

Been Nominated



to be a
Deacon?

Ten Ways

TO BE A CARING DEACON



Deacons are called to be the hands and feet of Jesus, administering the mercy of Christ to all people. They lead the congregation in faithful stewardship, service, justice, and reconciliation. That's a big job—one that sometimes leads to burnout. These ten tips will help you care for others, as well as for yourself, as you live out this calling and serve your congregation and community.

1 MODEL SERVANT LEADERSHIP

The heart of your calling is twofold: to lead by serving others in your local church and community, and to lead by equipping members of your congregation to serve in the ministry of mercy. Commit yourself to facilitating the spiritual growth of your congregation and community by providing opportunities to serve. You can lead by example while you encourage others to exercise their gifts.

2 IDENTIFY AND USE THE GIFTS GOD HAS GIVEN YOU

Remember that God, who has called you to this office, will supply everything you need to fulfill this call. As you enable others in your church family to serve with you, your gifts will complement theirs, and God's work will be accomplished. To delve more deeply into giftedness, take the gifts surveys available in *Discover Your Gifts and Learn How to Use Them* (Faith Alive, 2008; see also [Discover Your Gifts - free survey](#)) and *Strengthsfinder 2.0* (Gallup Press, 2007). Consider this a long-term calling that is not limited to your term as a deacon.

3 BE ATTENTIVE TO YOUR SPIRITUAL HEALTH

It's easy to become overwhelmed by all the needs around you. Making time for prayer will help you face your ministry with a new sense of wholeness and enthusiasm. Spending time in the Word and meeting with an accountability group should also be part of your regular routine. It's important to be in tune with God as you engage in helping and equipping others in your work as a deacon.

4 GET TO KNOW THE PEOPLE YOU SERVE

Excel at building relationships with people in your church and neighborhood who may be sick or lonely or new to the area. Take advantage of "chance" encounters, and look at them as divine appointments. Stay tuned to times of grief, hospitalization, loneliness, uncertainty, joblessness, accidents, or chronic illnesses as well as times of joy and celebration. Visits, calls, cards, or notes during these special times will deepen your relationships. Encourage your church to wrestle with the question "Who is our parish?"

5 MAINTAIN APPROPRIATE BOUNDARIES

Be aware that it's easy to cross boundaries unintentionally. Maintain the boundary between your life as an officebearer and your personal and family life. Be vigilant about the boundaries of sexuality in your relationships with parishioners, especially those who are vulnerable. And know when to involve others in meeting a need. The surest way to burn out is to try to be all things to all people!

6 LEAD YOUR CHURCH FAMILY IN STEWARDSHIP

Your task is to share with the congregation specific opportunities to be good stewards of their money, time, and resources. This enables people to respond with the gifts God has given them. Continually look for opportunities for people to carry out the call to serve others. Share volunteer opportunities, plan service projects, recruit volunteers, and provide educational opportunities. An essential part of leadership is to be accountable to the vision and mission the church has set by reporting on outcomes consistent with that vision and mission.

7 DISCOVER COMMUNITY NEEDS AND ASSETS

You cannot plan or implement effective community ministry while staying inside the walls of your church. Listen carefully to the people who live around you. Hear their strengths and weaknesses, their dreams and fears. Then you will be able to partner with them to work toward a common vision. Consider participating in training for Asset-Based Community Development (ABCD).

8 PARTNER WITH OTHER MINISTRIES

In addition to helping people who live in your church neighborhood, you also have a responsibility to support other Christian ministries that are working to bring mercy and justice. The causes you support should be determined by such factors as where your church is located, the interests and commitments of your members, and consensus on what God is calling your church to do.

9 TELL STORIES

Bless the members of your congregation by sharing stories of how God is at work through their gifts and their service. (Remember to always ask permission to share someone's story, and never share confidential information.) Encourage people who have received help to share their gratitude with the church family if they wish to.

