The Role of Deacons:

In accordance with the meaning of the work and practice reflected in the New Testament, deacons are to be servants of the Church. The task of the deacons at Brentwood Baptist Church (“Church”) is to serve with the Senior Pastor and church staff in: performing pastoral ministries; proclaiming the gospel to believers and unbelievers; caring for church members and other persons in the community; leading the Church by example to engage in a fellowship of worship, witness, education, ministry, and lifestyle application; and leading the Church by example in performing its task.

The Deacon Leadership Team provides regular reports to the Trustees as needed/requested.

Deacon Qualifications:

The qualifications for deacons shall be those New Testament standards outlined in Acts 6:1-8 and 1st Timothy 3. Deacons are expected to be models of a Christian lifestyle and commitment worthy of emulation by other members of the Church. Deacons are expected to participate in the life of the Church with a goal of ministry and service to the church body. Deacons must be of good reputation, full of the Holy Spirit and wisdom, and willing to serve and minister to others. Deacons also shall possess the same general qualifications required for Trustees pursuant to the provisions in Section 7.4 (a)-(g), with the exception being length of church membership which shall be one year.

In seeking to fill Deacon positions, it is the goal of the Church to identify those persons who have demonstrated toward the Church and God’s kingdom the agape love described in Corinthians 13. That is, Deacons are expected to have demonstrated toward the Church and its members: patience, kindness, humility, and self-sacrifice.

The Deacons’ lives are expected to reflect the fruit of the Spirit described in Galatians 5. In addition, a nominee must meet the following qualifications:

a) Be at least 25 years of age and have been a member of the Church for a minimum of one (1) year at the time service begins.

b) Reflect and have demonstrated spiritual maturity, godly wisdom, and a committed faith that evidences the lordship of Jesus Christ.

c) Demonstrated a consistency in stewardship with the tithe through the Church as a minimal level of giving.

d) Be an active participant in the Church and have demonstrated a commitment to the mission, objective, and values of the Church.

e) Be willing to follow scriptural principles for conflict resolution, maintain confidentiality, and make decisions objectively without bias to particular areas of ministry.

f) Be viewed as demonstrating a high standard of the Christ-like life and be free from behavior that would negatively affect the ministry of the Church.
Deacons shall affirm their commitment annually to serve to our Lord and Savior and the Church until released by the Holy Spirit, becoming unfaithful in performing the deacon ministry, or failure to meet the qualifications stated above. The deacon’s Team Leader shall discuss these matters with any deacons failing to meet any of these requirements. If the matter is not satisfactorily corrected it will then be referred to the Deacon Executive Team for the appropriate action.

**Deacon Nominations and Election:**

Deacons shall be nominated in the following manner:

a) The members from all Church locations shall submit nominations upon request to the Deacon Chairman.

b) The Deacon Chairman and Vice Chairmen from all locations, in conjunction with the respective pastors, shall review the list prior to sending it to the senior financial manager and minister assigned to the deacon ministry. These shall work together to determine whether nominees meet the eligibility requirements of the by-laws as to age, length of membership, and tithing.

c) The Deacon Chairman shall be notified of the qualified nominees approximately thirty (30) days after nominations are received. Each nominee will be contacted to verify the interest he has in serving as a deacon. Deacon nominees are then informed about the process and procedure that will be undertaken by the Church prior to their acceptance to serve as a deacon.

d) Nominees are interviewed by past Deacon Chairmen in order to verify nominee’s testimony, spiritual disciplines and calling to serve prior to the placement of their names to serve as a deacon.

e) Nominees who are willing to serve will be required to meet with the Senior Pastor and/or his designee for orientation.

f) The Church will vote on the eligible nominees prior to the year service is to begin pursuant to Section 6.7.

g) The term of service for deacons will begin on January 1 of the year following election.

**Deacon Ordination:**

Deacons are ordained by the Church to fulfill their role as servants of the Church. After men are ordained as Deacons, their status is active or inactive. If inappropriate behavior should ever become an issue for any man ordained as a Deacon, the Senior Pastor, Executive Pastor, Trustee Chair and Deacon Chairman will meet and determine the appropriate course of action. Men ordained at a Baptist Church other than Brentwood Baptist are not required to be ordained in the Brentwood Baptist ceremony (they are highly encouraged to participate since each Baptist Church is autonomous and each Deacon ministry may be different) and will not receive a Certificate of Ordination; these brothers will be invited to participate in the prayer after the Laying On of Hands.
Deacon Officers:

Deacon Officers are the Chairman, Vice Chairman, and Secretary and herein are known as the Executive Team. Multi-site locations’ officers will consist of a Vice Chairman and Secretary. All deacon officers have voting authority within the Deacon Ministry. In the event a split vote should occur at a multi-site location that cannot be resolved with prayer and Christian resolution, the facts may be reviewed and a deciding vote made by the Deacon Chairman.

Leadership and Organization Structure:

Officers of Brentwood Baptist Church Deacon ministry are not elected and are called through the Holy Spirit to serve. Prayer is offered and encouraged for those Deacons who feel the Holy Spirit calling them to be obedient for service on the Executive Team in each of the following officer positions: Secretary, Vice Chairman and Chairman for one term. Officers will serve one year terms in each office for a total term limit of not more than 3 years. However, in the event an officer does not complete his term of service, he will be replaced by the next officer in succession order. Candidates for the Deacon Executive Team Secretary position are selected from within the ministry and must have served at least one term as a Team Leader, assistant or Co-Team Leader. During those periods of special needs where extensive project work is anticipated, a non-voting Under Secretary position may be added to assist the Executive Team or multi-site location Officers perform their projects and work.

Chairman’s Sabbatical:

An outgoing Deacon Chairman may exercise his privilege of taking a one year sabbatical at the end of his term in office. After which, he may return to the Deacon ministry on a team of his choosing.

