



First Baptist Church
K E L L E R

Deacon Ministry Handbook

...Just as the Son of Man did not come to be served, but to serve....

Matthew 20:28

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Role of Deacons

First Baptist Church of Keller

Role of Deacons

The deacons shall function as servants in the Church in accordance with the meaning of the word and the practice of the New Testament. Their purpose is to serve the Lord by conducting the caring ministry of the Church including being alert to the spiritual needs of the Church, visiting the sick, serving the Lord's Supper, and assisting with the work of benevolence. They are to heighten the spiritual tone in the Church by example and word.

Their service should facilitate the spread of the gospel and promote unity within the Church.

The major tasks of our deacons are:

1. To preserve the unity of the fellowship - deacons are to be zealous to guard the unity of the Spirit in peace, being responsible for overseeing steps of correction, discipline, and restoration in the Church;
2. To minister to the needs of the Church family; and
3. To support and assist the pastor and staff as needed to allow them to concentrate on prayer, ministering to the lost and equipping the Saints.

Service of Deacons

Deacons are elected and ordained by the Church for life.

Our Church believes in continuous service of deacons, unless extenuating circumstances prevail, at which time a deacon may declare himself to be inactive for a defined period of time. Such discussion should be held with the Pastor and the Deacon Chairman.

Deacons are expected to attend regular deacons' meetings and actively participate in the deacon ministries.

The FBC Keller Deacon Body has established Ministry Teams focused on specific areas of deacon ministry. The team structure enables deacons to match their gifts to specific service areas while ensuring that the service needs are being met. The Ministry Teams are established as follows:

- Hospital Visitation
- Widows

- Physical Services
- Lord's Supper Ordinance
- Baptism Ordinance
- Sunday Prayer
- New Member Candidate Visitation
- Deacon-led Prayer

As the original deacons were called to minister to the widows within their church body, we believe ministering to our widows to be a primary responsibility of our deacons. The FBCK Widows ministry is a vital ministry to widows within our church body that have reached the age of 60 years old. It is expected that each of our serving deacons will actively minister to at least one widow.

Deacon Qualifications

Qualifications of Deacons

The word “deacon” comes from the Greek word “diakonos” which means *servant*. (Acts 6:1-7; I Tim. 3:8-13)

The core qualifications for deacons are described in various Scriptures including Acts 6:1-7; 1 Timothy 3:8-13; Galatians 5:22-26; James 3:17; Hebrews 10:25; Romans 14:13; 1 Thessalonians 5:7-8; and Matthew 5:32.

These qualifications are enumerated in the following 21 statements:

1. A deacon must be a man whose life is controlled by the Holy Spirit. (Acts 6:3) And the proof of that Spirit-filled life is evident by the fruits of the Spirit. (Gal. 5:22-26)
2. A deacon must be a man of good report, both inside the church and out in the world. (Acts. 6:3)
3. “Let the deacon be the husband of one wife.” This is interpreted by our church to mean that the man has never been divorced. (I Tim. 3:12 and Matthew 5:32)
4. A deacon must be a man of wisdom. (Acts 6:3; James 3:17)
5. A deacon must be a man who is concerned and interested in the whole church, and a faithful supporter of all its programs. (Acts 6:3; Hebrews 10:25)
6. A deacon must be a man worthy of respect. (I Tim. 3:8)
7. A deacon must be a man whose talk and speech does not ruin his witness for the Lord. This includes gossip as well as using God’s name in vain. (I Tim. 3:8)
8. A deacon must be a man who does not use alcoholic beverages in any way or promote the sale of or use any mind-altering drug without a prescription. (I Tim. 3:8; Romans 14:13; I Thes. 5:7,8)
9. A deacon must not be greedy for money. (I Tim. 3:8) He must be a man who believes and practices tithing. (Mal. 3:10)
10. A deacon must possess the evidence of a man of faith. (I Tim. 3:9)
11. A deacon should be tried by time and approved in this church before ordination. This

means that he should be an active member before his nomination/ordination at least for one year. (I Tim. 3:10)

