

# **Deacon Responsibilities**

**Woodbury church of Christ**

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## **Introduction**

The primary focus of this document is threefold. First, to provide an overview of the areas of work in which the Woodbury church of Christ is currently engaged. Our Heavenly Father has blessed this congregation in the past with visionary leadership who led and encouraged us in these good works. As a result, the body of Christ at Woodbury continues to experience tremendous spiritual and numerical growth. It seems wise to direct our attention to efforts that will cause us to continue building upon this legacy. Through good works we demonstrate to the world a living faith giving honor and glory to God and our Lord and Savior, Jesus Christ.

Second, to encourage our deacons to select from among these various works areas in which they are willing to serve, to define their specific responsibilities in each area, and to give each deacon enough decision making authority to take care of the day-to-day operations and administration of their specific area(s) of work.

With this delegation of authority comes responsibility and accountability – responsibility of seeing that assignments are followed through to completion, of setting agendas for meetings with the eldership, and of ‘hands-on’ participation in the budgeting process – accountability through written reports and proposals to the eldership, through periodic meetings with the eldership, and through financial reports for adherence to the current budget.

The third focus of this document is to provide the eldership time to fulfill their role in policy-making and decision-making (elders-presbyters), their administrative role (overseers-bishops) as supervisors; and their spiritual role (shepherds-pastors) as teachers, counselors, guides, protectors, defenders, and caregivers. By delegating the day-to-day decision making to the deacons, ministers, and office staff, the eldership will be able to accomplish their responsibilities of leadership and oversight; providing the spiritual nourishment and promoting the well being of each individual member of this congregation.

It should be understood that this document is a work-in-process and will need revision from time-to-time. Revisions will be based upon recommendations made by the eldership, deacons, ministers, and certainly upon the needs and expectations of the congregation that we serve.

## Areas of Work

All works, programs, and activities of the church, with the exception of church administration (ministers and secretarial staff); have been segregated into the following ten (10) areas of responsibility:

- Financial and Budget
- Missions
- Benevolence
- Visitation
- Education
- Worship
- Fellowship
- Transportation
- Technology
- Building and Grounds

Every attempt has been made to give the deacons adequate guidelines to follow for help in administering their specific area(s) of work; first, by defining the Purpose of that area of work and secondly, by listing under the heading Expectations, certain responsibilities that further defines that specific area of work. Deacons are encouraged to make suggestions to the eldership should they see a need to change, modify, or redefine the purpose and expectations in their area(s) of work.

Each area of work will have a minimum of two (2) deacons serving in that area. Within each area of work, the deacons have authority to form a committee that will meet regularly with the deacons. Depending on the specific area of work, additional committees might need to be formed to help accomplish a particular task or program. Whether a committee is a standing committee or one that is short-term in nature; its purpose will be to provide advise, expertise, help, information, and suggestions to the deacons in accomplishing their work. Membership involvement through committees helps promote awareness and communication with the congregation and instills a sense of ownership in the work. Committee members are to be pre-approved by the eldership before selection and the role of each committee defined before implementation.

Members of the congregation will be encouraged to contact the deacons who serve in these areas of work with recommendations, questions, and complaints concerning specific works, programs, and activities. However, if a member desires to speak directly to the eldership, we will always be available.

## Budget and Spending

Deacons in each specific area of work will have spending authority based upon an annual budget for their specific area of work, which they help determine. The sum of the individual budgets for each specific area of work equals the global budget for the church. The purpose and process of budgeting is further defined under the section 'Financial and Budget' in this document.

Spending during the year will be limited by the amount of discretionary funds budgeted for each specific area of work. Discretionary funds, by definition, are funds that have not yet been allocated, committed, or obligated to a specific work or program. Deacons will have authority using their best judgment to spend these discretionary funds. Deacons are to determine if a particular expense is a nonrecurring expense or an ongoing expense. If the expense is a nonrecurring expense and the deacons serving in that specific area of work are in agreement, they have the authority to spend that money for a particular work or project, provided the necessary discretionary funds are available in their budget. These expenses should be coordinated with the church office staff for appropriate and timely disbursement.

If the expense is determined to be ongoing and will affect not only the current year budget but also the budget going forward into the next year or beyond, the deacons serving in that specific area of work, together with the deacons serving in the area of Budget and Finance, will make a proposal for this expense to the eldership for discussion and approval. Upon its approval, due to the nature of this type of expense, it will become a designated fund.

Designated funds, by definition, are funds that have already been committed or obligated and will have been approved by the eldership in the annual budgeting process. Designated funds can be either fixed or variable depending on the type of expense. Should the deacons serving in a specific area of work determine during the year, after the budget has been finalized, to terminate or change a designated fund, the request should be coordinated with the deacons serving in the area of Budget and Finance and discussed with the eldership for approval. Generally, additions or changes to designated funds should be requested during the budgeting process.

## Meetings

The eldership will meet with all deacons (elders and deacons meeting) once each month on the second Sunday of the month. Additional meetings with all deacons may be called as needed. The eldership will set the agenda and record minutes for these meetings.