Deacon Ministry Position Descriptions:

A job description outlining specific leadership responsibilities for each officer on the Executive Team is enclosed and included in the Operations Manual as exhibits.

Chairman’s Role and Responsibilities: Exhibit 1

1. Seek God’s direction through prayer and scripture; communicate; delegate and oversee.
2. Meet when required or as requested with the Senior Pastor and/or his designee.
3. Chair, plan and execute spiritual direction of monthly deacon meetings for the upcoming year with the focus of training, equipping and leading in the spiritual maturity of deacons.
4. Develop deacon training, special recognition programs and participate in the annual meal for new deacons and their spouses and at the New Deacon Ordination (laying on of hands) Service.
5. Chair Team Leaders’ meeting on first Thursday of each month, develop agenda for leaders when possible in advance of what is to be brought up and discussed during meetings.
6. Work with, plan and hold regular meetings with Church satellite teams to ensure compliance with by-laws and operations manual requirements.
7. Participate in annual Church budget preparation for the deacon ministry.
8. Prepare (mentor or disciple) and select deacons for leadership roles within the ministry.

9. Be available to Executive Team members and Church staff for consultation when needed; deliver timely responses to email, text and telephone call requests.

10. Participate in Deacon Widow’s Ministry program and banquet; and other functions such as Graceworks Food Drive program, etc.

11. Make periodic presentations to minister’s staff as required to update them on deacon goals, programs and achievements.

12. Assist with special Holiday Church services, Easter, Christmas Candle Lighting, etc.

13. Promote and facilitate communication with the Trustees through their Chairman and meet with Board as needed.

14. Minister to the Team Leaders and deacons in the hospital with visits or attending their funeral services and those of family members, by visits or making telephone calls, sending out prayer cards and email messages.

15. Being available for Lord’s Supper preparation, serving of the Lord’s Supper and attending as back-up when required Sunday morning parlor and pray time meetings with deacon teams.

16. Attend other meetings of the church such as the Leadership Summit meetings that are held periodically throughout the year by the Senior Pastor.

17. Serve by example with obedience to our Lord and Savior Jesus Christ.

**Vice Chairman’s Role and Responsibilities: Exhibit 2**

1. Function as leader of deacon ministry in the absence of Chairman

2. Assist with preparation of deacon training and recognition programs,

3. Participate in the selection of deacons for leadership roles within the ministry and in the annual meal for new deacons and their spouses and the New Deacon Ordination (Laying On of Hands) Service.

4. Assist with meetings’ agenda preparations.

5. Overseeing the Lord’s Supper Service preparation

6. Assist Secretary, as needed, with baptism preparation

7. Work with Team Leaders to assist in the assignment of deacons to widows; and in the preparation and presentation of the annual Widows Ministry program and banquet

8. Assists in the preparation and performing of duties associated with the Graceworks Food Drive Program

9. Attend Executive and Leadership Team meetings, monthly deacon meetings and unscheduled meetings when they are required.
10. Attend and participate in Sunday morning parlor meetings with the “team on service” to communicate Executive Team messages and make sure the parlor is set up with a table in place for Minister’s greeting of guests and members (if unable to attend parlor meeting, notify Chairman and Secretary).

11. Assist with special Holiday Church services, Easter, Christmas Candle Lighting, etc.

12. Assist the Deacon Chairman in any and all matters as deemed necessary and warranted.

13. Serve by example with obedience to our Lord and Savior Jesus Christ.

Secretary’s Role and Responsibilities: Exhibit 3

Responsible for interfacing with Church staff, manpower planning, preparation as required for special Baptism services and reminders to teams about baptism coverage.

1. Assist with meeting minutes and agenda preparation.

2. Assist with preparation of deacon training and recognition programs.

3. Participate in the selection of deacons for leadership roles within the ministry and participate in the annual meal for new deacons and their spouses and the New Deacon Ordination (Laying On of Hands) Service.

4. Back up to Vice Chairman in overseeing of the Lord’s Supper preparation and service assistance.

5. Work with Team Leaders to make deacon assignments of widows to teams and assist Vice Chairman with preparation and presentation of the annual Widows ministry program and banquet.

6. Assists in the preparation and performing of duties associated with the Graceworks Food Drive program.

7. Attend Executive and Leadership Team meetings, monthly deacons meetings and any unscheduled meetings when they are required.

8. Assist with special Holiday Church services, Easter, Christmas Candle Lighting, etc.

9. Assist the Executive Team Chairman in any and all matters as deemed necessary and warranted by the Chairman.

10. Attend Sunday morning parlor and prayer time meetings with the deacon “team on service” that week and remind them about baptism coverage.

11. Serve by example with obedience to our Lord and Savior Jesus Christ.

Team Leader, Co-Leader’s Role and Responsibility: Exhibit 4

1. Function as the point of contact for his team and serve as the shepherd for his team through spiritual leadership, prayer, team prayer, concerns and communications.

2. Co-Leaders to provide dual leadership, facilitate meetings and step into Team Leader’s role of responsibilities as needed.
3. Provide a positive leadership example for the team; never asking a brother deacon to do something you would not do.

4. Lead the monthly Team Time meetings and make sure they are meaningful.

5. Encourage deacon team members in the building of Christian brotherhood, development of love, respect and trust for each other.

6. Promote the sharing of prayer needs within the team. Have or develop a written prayer request sign in sheet so men can confidentially share prayer needs of their family, network of friends and/or work acquaintances. This information can then be e-mailed to members of your team.

7. Periodically reminding deacons of the commitment they have made to our Lord and Savior and the Church consisting of “Week of Service” four (4) to five (5) times a year; Sunday parlor participation and 11 monthly meetings on the 3rd Saturday of each month.

8. Participation and support of the Lord’s Supper, baptisms, Christmas and Easter season, Widows Ministry Program, Graceworks Food Drive and carrying out other duties and responsibilities.