12. A deacon's life must be above reproach - blameless. (I Tim. 3:10)
13. A deacon's wife must be worthy of respect. (I Tim. 3:11)
14. A deacon's wife must surrender her right to participate in any form of gossip. (I Tim. 3:11)
15. A deacon's wife must be Christ-controlled like her husband. (I Tim. 3:11)
16. A deacon's wife must be faithful to the whole church program. (I Tim. 3:11; Hebrews 10:25)
17. A deacon must lead his children religiously and manage them well. (I Tim. 3:12)
18. A deacon is a promoter of church harmony and he surrenders his right to participate in any church division. (Acts 6:1-7)
19. A deacon and his work and his ministry are to witness for the Lord, build the church, and assist the pastor. (Acts. 6:7)
20. A deacon must faithfully attend the Deacon's Meetings, and never bring reproach upon the church or the ministry of the Lord. (I Timothy 3:13)
21. A deacon must free the pastor for the ministry of the Word. (Acts. 6:4) A deacon and his wife should be of the same faith.

Deacon Weekly Ministries

There are 2 ministries deacons have the opportunity to participate in each week:

- New Member Candidate Visitation
- Deacon-led Prayer

Each Monday morning, as a reminder, an email is sent to those deacons that have signed-up for one of these ministries.

(Details/responsibilities regarding these ministries are on the following pages.)

... Whatever you do, work at it with all your heart, as working for the Lord, not for men...

Colossians 3:23

New Member Candidate Visitation Process

Per our church's decision as it relates to the multi-tiered approach to outreach/visitation, the deacons have the responsibility to visit in the home of New Member Candidates (this is most often done via in home, prescheduled visits). **All deacons are encouraged to visit New Member Candidates. The New Member Visitation Ministry Team (see the Ministry Teams page on the Deacons website) schedules two deacons per week to perform these visits.**

New Member Candidate Visitation procedure:

1. Early each week an email from the Administration staff (see sample email below) will be sent to the assigned deacons for that week containing the contact information for the new member candidates and how they will be joining our church... (e.g., Baptism, By Letter, Statement etc.).
2. During that week make every effort to contact the candidates by phone (preferred) or email to schedule a time for you to visit in their home (**do not** go to their homes without setting up an appointment first). It is best if both deacons can visit but if that is not possible one can do the visit (consider taking your wife).
3. **If the candidate is a child**, you do not need to visit but rather make a welcome call to their parents to congratulate them, give them the Children's New Christian Class schedule (this is located in the Deacon's basket at church – see #5 below for location of the basket). Also mention that they will be getting an email soon from the Children's Ministry with this information.
4. After the visit is scheduled pick up from the **Deacon Basket** at the church a New Member Orientation classes schedule and a Realm enrollment card. These are in the folder marked "New Member Candidates" (please leave the folder in the basket). The basket is located at the north entry alcove to the Family Life Center.
5. The primary purpose of the Deacon visit is to welcome them as New Member Candidates and provide them a copy of the latest Lifeline and the New Member Orientation classes schedule and to provide answers to any of their questions. During your conversation with the candidates please ask the following questions:
 1. For both husband and wife (when both are present), ask about their previous involvement in church activities. We want to make sure we plug them in to

where they can best use their spiritual gifts. Ask if the husband is an ordained deacon, note this and encourage him to continue in that ministry at some point at FBC Keller.

2. For females that are joining on their own, find out if they are a widow (if they are widowed, tell them a little bit about our Widows Ministry and that upon completion of membership a deacon will be assigned to them).
6. After the visit, please send a brief Visit Report via email to the **Deacon Officers**. Include how the visit went, answers to the 2 questions and any other info you think might be helpful to the Pastor & Staff (see sample email below).

Sample emails:

Email from the Administration staff

From: Amie Thoms

Sent: Tuesday, January 28, 2020 3:20 PM

To: zamerika@verizon.net; Lou Srencik <loujanetsrencik@hotmail.com>

Subject: New Member Visitation Ministry - Deacon Assignment - Week of 1/26/2020 - Zane Harper & Lou Srencik

Hello Zane Harper & Lou Srencik!

I am reminding you both that you are assigned this week for New Member Visitation for any new members that joined this past Sunday.

Thank you both for volunteering your time to be a part of the New Member Visitation Team! As Deacons, it is our responsibility to visit in the home of New Member Candidates and by doing so, this helps further build relationship and connections, plus makes them feel welcome.

We had several join this past Sunday! Attached is their information and please read important notes below.

