Groups Deacon Care (See Appendix M)**

A team of deacons will be selected to care for families through our small group ministry. These deacons will receive a list of families that attend the same small group. By caring for a group of families that are familiar with one another, we can improve both care and communication for one another. Families who are not active in a small group will be grouped together until they get plugged into a small group.

### **Deacon CARE Calls (See Appendix N)**

A team of deacons will be selected to care for church members/attendees through making phone calls. Each phone call consists of four parts.

- **Contact** (How are you doing?)
- **Assist** (Do you have any prayer requests?)
- **Relate** (Is there anything you'd like for me to relay back to our pastor or staff members?)
- **Encourage** (Mention at least one upcoming event and invite them to participate.)

# Deacon Nomination Form (Appendix A)

## Instructions

Members are invited to nominate others from our church family to be considered to serve in the office of deacon. Those who meet the biblical qualifications for deacon and have been a First Baptist Church member for at least two years may be nominated. Nominations should be made on this form and turned into the Deacon Body by placing them in the offering plate, mailing them to our church office, or delivered by hand to the Deacon Chair. Our deacon handbook sets forth a careful process whereby the names of those nominated will be considered for this ministry role.

1. Nominees will be screened by the Deacon Selection Committee to determine if the nominee is qualified according to the New Testament requirements.
2. Qualified nominees will be asked if they are willing to be considered.
3. Nominees will be interviewed by the Deacon Selection Committee to determine if the nominee has a satisfactory knowledge of church doctrines and the responsibilities of the office of deacon.
4. The Deacon Selection Committee will make recommendations to the Deacon Body.
5. After prayerful consideration, the Deacon Body will develop a list of deacon candidates from the list of nominees. A final recommendation of the deacon candidates will be presented to the Church Body for approval and election at the Annual Church Conference in November.
6. A deacon ordination service will be planned.

## The Biblical Qualifications for Deacons

“Likewise deacons must be reverent, not double-tongued, not given to much wine, not greedy for money, holding the mystery of the faith with a pure conscience. But let these also first be tested; then let them serve as deacons, being found blameless. Likewise, their wives must be reverent, not slanderers, temperate, faithful in all things. Let deacons be the husbands of one wife, ruling their children and their own houses well. For those who have served well as deacons obtain for themselves a good standing and great boldness in the faith which is in Christ Jesus” (1 Tim. 3:8-13).

## Six Qualifications for the Deacon

1. **Reverent:** Deacons must be dignified and worthy of respect. There should be no question of their character.
2. **Not double-tongued:** Deacons must be sincere, heartfelt, earnest, honest, and authentic.



3. **Not given to much wine:** Deacons must demonstrate self-control and not struggle with addictions.
4. **Not greedy for money:** Deacons must be financially content and upright, not a lover of money, or seeking dishonest gain.
5. **Holding the mystery of the faith with a pure conscience:** Deacons must have a sound biblical theology that is held with deep conviction.
6. **Tested:** Deacons must be proven worthy over a period time. Their past will give testimony to their calling as a deacon.

### Four Qualifications for the Deacon’s Wife

1. **Reverent:** The deacon’s wife must also be dignified and honored by both men and women in the church as exemplary Christians.
2. **Not slanderers:** The deacon’s wife must not be malicious talkers, not prone to sins of the tongue such as gossip, slander, lying, etc.
3. **Temperate:** The deacon’s wife must be sober-minded and not quick tempered or driven by their emotions.
4. **Faithful in all things:** The deacon’s wife must be trustworthy and faithful in all life roles (e.g. wife, mother, daughter, sister, etc.).

### Two Additional Qualifications for Married Deacons

1. **Husbands of one wife:** The deacon is a one-woman man.
2. **Ruling their children and their houses well:** The deacon is a godly husband and father and serves as the spiritual leader of the home.