The eldership, from time-to-time, may need to limit the focus of the elders and deacons meeting agenda to certain areas of work. This will be based on information received in the reports from the deacons or as the need arises. Deacons serving in each specific area of work will have the opportunity to submit topics of discussion for the agenda. These specific topics should be finalized and submitted by Wednesday night prior to the meeting date so that it might be incorporated into the overall meeting agenda. The eldership will be responsible for preparing the agenda and recording minutes during these meetings.

Deacons serving in each specific area of work should meet together with their respective committees once each month or as needed. They will set their own agendas and be responsible for recording minutes. Minutes recorded in these meetings will become the reports due to the eldership.

### Bi-Monthly Reports and Annual Report

With the exception of the area of Finance and Budget (who report monthly), all other areas of work will prepare a bi-monthly report for the eldership. This report will be the recorded minutes from the two previous months' meetings from each area of work. Reports are due by the Wednesday night prior to the elders and ministers meeting (first Sunday of each month) during the months of Feb, April, June, Aug, Oct, and December.

Each area of work will also prepare an annual report outlining its future goals. The annual report is due by September 10 of each year and, by design, coincides with the beginning of the budgeting process. At a minimum, this report should answer these four questions: 1) What are the goals? 2) Why are these goals important? 3) How are they to be accomplished? 4) What are the estimated costs?

# Financial and Budget

## Purpose

To provide direction for the development and implementation of policies and procedures that will ensure fiscal safety, soundness and stability in all financial matters related to the church. To be responsible for the accuracy, integrity, and reliability of all financial reports and to assist in the interpretation and use of these reports by others. To promote the congregation's awareness of and confidence in the financial stewardship of the church.

"Upon the first day of the week let every one of you lay by him in store, as God has prospered him, that there be no gatherings when I come." – 1 Corinthians 16:2

## Expectations

The responsibilities of deacons who choose to serve in this area will include, but not be limited to, the following:

1. Financial and Budget considerations related to all specific areas of work
  - a. Work closely with deacons assigned to specific areas of work to ensure adherence to current year budget
  - b. Work closely with church office staff to ensure disbursements are being allocated timely, in the agreed amounts, and to the proper recipients
  - c. Be aware of current year unallocated or discretionary funds available for one time, emergency, and/or special projects in each specific area of work assigned to the deacons
2. Finance and Budget Committee considerations
  - a. As needed, organize and maintain a Finance and Budget Committee
  - b. Size of committee and individuals selected to serve on committee will be approved beforehand by eldership
3. Fiscal safety and soundness
  - a. Protect against embezzlement, fraud, and theft
    - i. Identify 'at risk' areas where individuals might be exposed to the opportunity for or accusation of impropriety
    - ii. Implement and maintain dual control procedures in all appropriate areas where money is handled and checks are written
    - iii. Ensure proper handling and safe delivery of contribution to financial institutions for deposit

- b. Establish and implement procedures for all deposit account relationships
      - i. Maintain proper depository accounts with financial institutions to segregate funds, as necessary
      - ii. Acquire appropriate required signatures for each account
      - iii. Ensure procedures are in place to obtain minimum of two signatures on all checks
      - iv. Ensure all deposit accounts are balanced monthly
    - c. Ensure proper accounting principles are being followed
      - i. Monitor and advise church office staff to ensure bookkeeping entries are properly posted to their appropriate income and expense categories
      - ii. Implement and maintain procedures to ensure that internal bookkeeping ledgers and prepared financial reports accurately reflect the financial condition of the church and are in balance with funds on deposit
    - d. Implement backup procedures for all critical financial information
      - i. Coordinate with the deacons assigned to the area of Technology
      - ii. Include all critical current and historical financial data and provide for off-site storage and recovery capability
      - iii. Test recovery capability annually
- 4. Membership Involvement
  - a. Recommend ways to encourage membership awareness
  - b. Recommend ways to encourage membership participation
- 5. Submit monthly financial reports to the eldership
  - a. Recommend format, contents, and detail of reports, as needed
  - b. Recommend software systems/applications for bookkeeping, accounting, and report processes, as needed
  - c. Considerations for report content should include
    - i. Current Month
    - ii. Year to Date
    - iii. Comparisons to previous year of Current Month and Year to Date
    - iv. Budget variance
- 6. Submit annual report outlining the future goals of this work each year by September 10
- 7. Submit proposed global budget by November 10
  - a. Purpose of the budgeting process
    - i. To provide for the physical and spiritual needs of the church in accomplishing God's work through financial stability
    - ii. To demonstrate financial stability through controlled spending of membership contributions that have been purposefully allocated to each area of work



