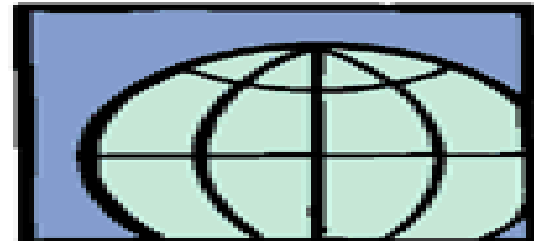
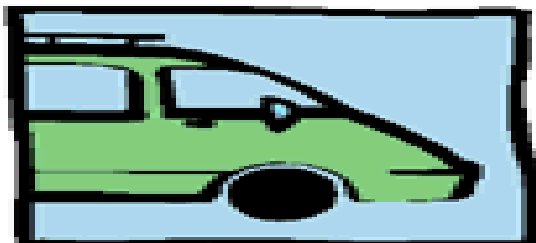


# *CBC Deacon Handbook*

Central Baptist Church  
300 North Roan Street  
Johnson City, TN 37601  
(423) 926-7121  
FAX (423) 232-2378  
[www.cbcsite.org](http://www.cbcsite.org)



## *Serving*



## OTHERS

# How Baptist Deacons Minister

1. Understanding the word “deacon” diakonos – “minister” or “servant”
2. Understanding the Nature of the Church
  - A. The church is people
  - B. The church is a spiritual organism
  - C. The church is a mission enterprise
  - D. The church is a steward
  - E. The church is both autonomous and interdependent

3. Understanding the Nature of Ministry

Noun: diakonia – service of love by those who minister to others.

Verb: diakoneo—the task of waiting on tables, serving a master or caring for or giving loving service to another person.

- A. Ministry is an individual action.
- B. Ministry can be a church wide action.
- C. Minister is a spiritual exercise.

***Ministry is individual, redemptive, loving service given inside and outside the church under the leadership of the Holy Spirit which meets people’s needs and fulfills the church’s mission.***

4. Relationship of Deacons to the Church’s Ministry

- A. Deacons relate to the church as Christian ministers.
- B. Deacons help the church fulfill its missions.
- C. Deacons relate to the church’s pastor as loyal team members.

5. Historical Review of Deacon Ministry

- A. Deacons operate as a Board:

- (1) When all major recommendations from church organizations and church committees are screened by deacons to determine whether they should go to the congregation.
- (2) When the pastor and staff members are directly responsible to the deacons rather than to the church.
- (3) When the use or expenditure of major church resources, such as facilities and finances, must first be approved by the deacons.

- B. Deacons operate as Church Business Managers

- (1) When the deacons’ responsibilities are made up solely of business management matters.
- (2) When deacons administer the affairs of the church primarily as a business operation.

- (3) When deacons are viewed as the decision makers in most business affairs.
- (4) When business efficiency seems to dominate the activities of the deacons.

6. Moving from Management to Ministry

7. Deacons and the Pastoral Ministries Program

- A. Lead the church in the accomplishment of its mission.
- B. Proclaim the gospel to believers and unbelievers.
- C. Care for the church's members and other persons in the community.

8. The Deacon and Relationships

- A. Relation of deacons to pastor and staff
- B. Relation of deacons to church committees
- C. Relation of deacons to the Church Council.

## **5 THINGS CHURCH MEMBERS EXPECT FROM THEIR PASTOR AND DEACONS**

***1. Spend time in personal prayer***

Church members want to know the church and its members are covered constantly by the pastor's and deacons' personal prayers.

***2. Carefully and prayerfully prepare sermons***

Church deacons who take some of the workload off the pastor and staff give him more time to spend on personal Bible study and sermon preparation.

***3. Deacons teach and pastors preach the Word of God***

Living in a culture that puts little emphasis on absolute truth, church members today desperately want to know the ultimate truth of God's Word. It encourages and equips us to serve our family and others—verse-by-verse study of the Holy Scriptures.