### 2017 Current Active Deacons

- |          |          |
|----------|----------|
| • [NAME] | • [NAME] |
| • [NAME] | • [NAME] |
| • [NAME] | • [NAME] |
| • [NAME] | • [NAME] |
| • [NAME] | • [NAME] |
| • [NAME] | • [NAME] |
| • [NAME] | • [NAME] |
| • [NAME] | • [NAME] |

### Nomination

WRITE YOUR NOMINATION FOR DEACON HERE: \_\_\_\_\_

Your Signature: \_\_\_\_\_

Print Your Name: \_\_\_\_\_

Date: \_\_\_\_\_

Nominations are being accepted from [DATE] through [DATE].

# Deacon Nomination Letter (Appendix B)

## Letter from the Pastor

Congratulations! You have been nominated for possible service in the office of Deacon. This ministry role carries a high level of responsibility in the church and should be held only by those whose lives demonstrate the qualities outlined in 1 Timothy 3:8-13. Would you please read this passage of scripture prayerfully and consider serving alongside your pastors in this very high calling?

If you prayerfully agree to be further considered as a candidate for Deacon, please complete all of the questions on the next page. The completed questionnaire should be returned to the church by [DATE]. Completing the answers to the questionnaire does not approve anyone to serve as a deacon, it only signifies that you are willing to serve the LORD as a deacon if you are presented to the church as a candidate. If you are not comfortable with being considered at the present time, you should not complete or return the questionnaire.

Thank you for all you do at First Baptist Church! You are truly a blessing to know as a friend and faithful church member. Please understand that we will take the names from the completed and returned questionnaires and conduct personal interviews. After the interviews and prayerful consideration the candidates will be presented to the church for final approval as deacons. This process will take time. Whatever your prayerful decision, please know that we consider it an honor to have you as a friend and co-laborer for Christ.

Yours in Christ,

Dr. Chris Dortch  
Lead Pastor

# Deacon Commitment Form (Appendix C)

Please circle "Yes" or "No" to the following questions.

1. Are you a Christian? YES / NO  
(NOTE: Be prepared to share a brief testimony of your conversion experience.)
2. Have you been a member of FBC for at least two years? YES / NO
3. Are you currently involved in an FBC Small Group? YES / NO
4. Do you believe in the inspiration of the Bible and that the entire Bible is the infallible Word of God? YES / NO
5. Are you in harmony with and fully support all areas of the church? YES / NO
6. If your attitude and spirit come into conflict with questions 5, will you resign from the office of deacon *willingly and without causing disharmony in the church family*? YES / NO
7. Do you have any addictions or a history of abusing alcohol, gambling, or other challenges? YES / NO
8. Do you and your spouse know how to hold your tongues against spreading gossip or talking critically about others? YES / NO
9. Do you have serious marital troubles or issues? YES / NO
10. Part of being a deacon is serving the needs of families. Are you willing to contact them as needed and minister to them? YES / NO
11. Do you actively and regularly attend worship services at FBC? Are you willing to pray for our worship services weekly? YES / NO
12. Have you read and do you support the 2020 Vision and 2030 Vision as outlined in Appendix D? YES / NO
13. Have you read and do you support the Purpose Statement (See App. E) and agree to personal involvement to fulfill our mission? YES / NO

14. Does your family (spouse and children) support your nomination as a deacon and would they fully support you serving as a deacon?

YES / NO

15. Have you ever been ordained as a deacon? If yes, please provide the name of the church and the date of your ordination.

YES / NO

Church Name: \_\_\_\_\_

Date of Ordination: \_\_\_\_\_

16. Are you willing to serve and fulfill the duties of deacon? YES / NO

Signature: \_\_\_\_\_

Street Address: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

# Vision Statements (Appendix D)

## Short Term Vision (2020 Vision)

A church's vision statement describes the future desired state of the church.

1. We have a vision for reaching 10% of the population of Mount Sterling (population: 7113, goal: 711) by 2020.
2. We have a vision for being debt free and developing a master plan for the existing main campus.
3. We have a vision for launching 40 satellite campuses in each of the 40 counties of eastern Kentucky (those east of I-75). We would like to see the first four of those fully operational by 2020 and each campus' goal is to reach 10% of their county.
4. We have a vision for developing a staff at the main campus that will serve as a resource for all satellite campuses. For example, our student pastor equips the satellite student pastors and develops a network for student ministry. Likewise, our worship pastor equips the satellite worship pastors and develops a network for worship ministry. Children's ministry resources, student ministry resources, worship ministry resources, discipleship resources, and more will be developed.