- iii. To determine levels of funding necessary in each area of work to achieve predetermined goals
- iv. To financially prioritize predetermined goals to be achieved by the church
- v. To set visionary goals that are attainable through sustained financial growth over time
- vi. To encourage cheerful, willing, and purposed giving through periodic communication with the congregation of the financial condition of the church and status of the budget
- b. The process of budgeting
  - i. First step – Top Down approach
    - 1. Deacons working in the Finance and Budget area will meet with the eldership and determine
      - a. Percentage increase for global budget
      - b. Percentage allocations of global budget to each major assigned area of work – pie chart
    - 2. Percentage increase and percentage allocations will be determined
      - a. Based upon historical financial data from the current and previous years
      - b. Based upon assessment of needs in each area of work to accomplish predetermined goals
      - c. Based upon reasonable expectations of increased growth in numbers and levels of giving for the future
  - ii. Second step – Sharing of information and assignments
    - 1. Deacons working in the Finance and Budget area will meet with deacons in all areas of work by September 10 and will
      - a. Discuss the overall concept and details of the budgeting process
      - b. Share information concerning the percentage increase and assign percentage allocations
      - c. Assign individual line items of the detailed budget to each area of work
      - d. Line items pertaining to administrative and office expenses will be submitted by the ministers and office staff
      - e. Line items pertaining to ministers' and office staff's salaries and benefits will be budgeted by the eldership

- iii. Third step – Bottom Up approach
  - 1. Deacons will begin working on budget details in their respective areas of work
  - 2. Begin by identifying each line item as
    - a. Designated (committed, obligated)
      - i. Fixed – this expense is the same each month, quarter, or year; so, annualized amount is fixed and known
      - ii. Or Variable – this expense can fluctuate, like utility bills, and allowances must be made based on 'best guess'
    - b. Then assign an annualized \$ amount to each
  - 3. For anticipated new expenses and/or new projects
    - a. This would include new projects on your 'wish list' or expected expenses that were not in the previous (current) year's budget
    - b. Increase \$ amount of an existing line item
    - c. Or, create a new line item and assign annualized \$ amount
  - 4. Each area of work should assign an annualized \$ amount for discretionary funds (unallocated funds)
    - a. These funds will cover unanticipated expenses not yet committed or obligated
    - b. This is generally viewed as a reserve fund for one time, emergency, and/or special projects
  - 5. The sum of designated funds + new expenses or new projects + discretionary funds = budget for each specific area of work
  - 6. The budget for each specific area of work should not exceed the percentage allocation assigned to that area
  - 7. This step should be completed by October 10
- iv. Fourth step – Balancing the Budget
  - 1. Deacons working in the Finance and Budget area will be responsible for balancing the global budget
  - 2. They will check to see that
    - a. Each specific area of work's budget does not exceed the percentage allocation assigned to that area
    - b. The sum of each specific area of work's budget does not exceed the percentage increase assigned to the global budget
  - 3. This step should be completed by November 10

- v. Fifth step – Review of proposed Budget and adjustments
  - 1. Deacons working in the Finance and Budget area will meet with eldership to present and review proposed budget
  - 2. Any adjustments necessary will be approved by the eldership
  - 3. Final Budget will be presented in the elders and deacons meeting in December for final review and approval before presenting to the congregation

# Missions

## Purpose

To carry forth the great commission as stated by our Lord, "Go ye therefore, and teach all nations, baptizing them in the name of the Father, and of the Son, and of the Holy Ghost: Teaching them to observe all things whatsoever I have commanded you: and, lo, I am with you always, even unto the end of the world." – Matthew 28:19,20

## Expectations

The responsibilities of deacons who choose to serve in this area will include, but not be limited to, the following:

1. Financial and Budget considerations related to this specific area of work
  - a. Work closely with deacons assigned to the Financial and Budget area to ensure adherence to current year budget
  - b. Work closely with church office staff to ensure disbursements are being allocated timely, in the agreed amounts, and to the proper recipients
  - c. Be aware of current year unallocated or discretionary funds available for one time, emergency, and/or special mission projects
2. Missions Committee considerations
  - a. As needed, organize and maintain a Missions Committee
  - b. Size of committee and individuals selected to serve on committee will be approved beforehand by eldership
3. Currently supported missions
  - a. Maintain close communication with missionaries and their families
  - b. Ensure adequate financial support is being given
  - c. Receive and review all incoming correspondence
    - i. Review and determine adequacy of financial reports
    - ii. Review and determine adequacy of informational reports
    - iii. Summarize and share important information with eldership
    - iv. Respond as necessary or as directed by eldership
  - d. Maintain working file on each mission
    - i. Overseeing or sponsoring congregation contacts and information, if applicable
    - ii. Financial and progress reports
    - iii. All other important correspondence
  - e. Make recommendations to eldership to continue, expand, or terminate a particular mission work

4. Prospective missions
  - a. Seek and investigate new fields
  - b. Review correspondence soliciting mission support
  - c. Meet with missionaries seeking our support
  - d. Make recommendation to eldership concerning new missions
5. Membership Involvement
  - a. Recommend ways to encourage membership awareness
  - b. Recommend ways to encourage membership participation
6. Submit bi-monthly report to the eldership
7. Submit annual report outlining the future goals of this work each year by September 10
8. Submit proposed budget for this area of work by October 10 each year for inclusion into global church budget

# **Benevolence**

## Purpose

To reach out in compassion to all those who are in need, demonstrating our love for our neighbor. To show the world the love of God by sharing what He has so bountifully given to us with those who are less fortunate. To do good unto all, especially those of the household of faith.