9. Scheduling deacons to perform the Team’s work duties and projects; and to provide leadership development opportunities to deacon team members.

10. Maintain regular communications with your team and encourage deacons to fulfill team commitments and responsibilities.

11. Perform the necessary leadership follow-up to ensure work is timely completed and correct.

12. Attend monthly Team Leaders meeting at 6:00 P.M. on 1st Thursday of each month to contribute ideas and methods to improve the Deacon Ministry. At a minimum, one member of each team (Team Leader and/or Co-Leader) should attend this monthly meeting.


Post Meeting Planning:

14. Communication and relationship building is the most important task and function for Team Leaders. In addition to e-mails, telephone calls are important. Stay in touch with your men and let them know you are truly interested in them and their families.

15. Prepare Week of Service e-mail for distribution in a timely manner (a minimum of 3 weeks prior to their Week of Service) to your deacon team informing and advising them of their upcoming Week of Service. E-mail a Week of Service Grid (“Grid”) to give the men an opportunity to self-select the day they would like to perform their hospital visits. Explain how you would like to honor their requests but will have to make sure all 7 hospital visitation days receive coverage so their flexibility is appreciated.

16. The Grid should contain all seven days for hospital service (Sunday through Saturday). It is important to have everyone accounted for and Team Leaders to perform follow-up telephone calls prior to their Sunday Week of Service beginning to ensure all available deacons are signed up.
17. Remind the men of the importance of completing their hospital visitation report in a timely manner and e-mail it to their Team Leader, all the members of their team, and to Congregational Care.

18. The Team Leader should establish a routine of accountability by having each deacon contact him in advance if they are unable to attend a monthly meeting, deacon function or is unable to participate in any Team or ministry service project.

19. When new deacons are assigned to a team, it is important to make them feel welcomed. Also do not let new team members or “Rookie” deacons perform hospital visits without first performing hospital visits with a seasoned deacon partner.

20. Encourage all new deacons to review the ministry’s training videos located at: http://www.brentwoodbaptist.com/ministries/deacon.html

21. Never obligate the Church facilities, staff or resources to anyone without first obtaining the required approvals. To do so can be an embarrassment to you and the Church. Make sure all team members have a clear understanding of this procedure.

**Individual Deacon Responsibility: Exhibit 5**

1. Deacons are to serve as team members and Christian brothers with accountability to our Lord and Savior Jesus Christ, the Church and the deacon ministry. Sign your deacon commitment card annually as it is a requirement of the Church by-laws.

2. The expectation for each deacon is to serve with dignity, grace, honor, and to fulfill his vow of Christian service by participation in his team’s four (4) to five (5) times per year “Week of Service” and Sunday parlor participation (as/if required), 11 monthly meetings on the 3rd Saturday of each month, Lord’s Supper support and participation, baptism support and participation, Christmas and Easter season participation and support, Widows’ Ministry program participation and support, Graceworks Food Drive and carrying out his other Christian duties and responsibilities.

3. Pray with our Senior Pastor or his designee during the Sunday service prayer time.

4. Participate in the annual New Deacon Ordination (laying on of hands) Service.

5. E-mail is the deacons’ primary communication and they are expected to keep up to date and current by reading and responding to their e-mail and/or telephone communications.

6. Promptly reply to Team Leaders hospital visitation scheduling communication and maintain flexibility remembering the schedule is from Sunday to Saturday and all 7 days during the “Week of Service” are required to be covered.

7. Wear deacon ID Badge when making hospital visits and on Church campus. It identifies you as a deacon and allows for the ministering to those who are in need.

8. Communication with notes, cards or e-mail for expressing your encouragement and prayers for persons in need. This important ministry of the deacons requires our participation and is a major Christian responsibility.
9. Phone call communications, notes and e-mails should be sent to individuals, families, widows, new members and visitors. These communications are treasured; please continue to make them.

10. Visits to support families experiencing births and deaths is a deacon responsibility; try to attend funerals and visitations.

11. Provide Congregational Care with information about families in need. The individual or family’s name, contact information consisting of address, telephone number, e-mail address and a brief description of their need should be forwarded to Congregational Care.

12. Please do not obligate the Church facilities, staff or resources to anyone without first obtaining the required approvals. To do so can be an embarrassment to you and the Church. Always check first with our Congregational Care Minister.

13. Communications and information is important, so be sure to complete family and hospital visitation reports on the day of your visit. E-mail your information to Congregational Care, Deacon Team Leader and members of your deacon team.

Daily and Weekly Christian Responsibilities of Deacons:

14. Respond to and support general and emergency needs of the Church.

15. Read your Bible and have a designated time for prayer.

16. Participate in all Deacon Training programs. Training Videos should be reviewed and are located at: [http://www.brentwoodbaptist.com/ministries/deacon.html](http://www.brentwoodbaptist.com/ministries/deacon.html)

17. Pray daily for our Senior Pastor and Church staff, the deacon ministry and your deacon team members.

18. Participate in preparing and serving the Lord’s Supper and baptisms. Ask your spouse to help with female baptismal candidates.

19. Remember your Commitment is to our Lord and Savior Jesus Christ, and these are only guidelines to assist you in carrying out your deacon duties and responsibility.

Deacon Teams:

A listing of current Deacon Teams and their respective members is included in Appendix 1 of the Operations Manual. There are thirteen (13) deacon teams at the Brentwood campus. The first twelve (12) teams (Teams “A” through “L”) make weekly hospital visits and perform our regular deacon duties. Each team has a designated Team Leader, Assistant or Co-Team Leader. Teams can have more than one assistant or Co-Team Leaders.

Team “M” is a specialized team of deacons that provide Christian support services to Brentwood Baptist Church members in nursing homes or assisted living facilities. This team is a vital link between the Church and its incapacitated home-bound members who are no longer able to attend Brentwood Baptist Church and operates under the following guidelines.

