

The Biblical Deacon

of



Revised by Elder Council 10-7-08

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Section 1 - Introduction

There are two offices of the church mentioned in the Bible. The first of these is that of “overseer,” or elder. The second is the deacon, or “servant.” God calls the individual to either office, and the individual is recognized with great honor in the church in his acceptance of the calling. Deacons are recognized by their peers as humble servants and ministers of mercy long before they are invited into the office of deacon. This demonstrates a commitment to the hard work of helping God’s people over time.

It is HHBC’s belief that both elders and deacons are biblically designated as officers of a local church. HHBC’s ordination may not extend to other churches when an elder or deacon moves to that church, nor does an elder or deacon ordained in another church maintain the office when moving to HHBC. It is recognized, however, that experience gained in other places may also be beneficial to one’s service at HHBC, and the arrival of such officers from other churches may signify a willing candidate that may be considered for nomination into the mentoring process at HHBC. In all cases, HHBC obeys the biblical principal of absolutely affirming one’s qualification for the office: *And let them also be tested first; then let them serve as deacons if they prove themselves blameless. 1 Timothy 3:10 ESV*

This handbook is designed to outline the basic characteristics and requirements of being a deacon at Henderson Hills Baptist Church, as developed by the Elder Council and the Deacon Body. It should be considered as a reference and guide only. We at Henderson Hills are committed to being a thoroughly Biblical Church, with thoroughly Biblical leadership.

“For those who have served well as deacons obtain for themselves a high standing and great confidence in the faith that is in Christ Jesus.”

1 Timothy 3:13

Section 2 – Defined Purpose

Deacon Vision Statement (Deacon Defined)

“A deacon is a biblically qualified servant-officer who is called by God and led by elders.”

Deacon Mission Statement (What a Deacon Does)

“A deacon is a loving, compassionate man who promotes the unity of the Spirit in the bond of peace, and who ministers to the spiritual, emotional, and physical needs of the people in the promise of hope.”

The Relationship between Elders and Deacons

Though deacons are subordinate to elders, they are to be elevated, even exalted within the church body. Elders must be careful to lead the deacons with excellence, communicating clearly and frequently to avoid misunderstandings and clarifying goals and responsibilities. Deacons should be freed to do the hard work of directly touching people’s lives. Elders and deacons must work together and lead by example, continually fostering an atmosphere of *love*, with *trust* and *respect* for each other.

Deacon Emphasis

Deacons are the servant-ministers of the church. 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 deacons are to effectively and carefully administer the church's charitable activities. They are agents of mercy and distributors of relief. They help the poor, the jobless, the sick, the widowed, the elderly, the homeless, the shut-in, and the disabled. They comfort, protect, and encourage people and help to meet their needs.

Specific deacon’s ministries are covered in Section 7.

Biblical References

- Acts 6: 1-4 (A Biblical deacon model)
- Philippians 1:1 (The first New Testament diaconate reference)
- 1 Timothy 3:13 (Deacon rewards)

Section 3 - The Qualifications and Expectations of a Deacon

- Qualifications -

Deacons must be members in good standing of HHBC and possess the qualifications stated in 1 Timothy 3:8-10, 12-13. These qualifications are listed below:

- 1) **A man of dignity** (1 Tim 3:8) A deacon must be well behaved, well organized, a man whose life is in order. This often affects such areas of life as responsibility and honorable use of language. If the deacon were not respectable, he would never have the credibility needed to feed, love, and care for the flock.
- 2) **Not double-tongued** (1 Tim 3:8) This characteristic plainly prohibits any kind of manipulative, insincere, or deceitful speech. Behind a deceitful tongue is a deceitful mind. Positively, the term emphasizes integrity of speech, sincerity, and truthfulness. A deacon must be a man of his word.
- 3) **Not addicted to much wine** (1 Tim 3:8) This characteristic sets down the absolute prohibition of drunkenness in a deacon's life. We believe it is a prohibition against the abuse of wine (or any other substance) that would damage a man's testimony in the community and ministry in the church.
- 4) **Free from the love of money, not fond of sordid gain** (1 Tim 3:8) A man meets this qualification if he has an obvious understanding of the evil the love of money can cause and then rejects the temptation it brings. (See 1 Timothy 6).
- 5) **Holding to the mystery of the faith with a clear conscience** (1 Tim 3:9) A deacon's life must be consistent with Christian doctrine. The New Testament does not allow people to separate life and doctrine. Whenever we knowingly act in a way that is contrary to God's Word and do not seek His forgiveness, we defile our conscience. Every time we violate our conscience, we weaken the Holy Spirit's convicting power and make sin and hypocrisy easier to commit.
- 6) **Let these also first be tested** (1 Tim 3:10) The deacon cannot be a new convert. A deacon's ongoing service to the church and ministry to those in need should be a well-beaten path of his life.
- 7) **Beyond reproach** (1 Tim 3:10) Beyond reproach literally means "not able to be taken hold of." It relates to having a good reputation. In a way, this is a summary statement of the rest of the qualifications. When a Christian applies the principles of God's Word, and desires to deepen his relationship with Christ, the result will be a lifestyle that can be described as being beyond reproach. Character flows from values and faith. When we establish a sincere faith in Christ, godly values blossom and character deepens. Obviously, a deacon must have an excellent reputation if he is to have credibility with the flock of God.
- 8) **Husband of one wife** (1 Tim 3:12) The Greek words, which we translate as "the husband of one wife," speak to the subject of fidelity in marriage, not marital status. Directly

rendered, the Greek phrase says, “a one woman man.” If married, the deacon must be absolutely committed to his wife. Many well-respected commentators agree this phrase addresses the issues of polygamy and fidelity in marriage, not divorce. However, we should not assume from this that divorce is inconsequential or insignificant. Jesus sternly warned His followers to avoid divorce. Since a deacon must be a good steward of his family, a recent divorce disqualifies a man from serving as a deacon. However, divorce is not the unpardonable sin. For example, a man may have divorced many years ago. Since then, he may or may not have remarried, and lived an exemplary and mature Christian life. This man may now enjoy a godly marriage, raising children who love the Lord, or still be single. When we take the man’s total life experience into consideration, the divorce should not disqualify him from consideration as a deacon.

- 9) **Good manager of his children** (1 Tim 3:12) The deacon’s children must bring honor to their parents. This demonstrates that the deacon and his wife have encouraged order and loving discipline in their home. However, these principles do not suggest that the deacon must raise “perfect” children. To require such a standard would render no father qualified to be a deacon. If a man has raised or is raising children who love the Lord, he will also have the ability to encourage holiness among the rest of God’s children.

- 10) **Good manager of his own household** (1 Tim 3:12) The deacon must be committed to the task of being a good steward of his household. He must provide spiritual, emotional, and financial leadership of his home. If he cannot be a good manager of his own household, he is not qualified to assist in the management of the church.