10 FIND JOY IN YOUR WORK

In your work as a deacon you will likely find challenges galore, but you will also be blessed beyond your wildest dreams. Deacons testify that you will experience deeper relationships, a growing faith, God's kingdom at work, your church acting as an agent of God's kingdom, affirmation of your gifts, and more.

Faith Formation Ministries encourages and equips local CRC ministry leaders in their calling to shape intentional, lifelong faith formation in their context. The [Faith Formation Ministries](#) team and our [regional catalyzers](#) are available to consult with your congregation on any faith formation matter.

Portions of this list are excerpted from the excellent resource *The Deacon's Handbook* by Lori Wiersma and Connie Kuiper VanDyke (Faith Alive, 2009, [FaithAliveResources.org](#))



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Job Description

Deacon

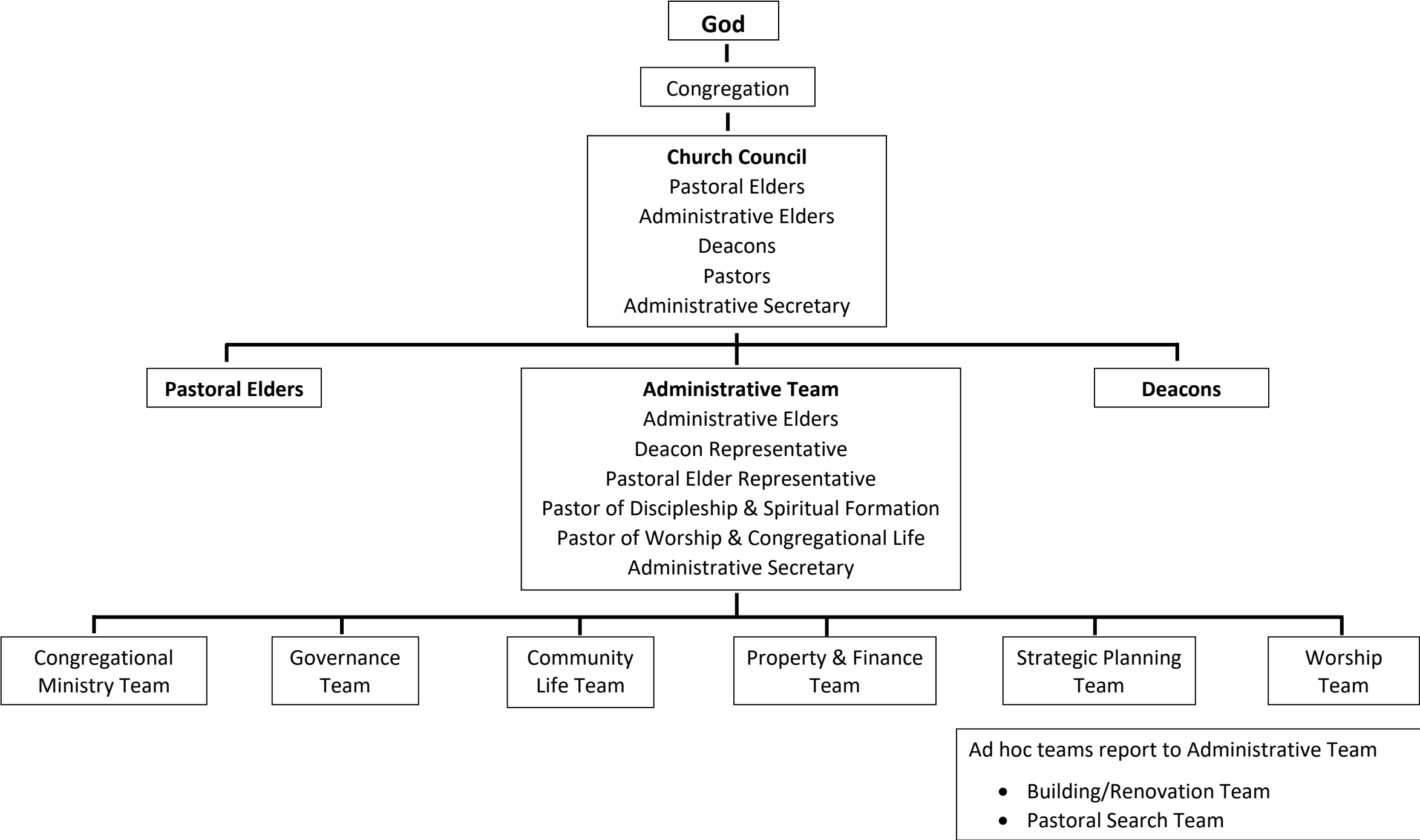
All church officers (elders and deacons) represent Christ, the Lord, in the corporate life of His people. The office of deacon is designed to administer Christian mercy toward those who are in need, first of all toward those of the household of faith, but also toward the needy in general. In fulfilling this office, they shall diligently collect, administer and distribute monies and other gifts, and shall serve the distressed with counsel and assistance. They shall enable the needy under their care to make us of Christian institutions of mercy.

