

# Deacon Duties

## 11/05/2008

### **I. Jobs for Which All Members Are Responsible.**

1. **Wear Name Tag each Sunday.** The nametag marks you as a person to whom visitors may turn for information and assistance.

2. **Participate in the worship service as requested.** Deacons are expected to assist with the worship service. Among other things, deacons are regularly scheduled lead prayer and/or read scripture during the Sunday worship service. Coat and tie is appropriate attire for men.

3. **Serve Communion when called.** The pastor leads a communion service about once a quarter. Between four and six deacons are required to serve. The chairman will call deacons on a rotating basis. Coat and tie is appropriate attire for men.

4. **Contact (preferably visit) at least two members of your flock each week.** Develop sufficient rapport to allow flock members to feel free to discuss needs with which you and the church may be able to assist them.

5. **Witness to persons inside and outside of the church.** Take every opportunity to witness for Christ to persons inside and outside of the church. Participate in the church's outreach program.

### **II. Individually Assigned Jobs.**

1. **Secure sanctuary.**

Primary: **Harold Smith** Substitute: **Jason Lemons**

2. **Collect pew pad pages and visitor cards and prepare Prospect Cards.**

Primary: **Chip Mangum** Substitute: **Brenda Brown**

3. **Call visitors, update Prospect Cards and notify the pastor.**

Primary: **Pam Yates** Substitute: **Jane Tart**

4. **Visit prospects and update Prospect Cards.**

Primary: **Jane Tart** Assistant: **Dorothea Gilbert & Ed Johnson**

**5. Bring communion to hospitalized, rest-home-bound and homebound church members.**

Pastor recommendation was to train each deacon in the use of the communion kit. If a deacon has a home bound or nursing home bound flock member desiring to receive communion the deacon can use the kit.

**6. Lead outreach teams to witness to persons in the greater community.**

Primary: **Walter Jones (Outreach Coordinator)** Assistant: **All Deacons**

**7. Establish and lead home Bible studies.**

Primary: **Joan Lanier** Assistant: **Jane Tart**

**8. Welcome members and visitors to Bible Study and Worship Service on Sundays.**

Primary: **Jim Edwards** Substitute: **Wiley Altman (or other college students)**

**9. Welcome members and visitors to Worship Service on Sundays.**

a. Front of Sanctuary

Primary: **Win Quakenbush (past deacon who continues to fill this role)**  
Substitute: **Eddie Humphrey**

b. Side entrance to Sanctuary

Primary: **Eddie Humphrey** Substitute: **Jim Edwards**

c. Fellowship Hall

Primary: **Ed Johnson** Substitute: **Brenda Brown and Harold Smith**

**III. Job Descriptions.**

**1. Secure Sanctuary.** Turn off lights, turn down thermostats and lock the sanctuary. (Sunday Bible study teachers are responsible for the education building.)

**2. Collect and Pew Pad Pages and Visitors Cards and prepare Prospect Cards.** Check for visitor information on pew pad sheets. Enter names, phone numbers and addresses on Prospect Cards. Pass the Prospect Cards to the deacon caller. Leave pad sheets and Visitor Cards at church office for the pastor and staff.

**3. Call visitors, update the Prospect Cards, notify the pastor and the appropriate deacon.** Based the Prospect Card information, attempt to contact visitor(s) on Sunday afternoon or evening to affirm the church's welcome and respond to any questions. Attempt to arrange a date and time for a home visit by a deacon and/or the pastor that week, if possible. Notify both the pastor and deacon visitor of arrangements

**4. Visit prospects and update prospect card.** Coordinate visit with the pastor and confirm date and time of visit. If the pastor is unable to accompany you, ask another deacon or your wife to accompany you. Coordinate further contacts and visits using the Prospect Process as a guide.

**5. Bring communion to hospitalized, rest-home-bound and homebound church members.** Ask the pastor to assist you the first time you bring communion to members. Taking communion outside of the church has **not** been a common practice of this church and may be a source of concern to older members. It may be helpful for the pastor to explain the purpose of your visit to the shut-in in advance

**6. Lead outreach teams to witness to persons in the greater community.** Form teams of members and students to canvas the greater community on a regular basis. Through these contacts witness to the un-churched and encourage them to visit a Christian church of their choosing and BCFBC in particular.

**7. Establish and lead home Bible studies.** Establish a home Bible study that meets on a regular basis, preferably weekly. Its membership should include both churched and un-churched members of the community. Seek opportunities to establish additional home Bible studies

**8. Welcome members and visitors to Bible Study and Worship Service on Sundays.** Assist visitors to find child care facilities, Bible Study classes, the coffee fellowship and the sanctuary. If at all possible, accompany visitors to their destination in the church and introduce them to those present. The elderly, infirmed and disabled may require physical assistance. Have a large umbrella available in case of rain/snow to escort persons entering the church.