- Expectations -

In order to serve effectively, deacons are expected to live out the above qualifications according to the following general guidelines:

- 1) Be faithful in participation at all scheduled and called Deacon Meetings.
 - a. If you are called to serve as a deacon, you have an obligation to be a “team member” and be diligent to attend meetings. Meetings will only be called for the purpose of serving the church and fulfilling the needs of the Deacon Ministry. Failure to attend implies a lack of commitment and respect for your fellow deacons, elders, and the needs of the church.
 - b. If you cannot attend a scheduled meeting, one of the members of the Deacon Coordination Team (DCT) should be notified of your absence.
- 2) Be accountable to fellow deacons in your service as a deacon.
- 3) Encourage one another in service as deacons.
- 4) Be a team member and support the overall ministry of deacons.
- 5) Support fully the HHBC Purpose Statement, the Principles of Ministry Statement, and the Constitution and Bylaws.
- 6) When appropriate, maintain the confidentiality of matters discussed at Deacon Meetings.
- 7) Deacons and wives are one; therefore, wives are expected to keep confidential sensitive subjects related to deacon matters.
- 8) Support the church financially as God leads you.
- 9) Support the elders and staff with your encouragement and prayers.
- 10) Serve the membership as God leads you; be sensitive to the needs of others.
- 11) Encourage unity within the body; be an encourager, not a discourager.
- 12) Be an example to members of the body by exemplifying the qualifications of a deacon and the heart of a servant.
- 13) Give priority to spiritual growth as an individual, a couple, and your children.

Section 4 - Term of Service

As indicated in 1 Timothy 3:10, a deacon's call to service is not limited to a specific time period¹. A qualified man who has been called to serve as a deacon at HHBC may do so indefinitely in successive one year terms, unless, and until, one of the following occurs:

- He is no longer a member of HHBC
- He is no longer called or qualified to serve as a deacon
- He is no longer able to serve for some other reason

TERM OF OFFICE The initial term of office of deacon shall be one year. Consecutive terms are acceptable and encouraged, for those who are serving well as deacons. At the completion of their one-year term of service, with the recommendation of the DCT and the deacon's affirmation that God's leading is for them to continue serving as an active deacon, the DCT will present the names of those deacons, whom they recommend to continue to serve, to the Elder Council for concurrence. Deacons recommended and approved for continuance of active service will not require reaffirmation by a vote of the membership. Following any lapse of service by a deacon, the procedures stated in Section 4 of the bylaws for reaffirmation will be followed for return to active service.

DISCIPLINE AND REMOVAL A deacon may be removed from active service upon failure to meet the qualifications stated in Article VI Section 3 of the bylaws or for reasons as stated in Article IV, Section 10, Discipline and Removal. Removal of a deacon from active service other than by completion of a term of service or resignation shall be by action of the Elder Council at the recommendation of the DCT.

¹ "And let these [*potential Deacons*] also first be tested; then let them serve as Deacons if they are beyond reproach" (1 Tim 3:10 NASB). The phrase "serve as Deacons" is a present imperative. This indicates that the action will continue repeatedly into the future.

Section 5 - Selection and Ordination Procedures

The Elder Council periodically will ask the church to identify men for potential service as deacons.

The Deacon Mentoring Process

In keeping with biblical instruction outlined in 1 Timothy 3:10, HHBC believes that a deacon nominee should be fully “tested” (or “proven”), both in Christian maturity and in doctrinal soundness. The objective of the Deacon Mentoring Program is to ensure that HHBC’s deacons are fully aware of the importance of the biblical office, and to develop them to full fitness for the effective service that is called for. It is further designed to assure that any prospective deacon fully satisfies the qualifications of the office, not only in his own eyes, but also in the eyes of other people, both members and non-members of the church. The questions here will focus attention on many of the questions and discussions that a deacon may incur.

The process outlined here will allow for (1) the selection process, (2) the determination of the nominee’s interest and willingness to serve, (3) the evaluation of his qualifications, and (4) the evaluation of his grasp on basic beliefs of the church.

I. Selection (Time Frame: 10 to 30 days, depending upon meeting times of DCT)

Name Submission. Prospective deacon names may be submitted to the DCT by members of the church, the church staff, other deacons, or the Elder Council. The only prerequisite for a church member to be nominated for selection as a deacon is that he has exhibited a desire and an ability to serve others for Christ and continues to do so. *It is preferred that the person being nominated should not be approached until after the DCT has done the initial evaluation.* By adhering to this concept, both the nominee and the nominator may avoid embarrassing situations. At the proper time, the DCT will determine the best method and person to approach the nominee.

Confidential Investigation. The DCT will privately submit all nominees’ names for comment by appropriate people on the staff, within the deacon body, on the Elder Council, or within the HHBC membership.

II. Interest Determination (Time Frame: 15 - 30 days)

Letter Inquiry. The initial contact with the nominee will be by letter. Not only will it inquire about his interest and willingness to serve, it will also invite him to a personal interview by all or select members of the DCT.

Initial Interview. The servant’s role as a deacon will be presented, the various deacon ministries explained, and the training program outlined. The qualifications will be stressed. A decision to pursue the training may be obtained at this time, but may also be delayed by the DCT or by the nominee to allow for prayerful consideration.

Report to Elders. Absent a decision not to proceed with the Mentoring Program, the DCT will submit the list of candidates to the Elder Council along with any others, thereby informing the Elder Council who will be in the Deacon Mentoring Class.

III. The Mentoring Process (Time Frame: 180 days)

During the mentoring process, the candidate will attend scheduled deacon meetings. He will also be assigned to an existing deacon who will utilize the services of the mentoree in practical, hands-on training:

- **Formal Text Study:** A schedule will be set for the study and discussion of Alexander Strauch's book, *The New Testament Deacon*. Other texts may be substituted at the will of the DCT and the Elder Council.

- **Second Interview:** An interview of the candidate and his spouse, if any, will be conducted by at least two members of the DCT, at least one of whom is an elder. The purpose will be to ensure the support and understanding of the spouse in the undertaking of this ministry, and to answer any questions they may have.

- **Basic Beliefs Review:** After the second interview the candidate will be given the list of questions that he will be requested to answer. The nominee will be encouraged to discuss any question with his mentor, any member of the DCT, or any staff member. It is not the intention to convert the candidate into a highly-qualified teacher, but to prepare the nominee and to amplify the importance for any officer of the church to be able to "give a defense of the faith," at least in conversational terms.

IV. Final Interview

After completion of all the assigned work, members of the DCT (and at least one elder) will conduct a final interview. The Beliefs Questionnaire may be discussed, as well as the candidate's feeling regarding the call to service.

V. Ordination Proceeding

Immediately after the Final Interview, the DCT will make a formal recommendation to the Elder Council. Upon the approval of the Elder Council, the candidate's name will be recommended to the church for ordination. As with elder selection, a period will be set aside for membership commentary. If no material impediments are encountered, the names will be submitted for vote by the church (per the HHBC Bylaws). Shortly after a successful vote the elders will ordain the Deacon for service in the presence of the church membership. Deacons will be invited to participate in the Laying on of Hands.