- Team “M” Deacons have their own table at the Saturday morning monthly deacon meetings and may attend more frequently called meetings as required by their Team Leader.
• Team and/or Assistant Leader is to attend the 1st Thursday of the month Team Leaders meeting.
• Team “M” members recruit non-active deacons to serve on their team who are blessed with the appropriate spiritual gifts to minister to the elderly.
• To avoid patient confusion, each Team “M” deacon is assigned to a specific nursing home or assisted living facility for their visits that occur on a weekly basis or as often as determined by the Team.
• These deacons attend the annual Widows Ministry banquet and serve the Lord’s Supper in nursing homes and assisted living facilities.
• Team “M” deacons are excused from and not expected to serve on regular Week of Service hospital visit schedules or in the preparation and serving of the Lord’s Supper at the Church. They are not expected to participate in baptisms, Graceworks food drive or used as volunteers for other regular assigned deacon duties and projects.

Station Hill Deacons:

Station Hill deacons are shown as a single team on the chart of deacon Teams. We acknowledge they are operationally more than one team.

Deacon Meetings and Chart of Work:

Week of Service Meetings…
“Week of Service” meetings are held in the Church parlor on Sunday mornings between 8:30 A.M and 9:30 A.M. – for the deacon team beginning its scheduled Week of Service. The majority of Deacon Teams serve 4 times each calendar year (quarterly), while approximately 3 teams serve 5 times each calendar year. The current Deacon Weekly Service Schedule is included in Appendix 2 of the Operations Manual.

Monthly Meetings…
There are eleven scheduled monthly meetings each year which are held on the third Saturday of each month.
• The purpose of monthly deacon meetings is to have prayer, praise, worship and training to equip and keep deacons informed about Brentwood Baptist Church activities. No monthly meeting is held in December.
• Deacon monthly meeting time is closely guarded as there have been historical requests by outside speakers to address the deacons for their causes and not all have been in keeping with the Deacon Ministry.
• Our time together as deacons is important and precious. It must be guarded, respected and uninterrupted, as the focus of our time as deacons is not permitted to be lost or serve causes other those of Jesus Christ our Lord and Savior.
• The current Monthly Meeting Schedule is included in Appendix 3 of the Operations Manual.
• Executive Team, Team Leaders and Co-Leaders meet on the first Thursday of each month unless otherwise notified.

Multi-Site Location Meetings…
• Deacons from multi-site locations are always welcome to attend any deacon meeting that they wish.
• Quarterly meetings are held by Deacon Chairman with multi-site deacon leaders and may include members of the Executive Team.

Other Important Meetings…
• Lords Supper Service scheduled on Sundays approximately every six weeks.
• As needed for Easter Sunday Services and Christmas Holiday Services.
• As needed for the Annual Widows Ministry banquet - usually held in June.
• As needed for the Graceworks Food Drive - usually held in August.
• New Deacon Candidate & Wife luncheon - usually held in September.
• New Deacon Ordination Service - usually held the first Sunday in December.
• Except under extenuating circumstances or in the case of Senior Deacons, attendance is expected at all required meetings.

Chart of Deacon Work:

The Deacon Events/Activities Chart is shown on page 11 as Exhibit 6. It provides the Executive and Leadership Teams a snapshot view of project assignments and who has primary responsibility for them.
Deacon Events/Activities Chart: Exhibit 6