***4. Deacons should work with the pastor and worship leaders to keep worship, not entertainment***

Most people don't have a strong enough foundation in God's Word to face life's struggles. We need to help build strong Christians so that we can weather the storms in life. Deacons can encourage and support a pastor's efforts to preach God's Word from the pulpit and rid the worship services of frivolous entertainment.

***5. Deacons and the pastor should show us how to apply God's word to their everyday lives.***

In her book *Preaching That speaks to Women*, Alice Mathews writes: "A fundamental aim of preaching is to empower listeners to incorporate what they have heard from Scripture into solutions to the challenges of everyday life." Deacons can encourage a pastor to preach sermons that are both biblical and practical. Deacons can show the congregation, by example, how God's applied word can transform an ordinary life that loves Jesus and reaches out to others in his name.

# DEACON RESPONSIBILITIES

## 1. Deacon of the Week (3 times/year)

Central's deacons serve in eighteen ministry teams, each team consisting of two deacons. The team concept provides assistance, fellowship and accountability. Teams may decide to work together when involved in ministry actions or divide the responsibility, each performing a portion of the task. This provides the flexibility to work together when that is the best option or to divide the task and invite others (such as a spouse or a person the deacon is mentoring) to participate in ministry. The Deacon of the Week responsibilities include three ministry areas: Welcome Phone calls, Hospital, and Bereavement.

### *Welcome phone calls*

The goal of this ministry is to contact first-time guests in the Sunday worship by a welcoming phone call. The Deacon of the Week team will call 232-2377 before 2:00 pm on Sunday to receive Tim Tapp's list of any first-time guests to be contacted. The contact is to be a brief thank you for visiting and an invitation to return. Reports about these calls are then made by leaving a message at 232-2377 after 4:00.

### *Hospital Ministry*

The goal of the hospital ministry is to provide weekend hospital visitation to Central Baptist Church/Sunday School members and others in the "ministry circle." A team of two deacons will conduct hospital visits on the Sunday of their Deacon of the Week assignment and do follow-up contacts to discharged patients during the week. Hospital reports are made to the church office by message on Sunday night by calling 232-2377. (Report Welcome Calls and Hospital report together)

### *Bereavement Ministry*

The goal of this ministry provides special care to persons who have experienced the death of a close relative (spouse, parent, child, and sibling). The Deacon of the Week team will be contacted by the Church Office. The Deacon of the Week team should phone the family's home to offer condolences from the Central Baptist Church Deacon Ministry and the church as a whole. The team should attend the receiving of friends at the funeral or other gathering and personally express your sympathy to the family on behalf of the Deacon Ministry. While visiting with the family, it is appropriate to leave a contact card. Contact cards are available at Deacons' meetings or at the welcome desk. Additionally, as a gift to the family in lieu of flowers, the Central Baptist Church Deacon Ministry will donate a Gideon Bible in memory of the deceased. Forms to order Bibles are located next to the New Member bulletin board. This form should be completed and taken to the Church Office, who will then see that a check is mailed to the Gideons. The Deacon team may, at their discretion, either personally deliver the Gideon memorial card or mail it to them.

## 2. Offering (3 months/year)

Approximately three months per year, deacons receive the offering in all regularly scheduled and all special services. Deacons gather for 8:20 in Ushers Room; 10:50 in Prayer Room 104.

### **3. Prayer Room Deacons (3 months/year)**

Two deacons from the offering detail pray in the prayer room following the offering.

#### **Combination to the Prayer Room Lock**

Press 2 & 4 simultaneously and release. Press 3 and release. Then turn the black knob and pull on the door handle.

**Prayer Chapel- Room 104** is also available for prayer by Deacon Teams.

### **4. Lord's Supper (Once per Quarter plus special occasions)**

Deacons serve the Lord's Supper.

### **5. Deacons' Meeting (Each Month)**

Deacons are expected to attend and participate fully at each monthly Deacon's meeting.

### **6. G.O./Tele Care Ministry (Each Month)**

Assignments are available at monthly Deacons Meeting. An outreach visit/call card or Tele Care In-reach Book will be available by request or by attending G.O. visitation.