Section 6 - Deacon Coordination Team

The Deacon Coordination Team (DCT) is the leadership arm of the Deacon Body and is responsible for the overall direction and coordination of all Deacon Ministries. The DCT acts as the primary point of contact between the Deacon Body, the Elder Council, and the Pastoral Staff. An elder will serve as the Deacon Facilitator. At least one other elder and as many deacons as the Deacon Facilitator and the DCT believes advisable will serve on the DCT. The DCT should include at least one Staff Elder. Someone (either elder or deacon) other than the Deacon Facilitator will serve as Deacon Secretary. The Elder Council will select the elder members of the DCT. Once the DCT is established by the Elder Council, the DCT will recommend any deacons it desires to add to the DCT to the Elder Council for approval. Duration of service on the DCT will be as determined by the Elder Council.

Function and Responsibilities

Deacon Facilitator

- 1) Helps the DCT cast vision for the Deacon Ministry at HHBC.
- 2) Schedules and presides over all DCT and deacon meetings. The Deacon Facilitator may designate another DCT member to preside in his absence.
- 3) Keeps the Deacon Body informed.
- 4) Works with the Elder Council Facilitator to develop agendas for DCT and Deacon Meetings.
- 5) Facilitates communication between deacons and elders.
- 6) Works with staff elder.

Deacon Secretary

- 1) Maintains a written record of DCT and deacon meeting proceedings.
- 2) Maintains a file of all deacon documents. This includes, but is not limited to, the Deacon Handbook, Deacon Procedure Statements, and DCT/Deacon Meeting Minutes.

Section 7 - Deacon Sabbatical Policy

It is understood that deaconship is a rigorous duty. From time to time, deacons may take sabbaticals at their own request or at the suggestion of the Deacon Coordinating Team (DCT). During such absences, the deacon will be completely free from the deaconship duties, and will not receive meeting materials or other information.

A sabbatical is never punitive. It is always taken with the goal and the assumption that the deacon will return to full service at its conclusion. Therefore, the deacons should have a loving, supportive position towards sabbaticals. To do this, the DCT will assign at least two other deacons to act as a support team. This will be done with the consent of the deacon going on sabbatical. The role of the support team is to assist the deacon with prayer and fellowship through the process of resolving the issue that precipitated the sabbatical. It is expected that the support team will meet with the deacon on a regular basis throughout the sabbatical. It is totally appropriate for the support team to make periodic reports to the DCT on the progress the deacon is making. Once the issue is resolved and the deacon on sabbatical requests to resume a full active role as a deacon, the support team will report to the DCT that the sabbatical should be ended and the deacon should be returned to full service.

In all cases, the return of the deacon to full service will be preceded by an interview with at least two deacons who will be assigned to explore the sabbatical deacon's current situation, ensure that the issues that called for the sabbatical have been resolved, and to recommend that a return to full service is appropriate.

For the purpose of complying with the Constitution and Bylaws of the Church, a deacon on sabbatical may be included on the list of those recommended to continue to serve as a deacon which is presented annually to the elders. Such deacons will be designated as active/sabbatical. It is expected that a sabbatical is a temporary status and that a deacon will return to full service prior to appearing on the recommended to serve list as active/sabbatical a second time. No deacon on sabbatical shall be on said list for two consecutive years, without unanimous consent by the DCT and subsequent concurrence of the elders. Deacons who have not returned to full service by such time will be subject to requalification and reaffirmation as described in Article VI Sec. 4.

Prior to the first deacon meeting that the returning deacon attends he will share his heart with the DCT, be prayed over, and welcomed back into full service.

-Approved by Elder Council 10/7/08

Section 8 – Specific Deacon Ministries

A clear distinction is to be drawn between Deacon Ministries (those which follow logically from the Deacon Mission Statement) and other ministries in which individual deacons may have historically participated or currently participate. An individual deacon may serve in any church ministry, but that does not necessarily make it a Deacon Ministry. For example, a deacon may sing in the choir, however the choir is not a Deacon Ministry.

The diaconate, as a whole, is to be *visionary*. Although deacons carry out ministries prescribed by the elders, they should also be proactive, self-motivating, and self-starting mobilizers for ministry, focusing upon service-driven *inreach* to the church and *outreach* to the community.

All Deacon Ministries are to operate under the authority and oversight of the Elder Council, but deacons are encouraged and empowered by the elders to originate ideas for ministry and to participate in the earliest planning stages of certain ministries. The elders will also utilize the resources of the diaconate in their own visionary undertakings. A ministry idea could be generated by the elders and brought to the DCT for implementation, or it could originate with the deacons and be brought to the elders for approval and oversight. This requires a relationship of cooperation and trust between the deacon and elder bodies.

Specific ministries of the deacons include, but are not exclusive to:

Visitation Ministries

- Hospitals
- Homebound
- Nursing Homes
- Worship Service Visitors/Prospective Members
- New Members

Helps Ministries

- Widows/Orphans/Children of Single Parents
- Single Parents: Skills-directed services
- Deacon Benevolence
- Angel Tree
- Budget Counseling

Service Ministries

- Prayer Ministry: The burdens of the Church
- Ordinances
 - Lord's Supper and Baptism
- Invitation Counseling
- BodyLife / Discovery Classes
- Ushers
- Church Missions
- Organizing/Coordinating Concerts/Conferences

APPENDIX A - Benevolence

Deacon's Benevolence Philosophy, Purpose and Principles

PHILOSOPHY

The Word of God directed His church in the Old and New Testament to show God's love and mercy to the world and especially to the brethren by generously loving those who are in need.

SCRIPTURAL PASSAGES: Deut. 15:8, 10; 11 Tim. 6:18; I John 3:17; I Cor. 13:1-3; James 2:15, 16; Matt. 25:25-40; and Gal. 6:7-10.

PURPOSE

The purpose of the Deacon's Fund is to assist families, both inside and outside HHBC, when they are burdened with financial needs.

The Deacon Body through the Benevolence Fund tries to assist our church members and others who are experiencing financial problems. This is accomplished by making financial gifts to the Benevolence Fund. Expenditures are based on the availability of funds at the time of application.

DEFINITION OF NEED: When a person lacks the finances to meet the basic necessities of life, as listed below:

- Food
- Clothing
- Shelter (mortgage, rent, utilities)
- Medical care (doctor, prescriptions)
- Transportation

PRINCIPLES

1. Investigate the need from the people involved.
 - a. Proverbs 27:23 "Know well the condition of your flocks, and pay attention to your herds." (Personalities, victories, needs, etc.)
 - b. Ezekiel 34:1-5 "Then the word of the Lord came to me saying, Son of man, prophesy against the shepherds of Israel. Prophesy and say to those shepherds, thus says the Lord God, Woe shepherds of Israel who have been feeding themselves! Should not the shepherds feed the flock? You eat the fat and clothe yourselves with the wool; you slaughter the fat sheep without feeding the flock." "Those who are sickly you have not strengthened, the diseased you have not healed, the broken you have not bound up, the scattered you have not brought back, nor have you sought for the lost; but with force and with severity you have dominated them." "And they were scattered for lack of a shepherd, and they became food for every beast of the field and were scattered." (A good shepherd spends little time with healthy sheep but rather is always busy seeking the lost ones – tending the sick ones – and binding the hurt ones.)
2. We will give cheerfully and generously to meet the needs of the people, especially believers.