"...for I was hungry and you gave Me food; I was thirsty and you gave Me drink; I was a stranger and you took Me in; I was naked and you clothed Me..." –  
Matthew 25:35,36a NKJV

## Expectations

The responsibilities of deacons who choose to serve in this area will include, but not be limited to, the following:

1. Financial and Budget considerations
  - a. Work closely with deacons assigned to the Financial and Budget area to ensure adherence to the current year budget
  - b. Work closely with church office staff to ensure disbursements are being allocated timely, in the agreed amounts, and to the proper recipients
  - c. Be aware of current year unallocated or discretionary funds available for one time, emergency, and/or special benevolence projects
2. Benevolence Committee considerations
  - a. As needed, organize and maintain a Benevolence Committee
  - b. Size of committee and individuals selected to serve on committee will be approved beforehand by eldership
3. Outreach Center
  - a. Organize the operations of the Outreach Center
    - i. Sign up volunteers for staffing, as needed
    - ii. Sign up volunteers for special work details, as needed
    - iii. Maintain and organize inventory of clothes and other items
    - iv. Specify days and times center will be open and coordinate with staff
    - v. Communicate with congregation when inventory is needed or special needs arise
  - b. Determine methods of and arrange for distribution
    - i. By special request
    - ii. By regularly scheduled open days

- iii. By coordinating with church office staff on a limited basis
  - iv. By delivery to individual(s) or special needs area
- 4. Food Pantry
  - a. Organize and maintain a food pantry
  - b. Determine items and amounts needed in inventory
  - c. Distribute food items, as needed
  - d. Keep congregation informed as to when and what food items are needed – such as monthly pantry item advertised in bulletin
- 5. Meal Committee
  - a. Select, support, and assist coordinator for the meal committee, as needed
  - b. Work with the meal committee to establish policies and procedures for the following areas of assistance
    - i. Funerals
    - ii. Sick and shut-in
    - iii. Other special needs
  - c. Help recruit and encourage participation on the meal committee
- 6. Requests for benevolence
  - a. Accept and process all requests for help from various sources
  - b. Make decisions to approve or decline requests
  - c. Follow through with applicants to inform them of the decision that has been made concerning their request
  - d. Get help from and coordinate with other deacons, as necessary
- 7. Sources of request for benevolence
  - a. Church office staff
  - b. Church members and non-members
  - c. Sister congregations in our community and surrounding areas
  - d. Potter's Children's Home
  - e. Tennessee Children's Home
  - f. Department of Human Services (Cindy Haley)
  - g. Red Cross (Carl Hirston)
  - h. Disaster Relief
- 8. Legitimacy of request for benevolence
  - a. Explore and determine legitimacy of request from people unknown to us
  - b. Sources available to us
    - i. Department of Human Services, PO Box 370, 325 Bryant Lane, Woodbury, TN 37190 – Cindy Haley (563-4051 x103)
    - ii. Woodbury Housing Authority – Pam Cunningham (563-5276)
- 9. Types of request for benevolence
  - a. Food – suggested guidelines

- i. Determine if assistance has been received or applied for through Department of Human Services (DHS) with food stamps and/or access to the county food bank
  - ii. The church food pantry may have some needed items
  - iii. Open charge accounts are available through local grocery stores, contact
    - 1. Smithson's Piggly Wiggley (563-4112)
    - 2. Osburne's Bi-Rite (formerly Smith's Neighborhood Supermarket) (563-4082)
  - iv. Making arrangements with grocery store
    - 1. Give name and identify connection with Woodbury church of Christ
    - 2. Specify the name(s) of individual(s) who will be picking up the food
    - 3. Assign and make clear a dollar limit
    - 4. Recipient(s) will need to identify themselves by name and that arrangements have been made with the Woodbury church of Christ at the checkout counter
    - 5. Under certain circumstances, we may want or need to deliver food rather than having the individual(s) picking up themselves, especially if it is one of our members
- b. Clothing – suggested guidelines
  - i. Visit the Outreach Center; however, certain types and sizes of clothing may not be available or limited
  - ii. If time permits, announcements can be made for donations of specific sizes and items needed
  - iii. Local and area stores may be a source
- c. Utility Bills – suggested guidelines
  - i. As a general rule, we do not help with utility bills
  - ii. Care should be taken to understand the specific situation, especially during certain times of the year and if small children or elderly are involved
  - iii. There are exceptions when we will want or need to help, especially if it is one of our members
  - iv. Low-Income Home Energy Assistance Program (LIHEAP) through Upper Cumberland Human Resource Agency (UCHRA)
    - 1. This is a federally funded service that helps low-income families pay energy bills
    - 2. Cannon County UCHRA office is located at 301 West Main Street, Adams Memorial Building, Room 302, Woodbury, TN 37190 – Larry Davis (563-2916)
- d. Medication – suggested guidelines