<table>
<thead>
<tr>
<th>Frequency</th>
<th>Who</th>
<th>When</th>
<th>2012</th>
<th>2013</th>
</tr>
</thead>
<tbody>
<tr>
<td>Daily</td>
<td>All</td>
<td>daily</td>
<td>NA</td>
<td>NA</td>
</tr>
<tr>
<td>Consider daily deacon email</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Weekly</td>
<td>ET</td>
<td>1st Thursday of month @ 5:30 pm</td>
<td>WP</td>
<td></td>
</tr>
<tr>
<td>Sit in with &quot;team on duty's&quot; parlor mtg</td>
<td></td>
<td></td>
<td>MH</td>
<td></td>
</tr>
<tr>
<td>Verify baptism coverage as needed</td>
<td>ET</td>
<td>each Sunday</td>
<td></td>
<td>MH</td>
</tr>
<tr>
<td>Pray over pastor during alter time</td>
<td>All</td>
<td>each Sunday</td>
<td></td>
<td>NA</td>
</tr>
<tr>
<td>Monthly</td>
<td>TL</td>
<td>1st Thursday of month @ 6:00 pm</td>
<td>WP</td>
<td></td>
</tr>
<tr>
<td>Executive Team Meeting</td>
<td>ET</td>
<td>1st Thursday of month @ 7:00 am</td>
<td>WP</td>
<td></td>
</tr>
<tr>
<td>Team Leader's Meeting</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Deacon meeting (except December)</td>
<td>All</td>
<td>3rd Saturday of month @ 7:00 am</td>
<td>WP</td>
<td></td>
</tr>
<tr>
<td>Quarterly</td>
<td>ET</td>
<td>*as/f requested</td>
<td>WP</td>
<td>SN</td>
</tr>
<tr>
<td>Report to Trustees*</td>
<td>ET</td>
<td>*as/f requested</td>
<td>WP</td>
<td></td>
</tr>
<tr>
<td>Baptism Service</td>
<td></td>
<td>once/qtr per Jim Jenkins</td>
<td></td>
<td>SN</td>
</tr>
<tr>
<td>Deacon Teams Rotate Being &quot;On-Duty&quot;</td>
<td>All</td>
<td>once/qtr (roughly)</td>
<td>NA</td>
<td></td>
</tr>
<tr>
<td>Deacon Char schedules quarterly executive team meetings with multi-site officers.</td>
<td>ET</td>
<td>once/qtr</td>
<td>WP</td>
<td></td>
</tr>
<tr>
<td>Annually</td>
<td>New</td>
<td>January of each year</td>
<td>WP</td>
<td></td>
</tr>
<tr>
<td>Training session for new Deacons</td>
<td>All</td>
<td>latter part of March</td>
<td>NA</td>
<td></td>
</tr>
<tr>
<td>Easter Services (assist as needed)</td>
<td>All</td>
<td></td>
<td>NA</td>
<td></td>
</tr>
<tr>
<td>Widow's Banquet*</td>
<td>ET</td>
<td>late June of each year</td>
<td>WP</td>
<td></td>
</tr>
<tr>
<td>Schedule/Attend an Annual Meeting Between Executive Team (including incoming Secretary) w/Senior Pastor &amp; Congregational Care Minister to Discuss/Provide Update on Deacon Ministry</td>
<td>ET</td>
<td>Schedule in July/Aug (after next Secretary is selected) for Aug/Sept</td>
<td>MH</td>
<td></td>
</tr>
<tr>
<td>Selection of Next Secretary</td>
<td>ET</td>
<td>start considering matter in July</td>
<td>NA</td>
<td></td>
</tr>
<tr>
<td>Annual Budget Submittal</td>
<td>ET</td>
<td>mid August</td>
<td>WP</td>
<td></td>
</tr>
<tr>
<td>Graceworks Collection Event</td>
<td>All</td>
<td>late August</td>
<td>MH/SN</td>
<td></td>
</tr>
<tr>
<td>Deacon Recommitment Process</td>
<td>All</td>
<td>Sept/Nov</td>
<td>NA</td>
<td></td>
</tr>
<tr>
<td>Plan January training session for new Deacons.</td>
<td>ET</td>
<td>Oct/Nov</td>
<td>WP</td>
<td>MH</td>
</tr>
<tr>
<td>Deacon Ordinance Service</td>
<td>ET</td>
<td>first week of December</td>
<td>NA</td>
<td>NA</td>
</tr>
<tr>
<td>Assign new deacons to teams</td>
<td>ET</td>
<td>first week of December</td>
<td>NA</td>
<td>NA</td>
</tr>
<tr>
<td>Individual Events/Activities</td>
<td>ET</td>
<td>roughly every 6 weeks (w/prep the Thursday before)</td>
<td>WP</td>
<td>MH</td>
</tr>
<tr>
<td>Lord's Supper (reoccurring)</td>
<td></td>
<td></td>
<td>NA</td>
<td>NA</td>
</tr>
<tr>
<td>Deacon Nomination Process</td>
<td>ET</td>
<td>generally August thru 1st of December (example)</td>
<td>NA</td>
<td>NA</td>
</tr>
</tbody>
</table>

* shortly after banquet, room needs to be reserved for next year (being careful to avoid other church functions that might be scheduled for prospective attendees)
Lord’s Supper and Lord’s Supper Preparation:

At 1:30 P.M. on the Thursday prior to the Lord’s Supper Service, a select group of Deacons participate in preparation of the juice trays. The trays are cleaned, filled with cups and the cups are filled with juice. After the trays are filled with juice, they are stacked in the refrigerators located in the Usher Room. On Sunday morning at 7:00 A.M., a select group of Deacons put the bread in serving plates. Juice and bread trays are then placed in the Sanctuary, Hudson Hall and other designated locations. See Lord’s Supper Layouts on page 12 as Exhibit 7 and page 13 as Exhibit 8.

Lord’s Supper Layout Chart (service positions and table placement): Exhibit 7
Lord’s Supper Layout Chart (service positions at respective tables): Exhibit 8

1. Deacons should line up per this chart. Example...Deacons serving positions 1, 2, 3, and 9 should all be on the “East” side of their table.

2. As soon as deacons get to their assigned table (per above) & are lined up, table captains should begin handing out elements to deacons. Deacons should immediately leave for their positions once they get their 2 trays.
Deacon Budget Request Preparation:

The annual budget request is an important responsibility of the Deacon Chairman and Executive Team. It is based on the zero based budget concept meaning justification is required each year to hold a particular event or participate in an activity. Just because a history with deacon participation exists with a particular event or activity does not automatically justify it being continued and/or budgeted. Each event or activity is to be objectively analyzed and a determination made as to whether or not it benefits the Church and should receive current or future funding consideration.

2014 Approved Deacon Budget is found in Appendix 4 of the Operations Manual.

Deacon Training Programs:

Deacon training is presented annually during the January meeting for new deacons and as a refresher for all other deacons. A recording of deacon training programs is available for viewing at: http://www.brentwoodbaptist.com/ministries/deacon.html

Deacons receive training in how to conduct hospital visits, grief counseling, baptism support and serving the Lord’s Supper. Specific guidelines for conducting hospital visits are included as Exhibit 9.

Hospital Visitation Guidelines: Exhibit 9

Rationale:

As deacons, we care for the sick by visiting them in the hospitals because of:

The Command of Christ

- Again Jesus said, “Simon son of John, do you truly love me?” He answered, “Yes, Lord you know that I love you. Jesus said, “Take care of my sheep.” John 21:16

- Then the righteous will answer him, “Lord, when did we see you hungry and feed you, or thirsty and give you something to drink? When did we see you a stranger and invite you in? Or needing clothes and clothes you? When did we see you sick or in prison and go to visit you?” The King will reply, “I tell you the truth, whatever you did for one of the least of these brothers of mine, you did for me.” Matthew 25: 37-40.

The Love of Christ

- Praise be to the God and Father of our Lord Jesus Christ, the Father of compassion and the God of all comfort, who comforts us in all our troubles, so that we can comfort those in any trouble with the comfort we ourselves have received from God.