- a. Proverbs 3:27-28 “Do not withhold good from those to whom it is due, when it is in your power to do it. Do not say to your neighbor, ‘Go, and come back, and tomorrow I will give it,’ when you have it with you.”
 - b. Proverbs 22:9 “He who is generous will be blessed, for he gives some of his food to the poor.”
 - c. Luke 6:35 “But love your enemies and do good, and lend, expecting nothing in return; and your reward will be great, and you will be sons of the most high; for he himself is kind to ungrateful and evil men.”
 - d. Acts 4:32-35 “And the congregation of those who believed were of one heart and soul; and not one of them claimed that anything belonging to him was his own; but all things were common property to them. For there was not a needy person among them, for all who were owners of lands or houses would sell them and bring the proceeds of the sales. And lay them at the apostles’ feet; and they would be distributed to each, as any had need.”
 - e. Acts 20:35 “In every thing I showed you that by working hard in this manner you must help the weak and remember the words of the Lord Jesus that He Himself said, ‘It is more blessed to give than to receive.’”
3. We are commanded not to provide food to the sluggard who will not work.
- a. 2 Thess. 3:10 “For even when we were with you, we used to give you this order: if anyone will not work, neither let him eat.”
 - b. 1 Thess. 4:11 “And to make it your ambition to lead a quiet life and attend to your own business and work with your hands, just as we commanded you;”
 - c. 2 Thess. 3:11, 12 “For we hear that some among you are leading an undisciplined life, doing no work at all, but acting like busybodies. Now such persons we command and exhort in the Lord Jesus Christ to work in a quiet fashion and eat their own bread.”
4. A family should take care of the needs of its family members.
- a. 1 Timothy 5:8 “But if anyone does not provide for his own, and especially for those of his household, he has denied the faith, and is worse than an unbeliever.”
 - b. Ephesians 6:2 “Honor your father and mother (which is the first commandment with a promise), that it may be well with you, and that you may live long on the earth.”
5. The Christian has all he needs for contentment if he has the basic necessities of life.
- a. Philippians 4:11-12 “Not that I speak from want; for I have learned to be content in whatever circumstances I am. I know how to get along with humble means, and I also know how to live in prosperity; in any and every circumstance I have learned the secret of being filled and going hungry, both of having abundance and suffering need.”
 - b. 1 Timothy 6:8 “And if we have food and covering, with those we shall be content.”
 - c. Hebrews 13:5 “Let your way of life be free from the love of money, being content with what you have; for He Himself has said, ‘I will never desert you, nor will I ever forsake you.’”

6. The person must be employable and willing to work before we devote effort to locate employment possibilities.
 - a. Ephesians 4:28 “Let him who steals steal no longer; but rather let him labor, performing with his own hands what is good, in order that he may have something to share with him who has need.”
 - b. Matthew 7:7, 8 “Ask, and it shall be given to you; seek, and you shall find; knock, and it shall be opened to you. For every one who asks receives; and he who seeks finds; and to him who knocks it shall be opened.”
7. Widows should be cared for by their families. The church is responsible to provide for certain widows without families.
 - a. 1 Timothy 5:3-16 “Honor widows who are widows indeed; but if any widow has children or grandchildren, let them first learn to practice piety in regard to their own family, and to make some return to their parents; for this is acceptable in the sight of God. Let a widow be put on the list only if she is not less than sixty years old, having been the wife of one man. Having a reputation for good works; and if she has brought up children, if she has shown hospitality to strangers, if she has washed the saints’ feet, if she has assisted those in distress, and if she has devoted herself to every good work.”
8. Loans are permissible, but are the exception. A loan may be better than a gift in certain cases where a gift may bruise his self-esteem or fellowship with HHBC. Some reasons for offering a loan would be: Person not willing to sell assets, being disciplined by elders, or too particular in choosing employment.
 - a. Luke 6:35 “But love your enemies, and do good, and lend, expecting nothing in return . . .”
 - b. Leviticus 25:35-37 “Now in case a countryman of yours becomes poor and his means with regard to you falter, then you are to sustain him like a stranger or a sojourner, that he may live with you. You shall not give him your silver at interest, nor your food for gain.”
 - c. Deuteronomy 23:19 “You shall not charge interest to your country men; interest on money, food, or anything that may be loaned at interest.”
9. The need may be much more than financial. Be sensitive to the root cause of the need. Counseling may be required.

Deacon’s Benevolence Fund Processes and Procedures

The Deacon Benevolence Team

The Deacon Benevolence Team has the primary responsibility for the administration of the Benevolence Fund. ALL recommendations and disbursements shall be made by members of the Team. The Team will consist of four to six deacons with one serving as facilitator. The team will work closely with an elder who acts as a liaison to the Elder Council as well as provide guidance. The facilitator will be responsible for writing all checks and letters and assist with recommendations. Each team member will be on-call one week at a time. This responsibility will rotate between all Team members except the facilitator. During this week, he will be the primary contact for the church staff and will investigate and make recommendations on all applications received.

The team will also work closely with the Pastor on Call (POC). Guidelines have been developed for the POC in disbursing or committing benevolence funds. These guidelines are included at the end of the appendix.

- Investigating the need - (Refer to Principle 1)

A written request must be obtained at the church office during regular business hours (8:00 – 5:00 M-F). This request must be submitted to the church office during regular business hours. This request will be submitted to the Team for review and processing. The process could take 7 to 10 days to be completed. A completed application with accurate information will hasten the process. A copy of all bills must also be attached to the Application for Assistance. The Team will consider payments for basic needs such as Housing, Utilities, Medical, and Other Needs associated with living a normal life.

Based on availability of funds, The Team, with concurrence of the elder, will address all requests received. Church members with financial needs will be considered first. Non-church members will be considered if funds are available based on recommendations from staff members.

A. HHBC Members

1. Determine if the person is in a flock. If so, contacting the person's flock leader, staff pastor and/or elder may provide additional information and details to help with the recommendation. The deacons may then:
 - a) Ask the individual's flock leader, staff pastor and/or elder for more input and details.
 - b) Investigate the need themselves if they deem it necessary or are asked to by the individual's flock leader, staff pastor and/or elder, especially when financial irresponsibility has occurred.
 - c) Disburse funds based on the report of the individual's flock leader, staff pastor and/or elder.
 - d) Sometimes, the applicant will be referred to a Money Map Coach or other financial counseling. Following the review, one of three recommendations could be made: 1) Help this one time; 2) Help with this request and

additional help will also be required next month(s); or 3) Decline help at this time.

- e) Decline help.
2. On any request from a third party on behalf of another person, the third party should be consulted for his input before any decision regarding the use of the Benevolence Fund. After a decision has been reached, the third party should be informed of the decision by whoever (flock leader, staff pastor and/or elder) is best equipped to handle such a response. Since they did not ask for help we need to choose our questions carefully. This can easily be misinterpreted as meddling.
 3. If a decision is made to deny use of the Benevolence Fund in a particular situation, we recommend not encouraging our people to give individually.