- i. Verify that medication is needed and make arrangements for payment directly with pharmacy
  - e. Money for gas and /or meal while traveling through our area – suggested guidelines
    - i. We do not recommend giving cash to the individual(s)
    - ii. Open accounts are available through
      - 1. Quick Shop market (563-4709)
      - 2. Joe’s Place (563-4140)
  - f. Household goods and appliances – suggested guidelines
    - i. Visit the Outreach center
    - ii. If time permits, announcements can be made for donations of specific items needed
    - iii. Local and area stores may be a source
  - g. Home repairs – suggested guidelines
    - i. Government assistance and grants may be available
    - ii. An organized workday might be needed
  - h. Fire loss – suggested guidelines
    - i. Donation by check from the church directly to the individual(s)
    - ii. Care should be taken to give money to a responsible party directly connected to the case or with a responsible family member
  - i. Special personal needs, such as glasses, hearing aids, etc. – suggested guidelines
    - i. Donation by check from the church directly to eye care center
    - ii. Other sources for help in this area
      - 1. Lions Club (see Gerald Molitor)
      - 2. Senior Citizens Trust Fund (see Herb Alsup)
- 10. After a decision has been made regarding a request for benevolence, either to approve or decline, please
  - a. Complete the ‘Benevolence’ form (attached)
  - b. Turn in completed form to the church office staff
- 11. Maintain a working file on all request for benevolence
  - a. Approvals and declines
  - b. Coordinate with church office staff
- 12. Membership Involvement
  - a. Recommend ways to encourage membership awareness
  - b. Recommend ways to encourage membership participation
- 13. Submit bi-monthly report to the eldership
- 14. Submit annual report outlining the future goals of this work by October 10
- 15. Submit proposed budget for this area of work by October 10 each year for inclusion into global church budget

# Visitation

## Purpose

To develop, implement, and maintain a comprehensive and systematic approach of staying in close personal contact with one another for the purpose of promoting awareness, care, concern, faithfulness, encouragement, and love within our church family.

"Pure religion and undefiled before God and the Father is this, To visit the fatherless and widows in their affliction, and to keep himself unspotted from the world." – James 1:27

## Expectations

The responsibilities of deacons who choose to serve in this area will include, but not be limited to, the following:

1. Financial and Budget considerations related to this specific area of work
  - a. Work closely with deacons assigned to the Financial and Budget area to ensure adherence to current year budget
  - b. Work closely with church office staff to ensure disbursements are being allocated timely, in the agreed amounts, and to the proper recipients
  - c. Be aware of current year unallocated or discretionary funds available for one time, emergency, and/or special visitation projects
2. Visitation Committee considerations
  - a. As needed, organize and maintain a Visitation Committee
  - b. Size of committee and individuals selected to serve on committee will be approved beforehand by eldership
3. Visitation Focus
  - a. New Members
    - i. Develop and distribute New Member brochures
    - ii. See that new members are given copy of church directory
    - iii. Assist in the completion of 'Share in the Work' form
    - iv. Encourage work in special areas of interest
  - b. Visitors
    - i. Develop and distribute Visitor brochures
    - ii. Non-Christian – determine interest in home Bible study
    - iii. Christian – determine interest in placing membership
  - c. Recently restored
    - i. Send letter or card of encouragement

- ii. Help establish support for continued encouragement, as needed
  - d. Recently baptized
    - i. Send letter of congratulations
    - ii. Assist in completion of 'Share in the Work' form
    - iii. Encourage work in special areas of interest
    - iv. Help establish support for continued spiritual growth
  - e. Absentee members
    - i. Establish opportunities to express that the individual or family is sincerely missed
    - ii. Try to determine, when possible, reason for absenteeism
    - iii. Follow through with discussion in elders and deacons meeting
    - iv. Refer to eldership, when necessary
  - f. Widows and widowers
    - i. Help organize and assist in visitation programs
    - ii. Help organize and assist in breakfasts/luncheons
  - g. Sick and shut-in
    - i. Send get well cards
    - ii. Visit in homes and hospitals, when and as needed
    - iii. Coordinate with Ladies Bible Class, ministers and office staff
- 4. Membership involvement
  - a. Recommend ways to encourage membership awareness
  - b. Recommend ways to encourage membership participation
- 5. Submit bi-monthly report to the eldership
- 6. Submit annual report outlining the future goals of this work each year by September 10
- 7. Submit proposed budget for this area of work by October 10 each year for inclusion into global Church budget

## **Education**

### Purpose

To develop, implement, and maintain a comprehensive education program that is inclusive of all ages and learning abilities. To ensure a well rounded, Bible-based, quality curriculum that is doctrinally and scripturally sound. To prepare, equip, and motivate teachers who are willing and able to teach others the truth in love.