## Long Term Vision (2030 Vision)

1. We have a vision for reaching 10% of the population of Montgomery County (population: 27,251, goal: 2715) by 2030.
2. We have a vision for launching 40 satellite campuses in each of the 40 counties of eastern Kentucky (those east of I-75). We would like to see all 40 fully operational by 2030 and each campus' goal is to reach 10% of their county.
3. We have a vision for developing the largest mission organization and network in reaching the lost people of eastern Kentucky.
4. We have a vision for being a catalyst for a Third Great Awakening in America that will result in a shift in culture and a return to biblical values.
5. We have a vision for involving 100% of our church membership in short-term missions within the state of Kentucky.
6. We have a vision for training and equipping career missionaries that will target unreached people groups around the world.
7. We have a vision for training and equipping vocational pastors that will serve in our satellite campuses in reaching 10% of our entire state.

# Purpose Statement (Appendix E)

## **Our Purpose Statement**

“First Baptist Church exists to LOVE Christ and others, LEARN from Christ, LIVE for Christ, and LEAD others to Christ.”

## **Short Version:**

LOVE | LEARN | LIVE | LEAD

## **What Our Purpose Statement Means for You and Me**

Part of the role of the deacon is to ensure that we fulfill our mission as a church. The following questions allow us to personalize our role in fulfilling our mission. If we desire every member and attendee of our church to ask these same five questions of their own lives, it must begin with leadership.

- How does my life honor Christ? (LOVE Christ)
- Who is my small group of believers? (LOVE others)
- What am I doing to grow in my faith? (LEARN from Christ)
- How am I serving the needs of others? (LIVE for Christ)
- Who am I trying to reach for Christ? (LEAD others to Christ)

# Spiritual HABITS (Appendix F)

## What Are Spiritual HABITS?

We want every member of our small groups to be developing Spiritual HABITS that will help them grow on their own. As you have no doubt experienced, there are some awesome things God does in the lives of His children when we “take a break” from life and draw near to Him. Learning some classical spiritual disciplines won’t just enhance your maturity; your growth will not be dependent on a program. To help members of every small group develop these disciplines we have developed some resources. It would be good for every deacon to know what the HABITS are and to practice them in your own life as you encourage others to do the same.

## Spiritual Disciplines

- Hang Time with God (Daily Bible reading and prayer)
- Accountability in a Small Group (Accountability partner)
- Bible Memorization (Scripture memory key tags)
- Involvement in Ministry & Mission (Where do you serve?)
- Tithing Commitment (Giving at least 10% of your income)
- Sermon Application (Taking notes and making personal application)

This is not an exhaustive list of spiritual disciplines, but it serves as a starting point for personal spiritual growth. Two good resources on spiritual disciplines are the books “Celebration of Discipline” by Richard J. Foster and “The Spirit of the Disciplines: Understanding How God Changes Lives” by Dallas Willard.

## Spiritual Maturity

As deacons, you will be called upon to offer spiritual guidance to those within your care. It is essential that our Deacon Body be committed to developing Spiritual HABITS. Deacons must set an example of spiritual maturity through our commitment to personal growth.

# Deacon On Call Schedule (Appendix G)

## Deacon of the Week

The Deacon of the Week will be the primary deacon to handle hospital visits, bereavement, and other ministry needs as they arise during their assigned week. If you are unavailable to serve as Deacon of the Week for your assigned week, please notify the Deacon Chair and our Office Manager at your earliest opportunity.

