

Deacon Guidelines

Appendix 4

General: This document provides general guidance for the administration of the deacon ministry at Lizella Baptist Church.

Purpose of Deacon: Scriptural basis is contained in the sixth chapter of Acts.

Scripture describes deacons as servants of the church. Referent passages show that deacons were elected to fulfill a practical purpose: serving food and waiting tables. While deacons are to be Godly men, their primary responsibility is to relieve those responsible for ministering from menial tasks.

Deacon Qualifications: Scriptural requirements are found in 1 Timothy 3: 8 – 13.

Of good reputation, full of the Holy Spirit, wisdom and faith; reverent; not double-tongued, not given to much wine, nor greedy of money; trust in God and His Word; blameless; husband of one wife (not experienced divorce); Godly wife; spiritual leader of their home

Other Biblically Based Attributes: Trustworthy in tithing, worship and meeting attendance, caring for others, has demonstrated exemplary commitment to Christ according to Scriptures above and listed in Matthew 18:15-17; 1 Corinthians 5; 2 Corinthians 2:7-8; 2 Thessalonians 3:6; 2 John 7-11 and Galatians 6:1-2.

LBC Qualifications: Age 30 or over, baptized believer of 2 or more years, and member of LBC one year or more. Willful, persistent, unrepentant violation of Scriptural principles listed above, stated religious beliefs of the church, Articles of Faith, or Code of Conduct will result in disqualification as a deacon of Lizella Baptist Church.

Deacon Responsibilities:

- Demonstrates care and concern for assigned widows and families, seeking to meet their spiritual and physical needs
- Sets example of spiritual leadership
- Supports pastor and church leaders
- Assists with serving Lord's Supper
- Performs facilities security duties during his Deacon of the Week assignment
- Assists with annual churchwide cookouts and accompanies assigned widows at widows' functions.

Meetings:

Chairman or Lead Pastor will call deacon meetings as needs exist. Any deacon may request chairman to call a meeting for a specified bona fide reason.

Number of Deacons:

Normally, LBC needs as many deacons as are qualified.

Terms of Service:

Deacon active tenures shall be interminable, serving so long as the deacon is able and willing.

Selection of Deacons and Helpers:

- 1-Each August, the **Lead** Pastor will send a letter of inquiry to all regularly attending LBC men age 30 or above seeking men interested in serving in the LBC deacon ministry.
- 2-Affirmative respondents to the inquiry letter will be considered by the pastor for deacon or deacon helper service.
- 3-**Lead** Pastor refers his recommendations to full deacon body and arranges for recommended candidates to meet with the deacons to present testimony and remarks/answer questions concerning their candidacy.
- 4-Active deacon body will vote on candidates who will be subsequently presented to the church in conference for formal approval. New deacons' ordination services will be conducted as needed.

Deacon Officers: Selected annually for one (calendar) year tenure in office.

Selection:

The deacon officers will be selected by the active deacons.

Chairman:

Supports pastor
Prayer and encouragement
Oversees deacon family ministry and provides administrative leadership
Coordinates Deacon of the Week schedule and Lord's Supper support

Vice Chairman:

Substitutes for chairman in his absence
Serves additionally in accordance with Bylaws

Recording Secretary:

Records and presents minutes of key items in meetings
Keeps up with action items and follow-up needs

Family Ministry Plan:

It shall be the responsibility **of** the deacon chairman to orchestrate family assignments for the year in which he serves, as early as possible in each calendar year.

Deacons will notify their respective ministry families of their deacon watch care as soon as possible after assignments are completed and make known the deacon's care and concern for physical and spiritual needs. Effective care requires continual contact and perceptiveness to discern needs that warrant ministry. This of course varies from family to family, and is best served by careful and prayerful attention to the leadership of the Holy Spirit. Any need beyond the wherewithal of the responsible deacon should be brought to the attention of the chairman or pastor who may coordinate other resources toward those ministry needs.

Deacon Helpers:

Deacons may select helpers (Deacon Helpers) to work with them in the performance of family ministry, hopefully providing spiritual support and mentoring as well as accountability to one another. It must be

understood however, that the deacon ultimately retains the responsibility for the ministry and care of families under his charge regardless of the support received from helpers.