"...and that from childhood you have known the Holy Scriptures, which are able to make you wise for salvation through faith which is in Christ Jesus." – 2 Timothy 3:15 NKJ

### Expectations

The responsibilities of deacons who choose to serve in this area will include, but not be limited to, the following:

1. Financial and Budget considerations related to this specific area of work
  - a. Work closely with deacons assigned to the Financial and Budget area to ensure adherence to current year budget
  - b. Work closely with church office staff to ensure disbursements are being allocated timely, in the agreed amounts, and to the proper recipients
  - c. Be aware of current year unallocated or discretionary funds available for one time, emergency, and/or special education projects
2. Education Committee considerations
  - a. As needed, organize and maintain an Education Committee
  - b. Size of committee and individuals selected to serve on committee will be approved beforehand by eldership
3. Work closely with the Pulpit Minister, Associate Minister, and Youth Minister in developing, implementing and maintaining the overall education program
  - a. The Associate Minister will be responsible for the day-to-day operations and details of the education program and acts as facilitator in the Education Committee meetings
  - b. The Youth Minister will serve as the 5<sup>th</sup> through 12<sup>th</sup> grade coordinator and in an advisory capacity on the Education Committee
  - c. The Pulpit Minister will serve in an advisory capacity on the Education Committee

4. Work closely with the Associate Minister to
  - a. Periodically review the written Education Plan and revise, as necessary
  - b. Plan well-rounded, comprehensive curriculum for all ages to achieve written Education Plan goals
  - c. Develop and plan class schedules
    - i. Sunday morning classes
    - ii. Wednesday night classes
    - iii. VBS
    - iv. Children's Bible Hour
    - v. Summer Reading Program
    - vi. Other special classes, as needed
  - d. Recommend teachers to be reviewed by eldership and added to approved teachers' list
  - e. From the approved teachers' list, recruit and assign teachers to class schedules one year in advance
  - f. Assign classrooms and ensure adequacy of room size and location conducive to each age group
  - g. Review and recommend teaching literature and materials to be approved by eldership
  - h. Conduct periodic teacher seminars/workshops
  - i. Conduct periodic teachers meetings
  - j. Help resolve teacher problems, concerns, and discipline problems
  - k. Review adequacy of and see that teachers have access to needed equipment, supplies, and materials in teacher workshop
  - l. Designate individual to collect class attendance
  - m. Review and make recommendations concerning attendance records
  - n. Make bulletin board assignments with rotating schedules
5. Work closely with deacons serving in the area of Technology concerning future classroom needs
  - a. Audiovisual aids and equipment
  - b. Computer and internet access
  - c. Projection equipment
  - d. Learning resource center for teachers and students
6. Library
  - a. Maintain church library
  - b. Organize and establish procedures and systems for
    - i. Book checkout and return
    - ii. Cataloguing books and reference materials
  - c. Make recommendations for purchase of books and reference materials

7. Membership involvement
  - a. Recommend ways to encourage membership awareness
  - b. Recommend ways to encourage membership participation
8. Submit bi-monthly report to the eldership
9. Submit annual report outlining the future goals of this work each year by September 10
10. Submit proposed budget for this area of work by October 10 each year for inclusion into global Church budget

# **Worship**

## Purpose

To ensure that our worship to our Heavenly Father ascribes worth to Him and is offered in spirit and in truth. To plan and carry out our singing, praying, preaching of God's word, partaking of the Lord's Supper, and giving in an orderly manner. To ensure that each period of worship is informative, encouraging, inspirational, and meaningful to every individual.

"God is a spirit: and they that worship him must worship him in spirit and in truth." – John 4:24

## Expectations

The responsibilities of deacons who choose to serve in this area will include, but not be limited to, the following:

1. Financial and Budget considerations related to this specific area of work
  - a. Work closely with deacons assigned to the Financial and Budget area to ensure adherence to current year budget
  - b. Work closely with church office staff to ensure disbursements are being allocated timely, in the agreed amounts, and to the proper recipients
  - c. Be aware of current year unallocated or discretionary funds available for one time, emergency, and/or special worship projects
2. Worship Committee considerations
  - a. As needed, organize and maintain a Worship Committee
  - b. Size of committee and individuals selected to serve on committee will be approved beforehand by eldership
3. Worksheet assignments
  - a. Men assigned to worksheet will be approved beforehand by eldership
  - b. Encourage those willing to participate to complete 'Share in the Work' form
  - c. Schedule assignments for these areas
    - i. PA system operators
    - ii. Ushers
    - iii. Making announcements
    - iv. Leading prayers
    - v. Song leaders
    - vi. Serving Communion
    - vii. Hospital