**NOTE:** Sunday responsibilities are adjusted to accommodate deacon participation in the Chancel Choir or other scheduled church activities.

# Funeral Etiquette

Although common sense and good discretion are always the best guides to proper funeral etiquette, a few principles apply.

Upon learning of a death, close friends of the bereaving family if possible should visit the family's home to offer sympathy and assistance – this is sometimes referred to as a condolence visit. It may include helping with food preparation and child care. The visit can take place any time within the first few weeks of death, and may be followed with one or more additional visits, depending on the circumstances and your relationship with the family. Central Baptist Church Deacon Ministry visit will occur upon notification of the death.

In addition to expressing sympathy it is appropriate, if desired, to relate to family members your fond memories of the deceased. In some cases family members may simply want you to be a good listener to their expressions of grief or memories of the deceased. In most circumstances it is not appropriate to inquire as to the cause of death.

When you attend a “receiving of friends,” you should approach the family and express your sympathy. As with the condolence visit it is appropriate to relate your memories of the deceased. If you were only acquainted with the deceased (and not the family) you should introduce yourself.

It is customary to show your respects by viewing the deceased if the body is present and the casket is open. You may wish to say a silent prayer for, or meditate about, the deceased at this time. In some cases the family may escort you to the casket.

The length of your visit at the wake is a matter of discretion. After visiting with the family and viewing the deceased you can visit with others in attendance. Normally there is a register for visitors to sign. Also, leave a contact card with the family.

As with other aspects of modern day society funeral dress codes have relaxed somewhat. Black dress is no longer required. Instead subdued or darker hues should be selected, the more conservative the better. After the funeral the family often receives invited visitors to their home for pleasant conversation and refreshments.

You can send flowers to the funeral home prior to the funeral or to the family residence at any time. In some cases flowers may also be sent to Protestant churches. (Flowers generally are not sent to Jewish synagogues and Catholic churches.) Florists know what is appropriate to send in the funeral context.

Gifts in memory of the deceased are often made, particularly when the family has requested gifts in lieu of flowers. The family is notified of the gifts by personal note from the donor or through the donee, if the donee is a charity or other organization. In the latter case the donor provides the family's name and address to the charity at the time the gift is made. Central Baptist Church Deacon ministry currently gives a Gideon Bible in Memory of the deceased. The deacon may present the card to the family at the Funeral Home visit or mail it to the home of the family.

Even if you don't make a gift, a note or card to the deceased's family expressing your thoughts of the deceased is a welcome gesture, especially if you weren't able to attend the funeral.

# Hospital Visitation

## 1. The hospitalization experience

- A. Adjustments to the hospital environment
- B. Dealing with what caused the hospitalization
- C. Life-questions prompted by the hospitalization

## 2. Our ministry role in hospital visitation

- A. Representative role: We represent our church, God, and our own personal concern.
- B. Listening role
- C. Hope-giving role

## 3. Guidelines for hospital visitation

### Some **Don'ts** of Hospital Visitation

- 1) Don't interrupt medical staff or a doctor's visit.
- 2) Don't try to find out too many facts about the patient's medical situation.
- 3) Don't give medical advice.
- 4) Don't rush the visit.
- 5) Don't stay too long. (3-5 minutes is sufficient)
- 6) Don't ignore family needs.
- 7) Don't visit if you are sick.

### Some **Do's** of Hospital Visitation

- 1) Do visit church members who are in the hospital.
- 2) Do knock before you enter the room.
- 3) Do respect hospital rules and signs.
- 4) Do wash your hands before and after each patient visit!
- 5) Do pay attention to visual indicators (signs, lights, and the patient's mood and condition)
- 6) Do position yourself where the patient can have easy eye contact with you.
- 7) Do touch the patient if practical.
- 8) Do listen more than you talk. Your presence is more important than your words.
- 9) Do minister to the patient's family in the waiting room if the patient is in surgery, or in ICU.
- 10) Do use prayer and scripture as part of your ministry, but keep both brief.
- 11) Do follow-up ministry after the patient has gone home from the hospital.