B. Non-HHBC Members

1. The church staff will take the person's name and phone number and consult with a Team member. Under no circumstances should a deacon's telephone number (or personal information) be given out. After consulting with the Team member who may need to also consul with the elder, the church staff will either have the individual fill out an application or inform the individual we will not be able to help at this time.
2. A Team member will return the call (by dialing *67 then the number which allows the calling person's number to be blocked) and gather some information about the need. If the person has no phone (transients), then some other arrangements must be made:
 - a) Investigate over the phone with them at church.
 - b) Meet at the church at a convenient time.
 - c) Call them at another phone at a specified time, etc.
3. If the applicant cannot be reached by phone and an appointment is necessary, a second Team member should be involved to meet the applicant in person, preferably at the church office facilities during normal office hours. Deacons should avoid going alone, unless circumstances dictate otherwise. Deacons should use their first names only for confidentiality (except when dealing with responsible people in other agencies).
4. The two deacons are always to pray for wisdom, discernment and sensitivity prior to the appointment. Ask questions and make observations during the appointment in order to make a proper assessment of the particular need in question. Document the information on a Deacon's Fund Questionnaire form. After investigating a case together, excuse yourself from the person(s), compare observations, and make a decision. In the case of a couple, try to talk with both of them together and then separately to get a more complete picture of the need.

5. Determine the legitimacy of the need
 - a) Is it a true financial need? The fund is strictly for financial needs – usually a one-time situation assistance fund. However, situations will arise which will require ongoing assistance; i.e., widow with no family.
 - b) If they lie to you, do not help them.
 - c) Are they exhausting their possibilities to take care of the need themselves? What church do they go to? Have they asked that church? Where do they live? Recommend churches close to their home. Are they asking their parents, relatives for help, eagerly looking for employment? If not, postpone or refuse financial assistance.

C. Business Assistance

1. The Benevolence Fund is not intended to be used to assist a business that has fallen on hard times. It may be used to assist the family with its basic living expenses.

- Disbursements of the Benevolence Fund -

(Refer to Principle 2)

- A. If the need is cash, discernment and discretion must be used. Church members and non-church members may be treated differently with this request. For church members, a gift card for food, gas or household needs may be given to the applicant. The use of gift cards to non-church members is highly discouraged. We lose control of how the money will be spent when we give cash. Be a faithful steward – Luke 12:48, “. . . and from everyone who has been given much shall much be required; and to whom they entrusted much, of him they will ask all the more.”
- B. If the need is a utility bill, car payment, medical bill, housing expense, etc., make the check payable directly to the company involved with proper notation regarding account number. This may be a humbling, embarrassing experience for some people. Assure them that this is our policy and in no way reflects on the integrity of their money management.
- C. For help with gas or electric utility bills:
 1. Hope Center – 348-1340
 2. Salvation Army – 270-7844
 3. DHS – 739-8000
- D. At the church office, there is a petty cash box for limited cash or gift card assistance for walk-ins. Money for this box comes from the Benevolence Fund an issued by the pastor on call or by an elder. This can be used for gas or a meal. If the need is for gas money (transportation) then lead them to a nearby gas station and fill their car. Obtain a receipt when cash is spent for a need.
- E. If the need is for temporary shelter, contact:

1. Hope Center – 348-1340
2. Salvation Army - 270-7844
3. Jesus House
4. Shelter for Battered Women
5. A reasonably priced motel (the Stratford House). Make the church's check payable to the motel. See if they will offer a room free if the TV is being repaired. It has happened!

F. Disbursement Limits – One-Time (First) Request

1. Team members' limit
 - a) HHBC member - \$500 (includes the approximate value of everything done for the individual).
 - b) Non-HHBC member - \$250
 - c) This is for a ONE-TIME assistance. If the individuals come back for additional assistance, the individual must avail themselves of financial counseling by one of the following agencies/programs:
 - (1) Financial Freedom Ministry
 - (2) Money Map Coach
 - (3) Crown Ministries
2. Team Facilitator's limit
 - a) HHBC member - \$750 (After consultation with the Team member)
 - b) Non-HHBC member - \$400
3. Elder's limit
 - a) If the deacons investigate and recommend additional funds, then an individual elder can approve up to \$1,500 for an HHBC member or \$750 for a non-HHBC member.
4. Amounts above \$1,500 for an HHBC member or \$750 for a non-HHBC member require the approval of the entire Elder Council, or their designated sub-team.

G. Disbursement Limit – Cumulative Amounts

When an HHBC member has been helped a cumulative amount of \$3,000, or a non-HHBC member has been helped a cumulative amount of \$1,500 in any one calendar year, the entire Elder Council, or their designated sub team, must approve any additional amounts. Items to be considered shall be provided by the Deacon Team member and facilitator. They shall include:

- (1) Dates helped
- (2) Amount and type of assistance given
- (3) Financial counseling received and recommendations
- (4) Recommendation for further assistance including a plan of action for any future help

Reporting

The Deacon Benevolence Facilitator shall provide a report of activity acceptable to the deacons and the Elder Council at each regularly scheduled Deacon's meeting. A copy of said report shall be provided to the Elder Council.

Reimbursements

- A. Submit receipts and itemized lists of what was purchased to the treasurer. Reimbursement will be made from the Deacon's Fund account.
- B. The church is not an agency by which people contribute through the fund to specific individuals to receive a tax advantage.

Accountability

- A. Be a good steward of God's money.
 1. Matthew 24:45, "Who then is the faithful and sensible slave whom his master put in charge of his household to give them their food at the proper time? Blessed is that slave whom his master finds so doing when he comes."
- B. Be ready to give account of expenditures at each Deacon meeting if requested.
- C. Be ready to give a brief report of each case, but spare all the details unless asked to elaborate. Keep cases confidential.
- D. Administering this fund is a difficult task. Each elder and deacon has different convictions of how the fund should be administered. Make decisions that are as true to Scripture as you are able. Do not be overly concerned with the praise or criticism that will come with controversial cases.

God Must Receive the Glory

When assistance is given, point out clearly and specifically that the gift is from our heavenly Father. As the statement of philosophy reads: . . . to show God's love and mercy. In our acts of generosity we want God to receive the glory and praise and thanks – not ourselves.

A. Dealing with a sluggard. (Refer to Principle 3)

1. A sluggard or lazy person will not be helped in a material way.
2. Provide for the sluggard's family without helping him.
3. Confront the sluggard with Scripture. (Refer to Principle 3, A and B) If he is not receptive, then discuss the matter with an elder. If the sluggard does not attend HHBC, then consult with the pastor for his recommendations.

B. Family meeting the needs of family. (Refer to Principle 4)

1. If the need appears to be quite large financially or has the potential for being an ongoing need, then the family should be contacted.
2. The family's knowledge and response to the need should be considered
 - a) If the person refuses to tell his family or to permit us to discuss it with them, then we should provide counsel on family relationships and responsibilities. Financial assistance is left up to elder and deacon's discretion.
 - b) If a family knows of the need, is able to help, and chooses not to, then they should be questioned as to why they will not help (i.e. is the person able to work and refuses or do they refuse their responsibilities according to Scripture) and then be presented with the admonition of 1 Timothy 5:8. Obtain an elder's assistance. If they are not believers then share the gospel with them.
 - c) If a family knows of the need, and is unable to help, then we will seriously consider helping with the need.
 - d) If a family knows of the need, and is able to help partially, then we will attempt to make up the difference.