Job Description:

Specifically, the Deacons shall:

1. In order to fulfill their call the Deacons shall meet once a month or more often is necessary to:
 - a. Review correspondence.
 - b. Prepare the offering schedule.
 - c. To keep the Congregation informed about upcoming regular collections.
 - d. Discuss any issues regarding request for financial assistance.
2. Deacons shall elect a Chair, Vice Chair, Secretary, and Treasurer.
 - a. The Chair calls and chairs the meetings, sets up the agenda, and presents the annual report at the congregational meeting.
 - b. The Secretary records the minutes of the meeting, which serves as a monthly report for Council.
 - c. The Chair provides a report at all Full Council meetings.
 - d. One of the deacons is responsible for reviewing correspondence.
 - e. One of the deacons is to be a voting member of the Administrative Team.
 - f. The Vice-Chair will take on the duty of Chair or Secretary in the case that one of them is absent.
3. Deacons will provide prayer for and gathering the offering at the worship services.
4. Deacons are to attend Full Council meetings and notify the Chair of Full Council or the Administrative Secretary in advance of such meeting if unable to attend.
5. The Deacons should discuss with the family of those members struggling with illnesses, widows and widowers to see if there are any needs with which the deacons can assist.
6. The Deacons should seek to be knowledgeable about and keep a file of Christian Institutions of mercy and community programs.
7. They should seek mutual understandings with other agencies in their community which are caring for the needy, so that the gifts may be distributed properly.
8. They shall confer and cooperate with Diaconates of neighbouring churches when this is desirable for the proper performance of their task.
9. They should also seek to attend conferences/workshops related to their calling as deacons.
10. Attend Classis meetings quarterly – one delegate to each meeting

Church Organizational Chart





Full Council Meeting Guidelines

1. Full Council meetings are usually held in January, May, June, September, and November.
2. Meetings start at 7:30 pm.
3. The Chair and/or the Vice Chair chairs meetings. In their absence the Vice-all will chair the meeting.
4. The presence of 50% plus 1 of the Full Council members constitute a quorum.
5. The Chair prepares the agenda. A standard agenda is provided in the Agenda & Templates section of this handbook. Any member of Council wishing to add to the agenda must notify the Chair no later than 6:00 p.m. of the Thursday preceding the meeting, preferably in writing. Matters other than those on the agenda will be dealt with only in case of emergency.
6. In order to expedite the proceedings, all reports, minutes and motions must be submitted in writing via email, in time to be distributed electronically, with the agenda 1 week prior to the meeting.
7. Meetings are opened with devotions.
8. Pastoral Elders, Administrative Elders and Deacons must familiarize themselves with the Clinton CRC Council Handbook.
9. Materials given for home study should be returned at the next meeting for discussion.
10. Administrative Elders and Deacons assigned to various teams are to report on the activities of the team if there are any questions related to the minutes of the teams.
11. Business of the meeting will be closed with prayer.
12. Minutes of the meeting are prepared by the Administrative Secretary, and distributed with the next meeting package, and approved at the next meeting of Full Council.
13. Members must notify the Chair if unable to attend meeting two hours prior to meeting.