II Corinthians 1:3-4
Before You Go To The Hospital:

- Check deacon e-mail, get latest information about patient from the Congregational Care Office (615-324-6109)
- Use hospital telephone list to call and verify patient is still hospitalized.
- Pray for God’s anointing of your visits
- Know directions or best way to hospital and best parking
- Wear your Deacon Badge and in a visible location
- Take a small Bible with marked verses for comfort (see scripture enclosed on pages 16 and 17)

What To Do On Your Visit And Before Entering Patient’s Room:

- Always stop at Nurses Station to make sure it is okay to visit the patient. This is particularly true if patient is in ICU, CCU, Emergency Room or other restricted areas
- Wash your hands or use the hand sanitizer prior to entering a patient’s room (patients do not need additional germs from you or the outside environment)
- Knock on the door of all rooms before entering and identify yourself (as a Deacon, give your name and that you represent Brentwood Baptist Church, and then ask permission to enter their room).
- Enter and quickly analyze the situation. If patient is sleeping, do not wake them up; leave your deacon card and pray quietly as you leave the room. (wash hands or use hand sanitizer)
- If medical personnel are in the room or come into the room during your visit, offer to go wait in the hall unless you are told it is okay for you to stay in the room.
- Stand or sit where patient can see you, “But Never Sit on Patient’s Bed.”
- Be cheerful and positive, but don’t make light of the patient’s condition or try to crack a joke to make them feel better. Compassion is more helpful than comedy.
- Tell the patient/their family you are checking to see if there is anything you/the Deacons or our Church can do for them.
- Ask patient how they feel, but never asked about their medical condition; it is a private and personal matter. Let the patient volunteer information regarding their health. Never attempt to diagnose the patient’s medical condition or relate it to one of your previous conditions because every medical situation is different.
• Remember the patient is hospitalized for a reason and your visit is not a social call and should be kept short.

• If patient makes a request for assistance in any form, i.e., lunch, snack, a minute out of their room or something from the Church, please give request your immediate attention, call the nurse, or contact Congregational Care. UNDER NO CIRCUMSTANCE SHOULD YOU GIVE FOOD OR DRINK NOT IN THEIR ROOM TO THE PATIENT. Call the Nurse.

• Ask patient’s permission to pray for them when your visit is coming to a close. Also ask how you can pray for them.

• Leave your Deacon Card for the patient and their family

• Send e-mail report documenting your visit and observations about the patient to your Team Leader, team members and Congregational Care. This should be done in a timely manner because others will need your information for their visit.

**Things To Avoid Doing Or Saying:**

• Don’t talk too much or too loud or stay too long (8 to 10 minutes is a typical visit).

• When in doubt of what to say, keep quiet and listen.

• Don’t ask about medical details or their prognosis. If the patient wants to share this information, he or she will.

• Don’t share your own personal or family medical history.

• Don’t be negative.

• Don’t criticize the hospital, doctors, the church, family members, etc. – even if the patient chooses to do so. You can listen and sympathize without agreeing with them.

• Don’t promise that God is going to heal them – it may not be God’s ultimate plan.

**Things To Remember:**

• This is God’s Visit

• Love the patient and family – treat them the way you would want to be treated in this situation

• E-mail a timely completion of your hospital visitation report

• Always wash your hands before and after each patient visitation that you make

**Reception of Traumatic News or Patient At or Near Death:**

If the patient or family members receive this information during a deacon visit, the following steps are required.

• Pray silently for the patient, the family and yourself.
• Do whatever they need – e.g. make a phone call, prayer, etc.

• Call Congregational Care if this occurs during normal working hours; otherwise call the minister on call.

• Stay with the patient/family if they seem to need you, but be sensitive to their need for privacy.

**Scriptures of Hope and Encouragement:**

2 Corinthians 1:3-4
Praise be to the God and Father of our Lord Jesus Christ, the Father of compassion and the God of all comfort, who comforts us in all our troubles, so that we can comfort those in any trouble with the comfort we ourselves have received from God.

2 Corinthians 1:9-11
Indeed, in our hearts we felt the sentence of death, but this happened that we might not rely on ourselves but on God, who raises the dead. He has delivered us from such a deadly peril, and he will deliver us. On him we have set our hope that he will continue to deliver us, as you help us by your prayers. Then many will give thanks on our behalf for the gracious favor granted us in answer to the prayers of many.

2 Corinthians 4:8-10
We are hard pressed on every side, but not crushed; perplexed, but not in despair; persecuted, but not abandoned; struck down, but not destroyed. We always carry around in our body the death of Jesus, so that the life of Jesus may also be revealed in our body.

2 Corinthians 4:16-18
Therefore we do not lose heart. Though outwardly we are wasting away, yet inwardly we are being renewed day by day. For our light and momentary troubles are achieving for us an eternal glory that far outweighs them all. So we fix our eyes not on what is seen, but on what is unseen. For what is seen is temporary; but what is unseen is eternal.

2 Timothy 1:7
For God did not give us a spirit of timidity, but a spirit of power, of love and of self-discipline.

Deuteronomy 31:8
The Lord himself goes before you and will be with you; he will never leave you nor forsake you. Do not be afraid; do not be discouraged.

**Changes of Deacon Status to Inactive:**

After men are ordained as deacons they will forever be in the service of our Lord. If a deacon decides to change his status to inactive, it is helpful for the ministry to know the reason why this decision was made. **Exhibit 10 on page 18** is the BBC Questionnaire which is forwarded to individuals who decide to leave the Deacon Ministry.