C. Contentment. (Refer to Principle 5)

1. If the family is in debt, counsel them on living within their means.
2. Urge them to pay off their credit card accounts. Get rid of cards if unable to control their use.
3. Get into housing and car payments that are affordable within budget plans.
4. Get additional education and training.
5. Obtain a job with a higher salary.

6. Be content with used (garage sale) items where possible.
 7. Shop for items on sale, trade at discount stores, and use coupons.
 8. Assist the family in giving a portion of their income to support God's work (our church, if they attend regularly).
- D. Helping an Unemployed Person. (Refer to Principle 6)
1. Learn about the person's employment history.
 2. Discern the extent of person's perseverance in locating employment.
 3. Refer them to people you know who might give them contacts within companies.
 4. Help them with their resume (delegate this to another in the church).
 5. Refer them to employment agencies (state and private).
 6. Help them locate education and training schools.
 7. Satisfy what he lacks in basic necessities.
 8. Be patient and sensitive to this person. His self-esteem has probably taken quite a beating, so give him an understanding and sympathetic ear. Your words of encouragement and genuine concern can have great motivating power towards boosting his work ethic and attitude.
- E. Assisting Widows (Refer to Principle 7)
1. If widows are not being cared for by their children, then they should be confronted with the Scripture in 1 Timothy 5:4, 8. Do this with the help of an elder.
 2. If the children still will not help, then talk to them about the widow making the church the beneficiary and/or an elder or deacon the executor of her estate.
 3. If the widow meets the qualifications of a "widow indeed" then investigate, with the help of an elder, obtain an itemized list of her living expenses. Arrange for the treasurer to send her a check routinely. Contact her periodically for additional needs or changes in her living expenses.
- F. Assisting Single Parents (Refer to Principles 2 and 4)
1. If single parents are not being cared for by their family, counsel them on living within their means.
 2. Urge them to pay off their credit card accounts. Get rid of cards if unable to control their use.
 3. Get into housing and car payments that are affordable within budget plans.

G. Financial Counseling (Refer to Principle 9)

1. If financial counseling is needed, then determine what kind would be most beneficial.
 - a) Vocational – educational
 - b) Money management (Budget)
 - c) Managing a business
 - d) Priorities (Goals in life)
 - e) Saving
 - f) Giving
2. If it is determined that the need is more than financial, involve either a pastoral staff member or elder to assist with the appropriate referral.
3. Enlist the help of godly men in our church and otherwise who are willing to counsel the person in his area of need. Be as involved as is appropriate.
4. Help the person to be dependent on Christ and self- sustaining. Avoid creating a habitual dependency on you for help.

Deacon's Benevolence Fund Initial Qualifying Questions

Remember, the Deacon's Fund is intended (primarily) for the use of those in the HHBC church family, i.e., members and regular attendees. It is often helpful to explain this to those who contact the church for help. HHBC supports a social agency and many members of HHBC donate to various social agencies individually to help the needy of the community that do not qualify for Deacon's Fund assistance.

1. How did you find out about HHBC?

There should be some kind of connection to Henderson Hills Baptist Church - e.g. regular attendee, member, related to member, under counseling from someone on the pastoral staff or in church leadership, etc.

Refer them to a social agency if there is no connection to HHBC – e.g., found our name in the Yellow Pages, heard about us from a friend who received assistance from us once, etc.
2. Ask them to clarify vague statements, such as, "I heard about you through a friend." You may ask, "What's your friend's name?" "How are they affiliated with HHBC?"

If they are sincere, they should be able to give you specifics about those responsible for providing them with such valuable information. And, of course, through such questioning you are seeking to identify some linkage between them and HHBC.
3. Have you received assistance from any other church in Edmond and/or Oklahoma City within the past three years? If so, who?

If they answer this question in the affirmative, contact the church(es) mentioned for verification of assistance and a report of the history of assistance provided to this person.
4. Is there anything you would like to tell me about your situation that you believe is important for me to know?

If they voluntarily offer information about their situation, take detailed notes for the record. This can be used in future evaluations or by the deacon assigned to the existing case if the request needs to be investigated further by the Deacon's Fund Team.

Note: These questions are designed to encourage an efficient and thorough preliminary check of the qualifications for each person that calls the church for assistance. Any case requiring further activity or evaluation should be referred to a member of the Deacon's Fund Team right away.

HENDERSON HILLS BAPTIST CHURCH

Request for Assistance From the Deacon Benevolent Fund

All information will be kept strictly confidential

Date of Application _____ S.S. # _____

Name _____
(Last) (First) (Initial)

Address _____
Street/Box/Apt # (City) (State) (Zip)

Must have phone number, not pager or message system.

Home Telephone # _____ Work Telephone # _____

Employer _____

Spouse's Employer _____

Referred by: _____

List all Household Members & Their Income:

(1) _____
(Household Member) (Age) (Relationship) (Income & Source)

(2) _____

(3) _____

(4) _____

(5) _____

(6) _____

The Deacon Body through the Benevolent Fund tries to assist our church members who are experiencing financial problems. This is accomplished by making financial gifts to the Benevolent Fund. Expenditures from the benevolent fund are based on funds available in the Benevolent Fund at the time of application. The Deacon Body does not wish to loan money from the fund. If an applicant wishes to repay a gift, that will be between the Lord and the applicant.

This written request must be obtained at the Church Office during regular business hours (8:00 – 5:00 M-F). This request must be submitted to the Church Office during regular business hours. This request will be submitted to the Deacon Benevolent Committee for review and processing. The process could take 7 to 10 days to be completed. A completed application with accurate information will hasten the process. **A copy of all bills should also be attached to this application.** The committee will consider payments for basic needs such as Housing and Utilities. Payment for telephone service will include basic service only. Items that the committee considers luxury items, such as cable TV & magazine subscriptions, will not be considered.

Member of Henderson Hills Baptist Church? Yes _____ No _____

If yes, which FLOCK group do you attend? _____

Membership or affiliation with another church? _____

Have you sought assistance from them? _____

Please Explain _____

Please list below your needs for which you need assistance. (Please attach a copy of bills to this application) (If rental request please list name and address of Landlord below).

What sacrifices have you made in order to take care of your obligations? Without some personal sacrifices, it will be difficult to justify most requests.

Please list any additional comments or information that you may have concerning this request.

I certify that the information I have provided above is true and correct to the best of my knowledge.

Applicant's Signature _____

OFFICIAL USE ONLY

Financial Statement

What are your sources of income?