- viii. Nursing Home
  - ix. Holiday House
- d. Ensure individuals assigned to serve are present and find replacements, as necessary
- 4. Worship preparation
  - a. Status of PA system
  - b. Broadcast link
  - c. Proper lighting
  - d. Status of heating and cooling
  - e. Audio/visual equipment used by speaker
  - f. Availability of song books, pew Bibles, and attendance cards
  - g. Communion and collection trays
  - h. Extra chairs for seating, as needed
  - i. Readiness of baptistery and baptismal garments
- 5. Provide guidance, encouragement, and training for those participating in various assignments for worship
- 6. Emergency evacuation and first aid
  - a. Work with deacons serving in the Building and Grounds area to periodically review emergency evacuation procedures
  - b. Be familiar with location and status and first aid equipment
  - c. Be familiar with location of doctors and nurses in our audience
- 7. Membership involvement
  - a. Recommend ways to encourage membership awareness
  - b. Recommend ways to encourage membership participation
- 8. Submit bi-monthly report to the eldership
- 9. Submit annual report outlining the future goals of this work each year by September 10
- 10. Submit proposed budget for this area of work by October 10 each year for inclusion into global Church budget



# Fellowship

## Purpose

To provide opportunities for our congregation to get together on a regular basis for devotions, service activities, meals, retreats, recreation, and other activities for the purpose of growing closer together in Christian love.

“For this is the message that ye have heard from the beginning, that we should love one another.” – 1 John 3:11

## Expectations

The responsibilities of deacons who choose to serve in this area will include, but not be limited to, the following:

1. Financial and Budget considerations related to this specific area of work
  - a. Work closely with deacons assigned to the Financial and Budget area to ensure adherence to current year budget
  - b. Work closely with church office staff to ensure disbursements are being allocated timely, in the agreed amounts, and to the proper recipients
  - c. Be aware of current year unallocated or discretionary funds available for one time, emergency, and/or special fellowship projects
2. Fellowship Committee considerations
  - a. As needed, organize and maintain a Fellowship Committee
  - b. Size of committee and individuals selected to serve on committee will be approved beforehand by eldership
3. Coordinate and supervise fellowship meals, as needed
  - a. Coordinate and appoint volunteers who will supervise food preparation and setup of food tables
  - b. Set up tables and chairs
  - c. Prepare tablecloths and tableware
  - d. Coordinate cleanup activities
4. Plan, implement, and assist in fellowship activities that will
  - a. Encourage relationship building between all age groups
  - b. Encourage relationship building among age groups
    - i. Youth
    - ii. Adult
    - iii. Seniors
  - c. Maintain a proper balance between social, service, spiritual, and entertainment activities

5. Coordinate activities with ministers and eldership
6. Establish policies and procedures for use of Fellowship Hall, Auditoriums, and other facilities, including
  - a. Types of activities
  - b. Reservation process, reservation fees, and cleaning fees
    - i. Members
    - ii. Non-members
  - c. Use of kitchen and appliances
  - d. Use of tables and chairs
  - e. Use of supplies
  - f. Inspection process for deposit refund
  - g. Procedures for handling reservation and scheduling conflicts
  - h. Coordinate with church office staff
7. Check on status and availability of supplies for Fellowship Hall and make recommendations for purchases of supplies
8. Membership involvement
  - a. Recommend ways to encourage membership awareness
  - b. Recommend ways to encourage membership participation
9. Submit bi-monthly report to the eldership
10. Submit annual report outlining the future goals of this work each year by September 10
11. Submit proposed budget for this area of work by October 10 each year for inclusion into global Church budget

# Transportation

## Purpose

To provide adequate and safe transportation for those needing a ride to worship and all other activities of the church. To ensure that all church owned vehicles are adequately insured and properly maintained.

“And the lord said unto the servant, Go out into the highways and hedges, and compel them to come in, that my house may be filled.” – Luke 14:23

## Expectations

The responsibilities of deacons who choose to serve in this area will include, but not be limited to, the following:

1. Financial and Budget considerations related to this specific area of work
  - a. Work closely with deacons assigned to the Financial and Budget area to ensure adherence to current year budget
  - b. Work closely with church office staff to ensure disbursements are being allocated timely, in the agreed amounts, and to the proper recipients
  - c. Be aware of current year unallocated or discretionary funds available for one time, emergency, and/or special transportation projects
2. Transportation Committee considerations
  - a. As needed, organize and maintain a Transportation Committee
  - b. Size of committee and individuals selected to serve on committee will be approved beforehand by eldership
3. Make recommendations for types and quantities of transportation based on current and future needs
4. Make recommendations for, solicit bids, and purchase, lease, and/or rent all church owned vehicles
5. Establish and implement guidelines and procedures for
  - a. All uses of church transportation
  - b. Training and licensing of drivers
  - c. Fuel
  - d. Maintenance
  - e. Cleaning
  - f. Safety inspections
  - g. Useful life
  - h. Trade-in values
6. Recruit drivers, substitute drivers, and helpers

7. Determine and assign scheduling and routes
8. Membership involvement
  - a. Recommend ways to encourage membership awareness
  - b. Recommend ways to encourage membership participation
9. Submit bi-monthly report to the eldership
10. Submit annual report outlining the future goals of this work each year by September 10
11. Submit proposed budget for this area of work by October 10 each year for inclusion into global Church budget

# Technology

## Purpose

To provide direction for the development of policies and procedures concerning acquisition, utilization, and maintenance of various technologies, both hardware and software, for use in worship, education, information gathering and dissemination, and church administration.