DATE	NAME	DATE	NAME
Dec 25 – 31	[NAME]	Jul 2 – 8	[NAME]
Jan 1 – 7	[NAME]	Jul 9 – 15	[NAME]
Jan 8 – 14	[NAME]	Jul 16 – 22	[NAME]
Jan 15 – 21	[NAME]	Jul 23 – 29	[NAME]
Jan 22 – 28	[NAME]	Jul 30 – Aug 5	[NAME]
Jan 29 – Feb 4	[NAME]	Aug 6 – 12	[NAME]
Feb 5 – 11	[NAME]	Aug 13 – 19	[NAME]
Feb 12 – 18	[NAME]	Aug 20 – 26	[NAME]
Feb 19 – 25	[NAME]	Aug 27 – Sep 2	[NAME]
Feb 26 – Mar 4	[NAME]	Sept 3 – 9	[NAME]
Mar 5 – 11	[NAME]	Sept 10 – 16	[NAME]
Mar 12 – 18	[NAME]	Sept 17 – 23	[NAME]
Mar 19 – 25	[NAME]	Sept 24 – 30	[NAME]
Mar 26 – Apr 1	[NAME]	Oct 1 – 7	[NAME]
Apr 2 – Apr 8	[NAME]	Oct 8 – 14	[NAME]
Apr 9 – 15	[NAME]	Oct 15 – 21	[NAME]
Apr 16 – 22	[NAME]	Oct 22 – 28	[NAME]
Apr 23 – 29	[NAME]	Oct 29 – Nov 4	[NAME]
Apr 30 – May 6	[NAME]	Nov 5 – 11	[NAME]
May 7 – 13	[NAME]	Nov 12 – 18	[NAME]
May 14 – 20	[NAME]	Nov 19 – 25	[NAME]
May 21 – 27	[NAME]	Nov 26 – Dec 2	[NAME]
May 28 – Jun 3	[NAME]	Dec 3 – 9	[NAME]
Jun 4 – 10	[NAME]	Dec 10 – 16	[NAME]
Jun 11 – 17	[NAME]	Dec 17 – 23	[NAME]
Jun 18 – 24	[NAME]	Dec 24 – 30	[NAME]
Jun 25 – Jul 1	[NAME]	Dec 31 – Jan 6	[NAME]



# Deacon Meeting Schedule (Appendix H)

## Monthly Deacon Meeting Schedule

- Thursday, January 12, 2017 @ 7:00pm
  - Chris Dortch, Lead Pastor
  - [NAME]
  - [NAME]
  - [NAME]
  - [NAME]
  - [NAME]
  - [NAME]
  - [NAME]
  - [NAME]
  - [NAME]
  - [NAME]
  - [NAME]

Agenda Items:

Notes:

- Thursday, February 9, 2017 @ 7:00pm (CANCELLED)
  - Chris Dortch, Lead Pastor
  - [NAME]
  - [NAME]
  - [NAME]
  - [NAME]
  - [NAME]
  - [NAME]
  - [NAME]
  - [NAME]
  - [NAME]
  - [NAME]
  - [NAME]

Agenda Items:

Notes:

- Thursday, March 9, 2017 @ 7:00pm
 

<input type="checkbox"/> Chris Dortch, Lead Pastor	<input type="checkbox"/> [NAME]
<input type="checkbox"/> [NAME]	<input type="checkbox"/> [NAME]
<input type="checkbox"/> [NAME]	<input type="checkbox"/> [NAME]
<input type="checkbox"/> [NAME]	<input type="checkbox"/> [NAME]
<input type="checkbox"/> [NAME]	<input type="checkbox"/> [NAME]
<input type="checkbox"/> [NAME]	<input type="checkbox"/> [NAME]
<input type="checkbox"/> [NAME]	<input type="checkbox"/> [NAME]
<input type="checkbox"/> [NAME]	<input type="checkbox"/> [NAME]
<input type="checkbox"/> [NAME]	<input type="checkbox"/> [NAME]

Agenda Items:

Notes:

- Thursday, April 13, 2017 @ 7:00pm
 

<input type="checkbox"/> Chris Dortch, Lead Pastor	<input type="checkbox"/> [NAME]
<input type="checkbox"/> [NAME]	<input type="checkbox"/> [NAME]
<input type="checkbox"/> [NAME]	<input type="checkbox"/> [NAME]
<input type="checkbox"/> [NAME]	<input type="checkbox"/> [NAME]
<input type="checkbox"/> [NAME]	<input type="checkbox"/> [NAME]
<input type="checkbox"/> [NAME]	<input type="checkbox"/> [NAME]
<input type="checkbox"/> [NAME]	<input type="checkbox"/> [NAME]
<input type="checkbox"/> [NAME]	<input type="checkbox"/> [NAME]
<input type="checkbox"/> [NAME]	<input type="checkbox"/> [NAME]