**Deacons Returning To Active Service:**

A deacon can return to active service at his request by notifying the Deacon Executive Team of his intent to return. He may elect to return to his last assigned team or elect to serve on a different team. This choice will be the deacon’s decision. Any deacon who leaves the Church and decides later to return must wait until the regular Deacon Ordination service before he can be assigned to serve on a team.
Exit Interview Questionnaire: Exhibit 10

BBC DEACON - Exit Interview Questionnaire - Year: 20__

Name of Deacon: John Doe   Team: 1   Okay to share: Yes __ No __

1. What is your primary reason for leaving?

2. Was a single event responsible for your decision to leave?

3. What was most satisfying about serving as a deacon?

4. What was least satisfying about serving as a deacon?

5. What would you change about the deacon ministry?

6. Did your duties turn out to be as you expected?

7. Did you receive enough training and support to serve effectively?

8. Did you have clear goals and know what was expected of you?

9. What would you improve to make the deacon ministry better at BBC?

10. What was the quality of the direction you received?

11. What could your team leader do to improve his leadership style?

12. Did any policies or procedures (or any other obstacles) make your service more difficult?

13. Would you consider serving as deacon again in the future?

14. How do you generally feel about your specific deacon team, the deacon ministry, and the church?

15. Is there anything the Executive Team could have done to encourage you to stay?
Widow Ministry:

The Congregational Care Coordinator contacts Brentwood Baptist Church widows to determine if they would be interested in participating in the Deacon’s widow ministry program. Widows interested in the program are assigned to one of the Deacon teams for selection by one of the deacons on that team. The deacon and his wife will make arrangements to meet at the Church with the widow. During this initial meeting the widow is asked to provide the following information:

- The date the widow and her deceased spouse were married.
- Date when the widows spouse passed.
- Date of the widow’s birthday.
- Informing widow about the annual banquet and to expect an invitation to attend this event.
- Deacon will mail cards on special days to the widow such as Christmas, Valentine’s Day, Widows anniversary and birthday to let her know she is being thought of and prayed for.

Deacons are not obligated to make repairs, cut lawns or perform any other household chores. These types of needs should be reported to the Congregational Care Coordinator.

To avoid rumors and innuendoes, deacons are discouraged from having one-on-one meetings with their widow. Your spouse, another deacon or one of the ministers should always be present when meetings take place with widows.

Widows Banquet:

The annual banquet is held in June and is symbolic of early deacons providing food and care for widows. Deacons, their wives and widows celebrate this occasion with dinner, a spiritual message and music.

Baptism Support:

Deacon teams scheduled for their “Week of Service” are to provide support for Sunday morning Church service baptisms. The wives of Deacons on the Team are asked to assist female baptismal candidates as deacons on the team should assist male baptismal candidates.

It is important for Team Leaders to schedule deacons and their wives to cover baptisms during their “Week of Service”. The Executive Team Secretary is responsible for the coordination of baptisms and should be informed in advance of Sunday the individuals who will be providing support.

Quarterly baptisms are scheduled approximately every 6 weeks. Deacons and their wives are recruited to support quarterly baptisms and the Executive Team Secretary coordinates and recruits deacons and their wives to support these baptisms.

Spring Hill’s Annual Lake Baptism occurs during the month of August and is supported by their deacons. The Vice Chairman is responsible for coordination and scheduling deacons and their wives to cover this annual baptism ceremony.

Graceworks Annual Food Drive Collection:

The Graceworks Annual Food Bank Collection is held on a Sunday afternoon in August and this program supports Williamson County families in need. It requires a minimum of 72 Deacons working 3 shifts to
provide coverage and support. The Executive Team and Team Leaders have a shared responsibility to recruit deacon support for this program.

†
## Appendix 1

### Deacon Teams 2014

<table>
<thead>
<tr>
<th>Team A</th>
<th>Team B</th>
<th>Team C</th>
<th>Team D</th>
</tr>
</thead>
<tbody>
<tr>
<td>TL - Mike Hathaway</td>
<td>TL - Bob Barry</td>
<td>TL - Scott Holmes</td>
<td>TL - John Taylor</td>
</tr>
<tr>
<td>15. Tolley, Thomas</td>
<td>15. Tatum, Larry</td>
<td>15. Snyder, Brian</td>
<td>15. Stewart, Mike</td>
</tr>
<tr>
<td>17. Wey, Lannie</td>
<td>17. Walton, Jason</td>
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### Team E

<table>
<thead>
<tr>
<th>Team F</th>
<th>Team G</th>
<th>Team H</th>
</tr>
</thead>
<tbody>
<tr>
<td>TL - Jim Keffin</td>
<td>TL - Robbin Wallace</td>
<td>TL - Joyo Coppage</td>
</tr>
<tr>
<td>2. Cumbie, Brit</td>
<td>2. Cathey, Dick</td>
<td>2. Bleakley, Ron</td>
</tr>
<tr>
<td>15. Tinsley, Kirk</td>
<td>15. Waddington, Nick</td>
<td>15. Thomas, David A</td>
</tr>
<tr>
<td>17. Wey, Lannie</td>
<td>17. Walton, Jason</td>
<td>17. Veazey, Ken</td>
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### Team I

<table>
<thead>
<tr>
<th>Team J</th>
<th>Team K</th>
<th>Team L</th>
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<tbody>
<tr>
<td>TL - Tom Brecht</td>
<td>TL - Kevin Dostaler</td>
<td>TL - Nathan Cline</td>
</tr>
<tr>
<td>1. Dobson, Andy</td>
<td>1. Blode, Ron</td>
<td>1. Atkins, Steve</td>
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<tr>
<td>2. Gideon, Marvin</td>
<td>2. Giffin, Kevin</td>
<td>2. Camacho, Ron</td>
</tr>
<tr>
<td>5. Mills, Tim</td>
<td>5. Harris, Kevin</td>
<td>5. Grove, Randy</td>
</tr>
<tr>
<td>15. Wheelor, Jack</td>
<td>15. Stanley, Dave</td>
<td>15. Weakley, Mike</td>
</tr>
<tr>
<td>17. Wey, Lannie</td>
<td>17. Walton, Jason</td>
<td>17. Wilson, Sr. John</td>
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### Team M