- 1. Employer \$ _____
- 2. Disability \$ _____
- 3. Medicaid \$ _____
- 4. Alimony \$ _____
- 5. Child Support \$ _____
- 6. Other \$ _____

Total Income \$ _____

Where does your income go now:

Monthly Expense

- 1. Church \$ _____
- 2. House (Rent/Own) \$ _____
- 3. Utilities
 - a. Electric \$ _____
 - b. Gas \$ _____
 - c. Water..... \$ _____
 - d. Phone..... \$ _____
 - e. Cell Phone..... \$ _____
 - f. Total Utilities \$ _____

\$ _____
\$ _____

- 4. Vehicle (Payments, gas)
 - a. Payments \$ _____
 - b. Gasoline \$ _____
 - c. Insurance \$ _____
 - d. Maintenance..... \$ _____
 - e. Total Vehicle \$ _____

\$ _____

- 5. Medical Insurance \$ _____
- 6. Medical (Doctors, Prescriptions) \$ _____
- 7. Childcare \$ _____
- 8. Education \$ _____
- 9. Other (Please Specify)
 - a. _____ \$ _____
 - b. _____ \$ _____
 - c. _____ \$ _____

\$ _____
\$ _____
\$ _____
\$ _____
\$ _____
\$ _____
\$ _____
\$ _____

Total Expenses (1. + 2. + 3f. + 4e. + 5. + 6. + 7. + 8. + 9a + 9b + 9c) \$ _____

Financial Counseling Form

I have obtained Financial Christian Counseling. From this counseling, I am following the recommendations discussed.

Signature

Christian Financial Counseling

Please check

_____ I have counseled with (Name) _____ regarding their financial situation. Based on our session(s), financial assistance could be of benefit for (Type of assistance – Rent, Utilities, etc.) _____ until (Timing or event occurring – additional income, etc.) _____.

_____ I have counseled with (Name) _____ regarding their financial situation. Based on our session(s), financial assistance is not needed at this time.

Financial Counseling Signature

Pastor on Call Benevolence Guidelines for requests from the Deacon's Benevolence Fund

The Pastor on Call (POC) will physically be on the premises of the church offices during Friday business hours, unless he is required to be at the hospital for surgery prayer. The POC, as a representative of Christ, will be called upon for help regularly. The Word of God directs His church to show love and mercy to the world and especially to the brethren by generously loving those who are in need. Needs are defined as food, clothing, shelter, transportation, and medical care. Generally the deacons, through the benevolence fund, are in the best position to assess a person's true needs on an ongoing basis. For a more detailed discussion of the disposition of benevolence requests see the Deacon's Handbook.

Non-emergency requests should be referred to the deacons, by having the requester contact the church office to begin the process. For requests of an emergency nature, such as people who are stranded without food or shelter, priority should be given to those who are church members. The POC should determine the reason for the current situation. Many times there will be an explanation that a car broke down unexpectedly and left them stranded. The POC should not transport individuals, but may provide funds for taxi or bus fare. Often there will be a request for food, gas and lodging. If the person's story does not ring true, effort should be made to check to verify it by asking questions like: Where are you traveling from? Where are you going to? When did you leave home? Do you have a home church in ____? What is the pastor's name and what is the church phone number? Can I call them to see if they want to assist you or recommend that we assist you and your home church reimburse us? What was your plan for your expenses before you left home? What happened that resulted in you not having money to finish the trip? In the event of travel to see a sick or dying relative, ask for name, location, hospital, home church of dying relative, and other relatives on the way or at the location, phone number to see if other relatives want to assist, home church, phone number of sick/dying relative, etc. Then they may be asked what their plan was to get there without money and what their plan is to continue past here without money.

If the POC feels he is not getting straight answers, the requester can be told that it is our desire that no one would have to go hungry or be without shelter. But, we also believe that each individual has the responsibility to provide for themselves and their family and that the church is only one source of assistance and is a last resort for financial assistance. Then statements could be made like: "We have some prerequisites for assistance. First, tell us what you have done to help yourself not be in this situation and what is your plan to not be in this situation again? We will not assist you if we catch you in a lie or think you are lying to us. Do you think that is fair? We will not assist you if we think you have a drug or alcohol habit or have any outstanding warrants. Are you willing to provide us with picture identification and allow us to call the police department to check? Do you think that is fair?"

If the story of the person requesting assistance checks out, assistance may be granted by using the POC's credit card to pay for lodging or gas. Reimbursement can be obtained by submitting a request and a receipt to the pastor in charge of benevolence. The pastoral office AA's can access a petty cash box during business hours for amounts of \$20 to \$30. When cash is paid out a receipt should be obtained and placed in the cash box. The POC should handle the cash transfer with the requester and not involve the AA in paying out funds. In cases where the POC does not feel it is appropriate to use church funds, referral may be made to other appropriate agencies.

APPENDIX B - The Lord's Supper

FUNCTION

Organize and execute the preparation, serving and clean up of the Lord's Supper.

SPECIFIC DUTIES as of March 2009

Lord's Supper Preparation for Saturday Service

Supplies:

- Four (4) juice trays for Saturday and two (2) lids
- Ten (10) juice trays for Sunday
- Two (2) bread trays and two (2) lids
- One (1) box of bread (approximately 500 pieces)
- Three (3) cans of juice

Arrive by 5:00 pm

Preparation For Traditional Serving

- Prepare four (4) juice trays
 - Fill two (2) trays complete with 40 cups
 - Leave the outer ring of cups off the other two (2) trays (22 cups)
 - Fill all trays with juice (approximately 1 can of juice)
- Prepare two (2) bread trays
 - Place approximately 50 pieces of bread in each tray
- Place one full juice tray and ½ full juice on the front table on each side
- Place one bread tray on the front table on each side

Preparation For Couples (Chalice) Method of Serving

- Custodians will have 6 chalices in our preparation area and the saucers in the auditorium
- Fill the six (6) chalices with juice (approximately 1 - 2 cans of juice)
- Bread should arrive around 5:15 pm.
 - Wrap the bread in the paper towels
- Place three (3) chalices in the saucers on the east table
 - Place a napkin on the saucer before placing the chalice
 - Place another napkin folded in half by each chalice
- Place three (3) breads in the basket on the east table
- Place two (2) chalices in the saucers on the west table
 - Place a napkin on the saucer before placing the chalice
 - Place another napkin folded in half by each chalice

- Place two (2) breads in the basket on the west table
- Place one (1) chalice in the saucer on the stand in the center

- Place a napkin on the saucer before placing the chalice
- Place another napkin folded in half by each chalice
- Place one (1) bread on the stand in the center
- Custodians will clean-up after the service

Early preparation for Sunday

- Fill ten (10) trays with cups to expedite preparation Sunday morning

Lord's Supper Preparation for Sunday Services

Supplies:

- Ten (11) juice trays and four (4) lids
- Four (4) bread trays and four (4) lids
- One (1) box of bread (approximately 500 pieces)
- Fifteen (15) cans of juice

Arrive by 8:30 pm depending upon the amount of help

For Traditional Serving Preparation for 9:00 am Service

- From Saturday night, fill ten (10) trays filled with cups with juice (approximately 2 – 3 cans of juice)
- Prepare four (4) bread trays
 - Use the left over bread from Saturday and place equal amounts in each tray using the remainder of the box opened on Saturday
- Place two (2) juice trays on the front table on each side
- Place one (1) bread tray on the front table on each side
- Place three (3) juice trays on the back table on each side
- Place one (1) bread tray on the back on each side
- Prepare one (1) tray with approximately 10 cups of juice and 10 pieces of bread for audio visual crew in office behind the stage
- Prepare one (1) tray with 200 cups of juice and 20 pieces of bread for stage singers and musicians