Agenda Items:

Notes:

- Thursday, May 11, 2017 @ 7:00pm
 

<input type="checkbox"/> Chris Dortch, Lead Pastor	<input type="checkbox"/> [NAME]
<input type="checkbox"/> [NAME]	<input type="checkbox"/> [NAME]
<input type="checkbox"/> [NAME]	<input type="checkbox"/> [NAME]
<input type="checkbox"/> [NAME]	<input type="checkbox"/> [NAME]
<input type="checkbox"/> [NAME]	<input type="checkbox"/> [NAME]
<input type="checkbox"/> [NAME]	<input type="checkbox"/> [NAME]
<input type="checkbox"/> [NAME]	<input type="checkbox"/> [NAME]
<input type="checkbox"/> [NAME]	<input type="checkbox"/> [NAME]
<input type="checkbox"/> [NAME]	<input type="checkbox"/> [NAME]

Agenda Items:

Notes:

- Thursday, June 8, 2017 @ 7:00pm
 

<input type="checkbox"/> Chris Dortch, Lead Pastor	<input type="checkbox"/> [NAME]
<input type="checkbox"/> [NAME]	<input type="checkbox"/> [NAME]
<input type="checkbox"/> [NAME]	<input type="checkbox"/> [NAME]
<input type="checkbox"/> [NAME]	<input type="checkbox"/> [NAME]
<input type="checkbox"/> [NAME]	<input type="checkbox"/> [NAME]
<input type="checkbox"/> [NAME]	<input type="checkbox"/> [NAME]
<input type="checkbox"/> [NAME]	<input type="checkbox"/> [NAME]
<input type="checkbox"/> [NAME]	<input type="checkbox"/> [NAME]
<input type="checkbox"/> [NAME]	<input type="checkbox"/> [NAME]

Agenda Items: “Deacon Commitment Forms” for the upcoming year will be mailed by July 1<sup>st</sup>.

Notes:

- Thursday, July 13, 2017 @ 7:00pm
 

<input type="checkbox"/> Chris Dortch, Lead Pastor	<input type="checkbox"/> [NAME]
<input type="checkbox"/> [NAME]	<input type="checkbox"/> [NAME]
<input type="checkbox"/> [NAME]	<input type="checkbox"/> [NAME]
<input type="checkbox"/> [NAME]	<input type="checkbox"/> [NAME]
<input type="checkbox"/> [NAME]	<input type="checkbox"/> [NAME]
<input type="checkbox"/> [NAME]	<input type="checkbox"/> [NAME]
<input type="checkbox"/> [NAME]	<input type="checkbox"/> [NAME]
<input type="checkbox"/> [NAME]	<input type="checkbox"/> [NAME]
<input type="checkbox"/> [NAME]	<input type="checkbox"/> [NAME]

Agenda Items: “Deacon Commitment Forms” are due by July 31<sup>st</sup>.  
 “Deacon Nomination Forms” will be insert in the bulletin in August.

Notes:

- Thursday, August 10, 2017 @ 7:00pm
 

<input type="checkbox"/> Chris Dortch, Lead Pastor	<input type="checkbox"/> [NAME]
<input type="checkbox"/> [NAME]	<input type="checkbox"/> [NAME]
<input type="checkbox"/> [NAME]	<input type="checkbox"/> [NAME]
<input type="checkbox"/> [NAME]	<input type="checkbox"/> [NAME]
<input type="checkbox"/> [NAME]	<input type="checkbox"/> [NAME]
<input type="checkbox"/> [NAME]	<input type="checkbox"/> [NAME]
<input type="checkbox"/> [NAME]	<input type="checkbox"/> [NAME]
<input type="checkbox"/> [NAME]	<input type="checkbox"/> [NAME]
<input type="checkbox"/> [NAME]	<input type="checkbox"/> [NAME]

Agenda Items: The Deacon Selection Committee (for new deacons) will be appointed by the Deacon Chair.