"Withal praying also for us, that God would open unto us a door of utterance, to speak the mystery of Christ, for which I am also in bonds: That I may make it manifest, as I ought to speak." – Colossians 4:3,4

## Expectations

The responsibilities of deacons who choose to serve in this area will include, but not be limited to, the following:

1. Financial and Budget considerations related to this specific area of work
  - a. Work closely with deacons assigned to the Financial and Budget area to ensure adherence to current year budget
  - b. Work closely with church office staff to ensure disbursements are being allocated timely, in the agreed amounts, and to the proper recipients
  - c. Be aware of current year unallocated or discretionary funds available for one time, emergency, and/or special technology projects
2. Technology Committee considerations
  - a. As needed, organize and maintain a Technology Committee
  - b. Size of committee and individuals selected to serve on committee will be approved beforehand by eldership
3. Develop and implement policies and procedures for
  - a. Types of technology, including
    - i. Audiovisual
    - ii. Recording, duplication, and broadcasting
    - iii. Computers and computer systems
    - iv. Networking
    - v. Wireless
    - vi. Internet
    - vii. Computerized signs
  - b. Need for and use of technology in
    - i. Worship
    - ii. Classroom

- iii. Learning resource center
- iv. Library
- v. Church administration; including
  - 1. Finance and Budget
  - 2. Membership database
- vi. Web page design and development
- vii. Outreach in evangelism and missions
- c. Compatibility and functionality of systems hardware and software
- d. Purchasing, installation, and updating hardware and software
- e. Systems security and protection
- f. Systems backup procedures and testing
- g. Training in use of technology
- 4. Work closely with deacons in other areas of work to assist them in technology recommendations, issues, questions, and training
- 5. Work closely with ministers and church office staff concerning recommendations, issues, questions, and training
- 6. Research, recommend, and purchase all types of technology
- 7. Membership involvement
  - a. Recommend ways to encourage membership awareness
  - b. Recommend ways to encourage membership participation
- 8. Submit bi-monthly report to the eldership
- 9. Submit annual report outlining the future goals of this work each year by September 10
- 10. Submit proposed budget for this area of work by October 10 each year for inclusion into global Church budget

## **Building and Grounds**

### Purpose

To provide and maintain facilities that promote an atmosphere conducive to worship within a clean and safe environment, which are structurally sound, and operated in an energy efficient manner. To be aware of and responsive to the changing needs and the future growth of this congregation as it relates to repairs, remodeling, updating, and future expansion of our present facilities.

“For where two or three are gathered together in my name, there am I in the midst of them.” – Matthew 18:20

### Expectations

The responsibilities of deacons who choose to serve in this area will include, but not be limited to, the following:

1. Financial and Budget considerations related to this specific area of work
  - a. Work closely with deacons assigned to the Financial and Budget area to ensure adherence to current year budget
  - b. Work closely with church office staff to ensure disbursements are being allocated timely, in the agreed amounts, and to the proper recipients
  - c. Be aware of current year unallocated or discretionary funds available for one time, emergency, and/or special Building and Grounds projects
2. Building and Grounds Committee considerations
  - a. As needed, organize and maintain a Building and Grounds Committee
  - b. Size of committee and individuals selected to serve on committee will be approved beforehand by eldership
3. Insurance
  - a. Review and determine adequacy of Hazard Insurance and Premises Liability Insurance coverage annually
  - b. Ensure proper insurance riders are in place to adequately cover extraordinary equipment and contents
  - c. Explore and recommend ways to efficiently contain costs of insurance premiums
4. Safety
  - a. Work closely with State of Tennessee Fire Marshal’s Office to ensure compliance with all codes and recommendations

- b. Visually inspect, on a routine basis, buildings and grounds to discover safety hazards and remedy any problem areas
  - c. Devise and implement emergency evacuation plan together with awareness and training
  - d. Investigate and make recommendations for basic first aid supplies
5. Facility and grounds maintenance
- a. Ensure facility, including interior and exterior, is properly maintained and needed repairs and upkeep are done in a timely manner; including, but not limited to:
    - i. Baptistry
    - ii. Electrical
    - iii. Lighting
    - iv. Plumbing
    - v. HVAC
    - vi. Storm drains
  - c. Major repairs
    - i. Solicit bids for major work from responsible sources
    - ii. Make recommendations to eldership
  - d. Routine maintenance and repairs
    - i. Make recommendations concerning part time handyman/custodian or contract services
    - ii. Coordinate job description and schedule of handyman
    - iii. Review performance on an annual basis
  - e. Ensure proper lawn and landscaping care
6. Facility Cleaning
- a. Ensure proper cleaning of facility
  - b. Coordinate job description and schedule of housekeepers
  - c. Review performance on an annual basis
7. Membership Involvement
- a. Recommend ways to encourage membership awareness
  - b. Recommend ways to encourage membership participation
8. Submit bi-monthly report to the eldership
9. Submit annual report outlining the future goals of this work each year by September 10
10. Submit proposed budget for this area of work by October 10 each year for inclusion into global church budget