# Gideon Bible Donation Procedure

A part of the ministry of the deacons is the donation of a Gideon Bible in memory of the deceased. When there is a death of a church member or close family relative of a church member, the following procedure should be followed:

1. A deacon of the week is contacted by the church office about a death.
2. The contacted deacon will then pick up and complete a Gideon Bible donation envelope (located in the main hallway off the welcome corridor next to the new member bulletin board).
3. The donation card rack contains envelopes and cards. On the envelope the portion labeled “Donation Information” is the only area that needs to be completed. The “Thinking of You” card is optional, but it’s a nice personal touch if completed and taken to the family during a visit or mailed to the family if this is not possible. If this card is used, do not complete the “IF YOU PREFER” section of the donation envelope.
4. Turn in the donation envelope to the Church Office.
5. The Church Office will then complete a purchase order and have a check sent to the Gideons for the donation of one Bible in memory of the deceased from the CBC Deacon Council.

## The Hospital/Prayer List

A current **Hospital/Prayer List** is located in the Prayer Room, in the box labeled “Deacons” (with the Sunday School class file cabinets) located in the main hallway off the welcome corridor, and in the wall pocket behind the door in the Missions Room. Janie Lewis, 232-2362, maintains the Hospital/Prayer Lists during the week, and can be contacted for up-to-date hospital or prayer needs information.

## Service Deacon Assignments

In addition to having the list emailed or mailed to all current deacons, the **Service Deacon Assignments** can be found in the Ushers room on the wall, in the Missions Room on the wall, and in the Deacon box.

## Finding Substitutes

Each month the **Service Deacon Assignments** are communicated as outlined above. On the Service Deacon list, an asterisk has been placed beside one of the names for the deacons handling the offering for both the 8:30 and the 11:00 services. The asterisk denotes the deacon in charge of that group for the month. The Deacon in Charge or Chairperson is responsible for assuring that there are enough deacons on hand to take the offering and the serving deacons are properly assembled in the Missions Room behind the sanctuary about 15 minutes before the service. If you are in the group serving for the month and cannot attend a service, it is your responsibility to find a substitute and inform the chairperson of your group about the change. If you are not scheduled to serve and have no other duties or responsibilities for the service, it would be a great courtesy if you dropped by the Missions room and made known your availability in the event you were needed to be called upon.



**In all cases, for both offering and Lord’s Supper, in the event a current deacon cannot be found to substitute, it is always acceptable to find a former deacon who has been ordained to serve.**

## **Serving the Lord’s Supper**

Serving of the Lord’s Supper may be one of the most important tasks or opportunities of deacon service. The attached diagram on the last page of the handbook illustrates the various stations. Note that deacons #1 through #10 (with #1 and #10 coming down from choir) assemble at the front of the sanctuary, while deacons #11 through #16 are serving the balcony and do not assemble at the front. The vice chairperson and the chairperson (or those substituting for them) are to uncover the table, the Lord’s Supper is served with the pastor presiding, and then the vice chairperson and chairperson should immediately recover the table when the cup has been returned to the table. Since there are 36 deacons and we need 16 deacons for a Lord’s Supper, it is especially important that we assemble in the Mission or Prayer Room to be sure we have enough servers, and also important that those not scheduled to serve drop by to make their availability known.

## **Important Numbers to Know**

### **Combination to the Prayer Room Lock**

Press 2 & 4 simultaneously and release. Press 3 and release. Then turn the black knob and pull on the door handle.

### **Phone Numbers to Remember**

<u>Deacons’ ministerial liaison:</u> Tommy Hood	232-2366
<u>Deacons’ office support:</u> Janie Lewis	232-2362
<u>Welcome &amp; First Time Visitor calls info:</u> Tim Tapp	232-2377
<u>Maintain the Hospital/Prayer List:</u> Janie Lewis	232-2362

**Notes:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