Preparation For Couples (Chalice) Method of Serving

- Custodians will have 21 chalices in our preparation area and the saucers in the auditorium
- Fill the 21 chalices with juice (approximately 6 cans of juice)

- Bread should arrive around 8:40 am.
 - Wrap the bread in the paper towels
- Place ten (10) chalices in the saucers on the east table
 - Place a napkin on the saucer before placing the chalice
 - Place another napkin folded in half by each chalice
- Place ten (10) breads in the basket on the east table
- Place ten (10) chalices in the saucers on the west table
 - Place a napkin on the saucer before placing the chalice
 - Place another napkin folded in half by each chalice
- Place ten (10) breads in the basket on the west table
- Place one (1) chalice in the saucer on the stand in the center
 - Place a napkin on the saucer before placing the chalice
 - Place another napkin folded in half by each chalice
- Place one (1) bread on the stand in the center

After serving in the 9:00 am Service to prepare for the 10:45 Service

- For the traditional elements, place the empty juice trays on the bottom of the stack on each table and replace all lids (I usually do this during the offering)
- Remove all chalices and bread trays from the auditorium
- Empty all chalices and wipe clean
- Throw away all used bread loaves
- Refill the chalices (approximately 6 cans of juice)
- Bread should arrive around 10:25 am
 - Wrap the bread in the paper towels
- Place ten (10) chalices in the saucers on the east table
 - Place a napkin on the saucer before placing the chalice
 - Place another napkin folded in half by each chalice
- Place ten (10) breads in the basket on the east table
- Place ten (10) chalices in the saucers on the west table
 - Place a napkin on the saucer before placing the chalice
 - Place another napkin folded in half by each chalice
- Place ten (10) breads in the basket on the west table
- Place one (1) chalice in the saucer on the stand in the center
 - Place a napkin on the saucer before placing the chalice
 - Place another napkin folded in half by each chalice
- Place one (1) bread on the stand in the center

After the 10:45 Service

- Collect the traditional juice trays and bread trays from the side tables
- Empty the remaining contents in the trash
- Wipe clean the trays and store in the cabinet

APPENDIX C – Ushers

FUNCTION

Coordinate all ushers for any event that might happen at our facility.

SPECIFIC DUTIES

1. Work with the usher leadership to ensure that we have proper coverage and accountability with the ushers at every service.
2. Coordinate with the deacon responsible for the Lord's Supper the need to utilize ushers and deacons for serving on the night specified. Work to include as many deacons as possible who can assist in the serving of the Lord's Supper.

APPENDIX D
Deacon Ministry Opportunities
as of January 2009

| <u>Ministry</u> | <u>Pastor</u> | <u>Team Facilitator</u> |
|------------------------|----------------------|--------------------------------|
|------------------------|----------------------|--------------------------------|

| | | |
|---------------------------|--------------|-----------|
| <u>Benevolence</u> | Joe Williams | Phil Dean |
|---------------------------|--------------|-----------|

This sub-team is responsible for administering the Deacon Benevolence Fund. This fund provides financial assistance to members who are encountering financial difficulties. Guidelines have been developed to assist the team members. This team is made up exclusively of deacons.

| | | |
|---------------------|--------------|-------------|
| <u>Helps</u> | Joe Williams | Jim Roberts |
|---------------------|--------------|-------------|

This sub-team is to assist members in need of small repairs or maintenance around the home. This team ministers primarily to widows and single mothers who need 'guy type' work done around the house which they are unable to do, such as repairing a lock, fixing a leaky faucet, removing a dead shrub, or fixing a fence which has blown over in a storm.

| | | |
|-----------------------------------|--------------|---------------|
| <u>Hospital Visitation</u> | Wally Weaver | David Boliver |
|-----------------------------------|--------------|---------------|

This sub-team assists the staff with its hospital visitation duties on Friday, Saturday, and Sunday. Team members work from HHBC's end-of-week published list of hospitalized members. Quite often team members are the first to know of a patient's release or changes in condition, which ideally should be communicated to flock leaders, staff members, and other Hospital Ministry team members. Service on this team requires an hour or two over the weekend, approximately once per month.

| | | |
|-------------------------------------|--------------|--------------|
| <u>Invitation Counselors</u> | Joe Williams | Bill Muenker |
|-------------------------------------|--------------|--------------|

This sub-team counsels individuals, couples, and families who desire to become members of Henderson Hills. A team member meets with prospective members usually immediately following one of our worship services to briefly introduce them to Henderson Hills, receive their testimony of faith in Christ, complete an enrolment card, encourage them to attend Discovery classes, become involved in a FLOCK, answer their questions, and welcome them into our fellowship. Training is provided for those involved in this vital ministry.

| | | |
|-----------------------------|--------------|-----------|
| <u>Lord's Supper</u> | Joe Williams | Phil Dean |
|-----------------------------|--------------|-----------|

This sub-team prepares and organizes the preparation, observance, and clean-up of the Lord's Supper. This sub-team will prepare the elements for the services designated by the teaching team. Currently, these dates include all week-end services for the third week-end of each month, other special times, Good Friday activities, and Christmas Eve.

The sub-teams ensure there are sufficient supplies – cups, juice, and bread – for each observance and that ample trays are prepared. They also organize the distribution of the elements.

Baptism

Kim Swyden

Duane Lawrence

This sub-team is to provide leadership and coordination to the ministry of baptism. This includes the coordination of staffing and training all team members. They are responsible for assignments of team members to be present at each baptism service.

Ushers

Kim Swyden

Richard DeLaughter

This sub-team provides the leadership and coordination of ushers at all services and special functions. This includes assisting those entering, collection of the offering, collection of ballots, and other needs as they arise.

Budget Counseling

Joe Williams

Michael Crooks

This sub-team is to provide practical financial assistance coaching to individuals, families, and single parents. They will be trained as Crown Money Map Coaches and will assist people with developing a practical plan for living on a budget, becoming debt free, and applying biblical principles of stewardship to all aspects of life.

Home Bound

Wally Weaver

A deacon leader is needed for the Home-Bound Ministry which reaches out to those who are unable to attend services or small groups. Some ways the ministry assists the homebound is through visits and phone calls, as well as cards and letters.

Nursing Home

Wally Weaver

The Nursing Home Ministry primarily consists of making personal visits and directing worship services and/or bible studies in nursing homes. The services are focused upon the celebration of Christian life, well-known Scriptures, and familiar songs.

Widows

Joe Williams

David Lee

The Widows Ministry will provide leadership within the Deaconate to foster an atmosphere of love and care for widows. As each deacon is assigned a widow or widows to support, this ministry will help motivate Deacons to see that the needs of each widow are met. Deacons will be encouraged to send cards on special dates to their assigned widow, to call and offer to pray for, and generally encourage or help their widow at regular intervals. In addition, an annual “Widows Banquet” has always been a popular church function, and represents a need for some organizational and planning skills.