Notes:

- Thursday, September 14, 2017 @ 7:00pm
 

<input type="checkbox"/> Chris Dortch, Lead Pastor	<input type="checkbox"/> [NAME]
<input type="checkbox"/> [NAME]	<input type="checkbox"/> [NAME]
<input type="checkbox"/> [NAME]	<input type="checkbox"/> [NAME]
<input type="checkbox"/> [NAME]	<input type="checkbox"/> [NAME]
<input type="checkbox"/> [NAME]	<input type="checkbox"/> [NAME]
<input type="checkbox"/> [NAME]	<input type="checkbox"/> [NAME]
<input type="checkbox"/> [NAME]	<input type="checkbox"/> [NAME]
<input type="checkbox"/> [NAME]	<input type="checkbox"/> [NAME]
<input type="checkbox"/> [NAME]	<input type="checkbox"/> [NAME]

Agenda Items: The Deacon Nominating Committee (for election of officers) will be appointed by the Deacon Chair. The Deacon Selection Committee shall complete all interviews of deacon nominees by September 30<sup>th</sup>.

Notes:

- Thursday, October 12, 2017 @ 7:00pm
 

<input type="checkbox"/> Chris Dortch, Lead Pastor	<input type="checkbox"/> [NAME]
<input type="checkbox"/> [NAME]	<input type="checkbox"/> [NAME]
<input type="checkbox"/> [NAME]	<input type="checkbox"/> [NAME]
<input type="checkbox"/> [NAME]	<input type="checkbox"/> [NAME]
<input type="checkbox"/> [NAME]	<input type="checkbox"/> [NAME]
<input type="checkbox"/> [NAME]	<input type="checkbox"/> [NAME]
<input type="checkbox"/> [NAME]	<input type="checkbox"/> [NAME]
<input type="checkbox"/> [NAME]	<input type="checkbox"/> [NAME]
<input type="checkbox"/> [NAME]	<input type="checkbox"/> [NAME]

Agenda Items: The Deacon Nominating Committee will present officers for vote. The deacons will vote on 2018 officers. The Deacon Selection Committee will present deacon candidates for vote. The deacons will vote on who will be presented as deacon candidates.

Notes:

- Thursday, November 9, 2017 @ 7:00pm
 

<input type="checkbox"/> Chris Dortch, Lead Pastor	<input type="checkbox"/> [NAME]
<input type="checkbox"/> [NAME]	<input type="checkbox"/> [NAME]
<input type="checkbox"/> [NAME]	<input type="checkbox"/> [NAME]
<input type="checkbox"/> [NAME]	<input type="checkbox"/> [NAME]
<input type="checkbox"/> [NAME]	<input type="checkbox"/> [NAME]
<input type="checkbox"/> [NAME]	<input type="checkbox"/> [NAME]
<input type="checkbox"/> [NAME]	<input type="checkbox"/> [NAME]
<input type="checkbox"/> [NAME]	<input type="checkbox"/> [NAME]
<input type="checkbox"/> [NAME]	<input type="checkbox"/> [NAME]

Agenda Items: The Deacon Chair will review the motion he will present at the Annual Church Conference. The deacons will begin plans for a Deacon Ordination Service (if necessary).

Notes:

- Thursday, December 14, 2017 @ 7:00pm
 

<input type="checkbox"/> Chris Dortch, Lead Pastor	<input type="checkbox"/> [NAME]
<input type="checkbox"/> [NAME]	<input type="checkbox"/> [NAME]
<input type="checkbox"/> [NAME]	<input type="checkbox"/> [NAME]
<input type="checkbox"/> [NAME]	<input type="checkbox"/> [NAME]
<input type="checkbox"/> [NAME]	<input type="checkbox"/> [NAME]
<input type="checkbox"/> [NAME]	<input type="checkbox"/> [NAME]
<input type="checkbox"/> [NAME]	<input type="checkbox"/> [NAME]
<input type="checkbox"/> [NAME]	<input type="checkbox"/> [NAME]
<input type="checkbox"/> [NAME]	<input type="checkbox"/> [NAME]

Agenda Items:

Notes:

# Deacon Leadership Involvement (Appendix I)

The following identifies where deacons are serving within our church body.