<table>
<thead>
<tr>
<th>Station Hill</th>
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<tbody>
<tr>
<td>TL - Chuck Brewer</td>
<td>V. Chairman - Alan Putney</td>
</tr>
<tr>
<td>1. Ford, Don</td>
<td>1. Secretary - Nick Hill</td>
</tr>
<tr>
<td>2. McGee, Forrest</td>
<td>2. Barnes, Wade</td>
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<tr>
<td>5. Ruggero, Michael</td>
<td>5. Brewer, Don</td>
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<tr>
<td>6. Canada, Jason</td>
<td>6. Burke, Mike</td>
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<tr>
<td>7. Dufko, Keith</td>
<td>7. Burke, Mike</td>
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<tr>
<td>10. Gardner, Jeff</td>
<td>10. Glenn, Mike</td>
</tr>
<tr>
<td>11. Headley, John</td>
<td>11. Vail, Ryan</td>
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**February 2014**
Appendix 2

Deacon Team Weekly Service Schedule

*Beginning December 29, 2013
Continuing Through December 28, 2014*

<table>
<thead>
<tr>
<th>Team A</th>
<th>Team B</th>
<th>Team C</th>
<th>Team D</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mike Hathaway</td>
<td>Bob Berry</td>
<td>Scott Holmes</td>
<td>John Taylor</td>
</tr>
<tr>
<td>January 19</td>
<td>January 26</td>
<td>February 2</td>
<td>February 9</td>
</tr>
<tr>
<td>April 13</td>
<td>April 20</td>
<td>April 27</td>
<td>May 4</td>
</tr>
<tr>
<td>July 6</td>
<td>July 13</td>
<td>July 20</td>
<td>July 27</td>
</tr>
<tr>
<td>September 28</td>
<td>October 5</td>
<td>October 12</td>
<td>October 19</td>
</tr>
<tr>
<td>December 21</td>
<td>December 28</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
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<tr>
<th>Team E</th>
<th>Team F</th>
<th>Team G</th>
<th>Team H</th>
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</thead>
<tbody>
<tr>
<td>Jim Keiffer</td>
<td>Robin Wallace</td>
<td>Joey Coppage</td>
<td>Charlie Funk</td>
</tr>
<tr>
<td>February 16</td>
<td>February 23</td>
<td>March 2</td>
<td>March 9</td>
</tr>
<tr>
<td>May 11</td>
<td>May 18</td>
<td>May 25</td>
<td>June 1</td>
</tr>
<tr>
<td>August 3</td>
<td>August 10</td>
<td>August 17</td>
<td>August 24</td>
</tr>
<tr>
<td>October 26</td>
<td>November 2</td>
<td>November 9</td>
<td>November 16</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Team I</th>
<th>Team J</th>
<th>Team K</th>
<th>Team L</th>
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</thead>
<tbody>
<tr>
<td>Tom Brent</td>
<td>Kevin Dowdler</td>
<td>Nathan Cline</td>
<td>Ray Sanduski</td>
</tr>
<tr>
<td>March 16</td>
<td>December 29</td>
<td>January 5</td>
<td>January 12</td>
</tr>
<tr>
<td>June 8</td>
<td>March 23</td>
<td>March 30</td>
<td>April 6</td>
</tr>
<tr>
<td>August 31</td>
<td>June 15</td>
<td>June 22</td>
<td>June 29</td>
</tr>
<tr>
<td>November 23</td>
<td>September 7</td>
<td>September 14</td>
<td>September 21</td>
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<tr>
<td></td>
<td>November 30</td>
<td>December 7</td>
<td>December 14</td>
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</table>

Team M
Chuck Brewer
# Appendix 3

## 2014 Deacon Meeting Schedule

<table>
<thead>
<tr>
<th>Day</th>
<th>Date</th>
<th>Time</th>
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<tr>
<td>Saturday</td>
<td>January 18</td>
<td>7:00 a.m.</td>
</tr>
<tr>
<td>Saturday</td>
<td>February 15</td>
<td>7:00 a.m.</td>
</tr>
<tr>
<td>Saturday</td>
<td>March 15</td>
<td>7:00 a.m.</td>
</tr>
<tr>
<td>Saturday</td>
<td><em>April 5</em></td>
<td>7:00 a.m.</td>
</tr>
<tr>
<td>Saturday</td>
<td>May 17</td>
<td>7:00 a.m.</td>
</tr>
<tr>
<td>Saturday</td>
<td>June 21</td>
<td>7:00 a.m.</td>
</tr>
<tr>
<td>Saturday</td>
<td>July 19</td>
<td>7:00 a.m.</td>
</tr>
<tr>
<td>Saturday</td>
<td>August 16</td>
<td>7:00 a.m.</td>
</tr>
<tr>
<td>Saturday</td>
<td>September 20</td>
<td>7:00 a.m.</td>
</tr>
<tr>
<td>Saturday</td>
<td>October 18</td>
<td>7:00 a.m.</td>
</tr>
<tr>
<td>Saturday</td>
<td>November 15</td>
<td>7:00 a.m.</td>
</tr>
<tr>
<td></td>
<td>December</td>
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# Appendix 4

**Brentwood Baptist Church**  
**Fiscal Year Beginning 1/1/2014**

<table>
<thead>
<tr>
<th>Account #</th>
<th>Description</th>
<th>2014 Budget Annual</th>
<th>2013 Budget Annual</th>
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<td>$3,400.00</td>
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<tr>
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<td>Nominee Luncheon / Deacon Recognition</td>
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<td>$2,000.00</td>
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<tr>
<td>050/50450</td>
<td>Deacon Ordination</td>
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<td>$2,000.00</td>
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<tr>
<td>050/50600</td>
<td>Outreach Events</td>
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<td>$2,700.00</td>
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<td>050/60100</td>
<td>Lord's Supper</td>
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<td>$4,500.00</td>
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<tr>
<td>050/70700</td>
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<td>050/70960</td>
<td>Deacon Bereavement Fund</td>
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**TOTAL DEACON MINISTRY**  
$22,450.00  
$19,600.00