Deacon	Officer	Committee	Small Group	Ministry
	Secretary	Personnel		
		Missions		
	Chair	Benevolence		
		Bldg & Grnds		
	Chair			
		Missions		

# Nursing Home Deacon Care (Appendix J)

## Nursing Home Deacon Care Schedule

Use the space provided below to develop a monthly schedule for Nursing Home visits. This team should consist of at least 4 deacons.

Nursing Home Team Members:

_____	_____
_____	_____
_____	_____

January

February

March

April

May

June

July

August

September

October

November

December



# Homebound Deacon Care (Appendix K)

## Homebound Deacon Care Schedule

Use the space provided below to develop a monthly schedule for Homebound visits. This team should consist of at least 4 deacons.

Nursing Home Team Members:

_____	_____
_____	_____
_____	_____

January

February

March

April

May

June

July

August

September

October

November

December

# Widow Deacon Care (Appendix L)

## Widow Deacon Care Schedule

Use the space provided below to develop a monthly schedule for widow care. This team should consist of at least 4 deacons.

Widow Team Members:

_____	_____
_____	_____
_____	_____

January

February

March

April

May

June

July

August

September

October

November

December

# Small Group Deacon Care (Appendix M)

## Small Group Deacon Care Assignments

Listed below is a list of our small groups. We desire for each small group to have a deacon who cares for that group.

- |                     |         |
|---------------------|---------|
| 1. [NAME OF GROUP]  | Deacon: |
| 2. [NAME OF GROUP]  | Deacon: |
| 3. [NAME OF GROUP]  | Deacon: |
| 4. [NAME OF GROUP]  | Deacon: |
| 5. [NAME OF GROUP]  | Deacon: |
| 6. [NAME OF GROUP]  | Deacon: |
| 7. [NAME OF GROUP]  | Deacon: |
| 8. [NAME OF GROUP]  | Deacon: |
| 9. [NAME OF GROUP]  | Deacon: |
| 10. [NAME OF GROUP] | Deacon: |
| 11. [NAME OF GROUP] | Deacon: |
| 12. [NAME OF GROUP] | Deacon: |

# Deacon CARE Calls (Appendix N)

## General Information:

You can take notes on the directory provided. Include date of the phone call.

## The Four CARE Call Questions:

1. (Contact) How are you doing?
2. (Assist) Do you have any prayer requests?
3. (Relate) Is there anything you'd like for me to relay back to our pastor or staff members?
4. (Encourage) Mention at least one upcoming event and invite them to participate.

## General Guidelines:

CARE stands for "Contact, Assist, Relate, and Encourage." The purpose of this ministry is to call through the church membership directory on a systematic basis to find out what's happening in the lives of our church family. When making calls, ask three questions: (1) How are you doing? (2) Do you have any prayer requests? (3) Is there anything you'd like for me to relay back to our pastor or staff members? Take notes with each phone call to ensure that accurate information is recorded. Finally, update the people you've called on any upcoming events. It's just another way of keeping in touch with our members and saying "we care."

## Tips:

- Be sincere in our concern for those you are calling. Listen carefully to their prayer requests and concerns. Our goal is not to "complete a checklist," but to demonstrate genuine concern and Christ-likeness.
- When appropriate, ask, "Do you mind if I pray for you right now?" and then pray for them.
- Avoid spending too much time on the phone. Be brief and avoid lengthy conversations.

## Frequently Asked Questions:

- What do I do with my notes when I am finished calling?  
Be conscious of time-sensitive information. If they shared something to pass along to the pastor or staff, please do so as soon after the phone call as possible. Be prepared to share responses at the next deacons meeting.
- How often should I call through my list?  
We want to call through the entire church directory twice each year. We will provide you with an updated list each time.

# Deacon Contact Information (Appendix O)

DEACON	CELL	EMAIL