The next step is for the both of you to coordinate together and then to contact the New Member Candidate and setup a time to meet face to face and hand-deliver a new Member Candidate packet which Amie will place in a blue folder in our Deacon basket on the 1st floor.



Please refer to the New Member Candidate Visitation Process in the Deacon's Handbook (starting on page 7) on our website (www.fbckdeacons.com on the Resources page) for details on how to make the visitation. Lastly, part of the process is to reply to all with a quick report of the visit.

If you have questions or are not available to make your visit, please let me know.

Thank you,

Have a blessed week,

Amie

Visit Report email

From: Randy and Floydean Richmond <randyfloydeanrichmond@verizon.net>

To: tompsoning@verizon.net; Lou Srencik <loujanetsrncik@hotmail.com>;
matt@americansys.com

Sent: Tue, Jun 18, 2019 10:00 pm

Subject: New Member Visitation

Buddy Brown and I visited with new member candidates Ron and Carla Shields yesterday evening in their home in Euless, Texas. They are coming to our church from First Baptist Grapevine, Texas having served there for several years and also had membership years ago at the First Baptist Church in Euless. As a point of interest, they remember Lawrence Duhon as a child and teenager at First Baptist Euless and they also knew Lawrence's mother and father. They have visited our church several times and are friends with several members already in our church and they are quite certain they have found them a church home at First Baptist Keller. They have just visited one Sunday School class so far but indicated that they would like to visit several more. Buddy and I both invited them to visit our departments and also made them aware of several others that they might want to visit. They indicated that they would probably be in one of them next Sunday. We inquired if either of them has ever taught or served in a Sunday School capacity and Ron indicated that he had served as a departmental director at First Baptist Euless and said he was also ordained as a deacon at First Baptist Euless. We invited him to attend a deacon meeting at our church and he said he would probably do that very soon but was not sure if he would want to join the deacon body at this time.

The Shield's attended the new member's class on June 16th.

Randy Richmond

Deacon-led Prayer

Leading the Deacon-led prayer is an opportunity for the Deacons to participate in the Worship Service and for the Deacon Body to be more visible to the Church Congregation.

It is our goal to have deacons leading the Deacon-led Prayer in all services each Sunday. Deacons volunteer to lead Deacon-led Prayer by contacting the Deacon-led Prayer Ministry team leader.

During the week you are scheduled to give the Deacon-led prayer you will receive an email from the Associate Pastor - Worship & Creative Arts (see sample email below) containing instructions for Sunday. Please move to the front of the sanctuary at the scheduled time in the service and be ready to move to the pulpit.

***If you cannot be there to pray at your scheduled time, please contact the Deacon-led Prayer Ministry team leader.**

Sample Email:

On Mar 20, 2021 6:02 PM, Matt Perkinson <mperkinson@fbckeller.org> wrote:

Good evening, Gents!

Thank you for being willing to lead us in prayer this coming Sunday. You will find the Order of Service attached and a paper copy will be available to you in the large conference room across from the Sanctuary (Room 135) on Sunday morning.

Please position yourself at one of the front pews during the song, “**O Great God**” or earlier so that you can come up to the pulpit once the song is finished. Having you in position lets me know you are ready to pray.

ATTN: You will be praying right before our pastor comes to deliver God’s Word As you lead us in prayer, please ask that the Lord would 1) illumine our minds and hearts so that we would understand apply His Word by the power of the Spirit, through Christ, for His glory and our good, 2) secondly, that He would strengthen and bless our pastor with boldness as he proclaims God’s Word.

Thank you for taking time to think and prepare to lead our people in prayer this Sunday. If you want to take notes up to the pulpit as a prompt, there is nothing wrong with that and it’s certainly not less spiritual. I do it often to avoid rambling. HA!



I am grateful for you, brothers and I look forward to seeing you Sunday!

****Please confirm that you have received this email.**

In Christ,

Matt Perkinson

Associate Pastor - Worship & Creative Arts

First Baptist Church Keller

(817) 431-2545 ext. 142

Deacon Ministry Teams

- *Hospital Visitation*
- *Widows*
- *Physical Services*
- *Lord's Supper Ordinance*
- *Baptism Ordinance*
- *Sunday Prayer*
- *New Member Candidate Visitation*
- *Deacon-led Prayer*

...Whatever you do work at it with all your heart, as working for the Lord, not for men.

Colossians 3:17

Ministry Team: Hospital Visitation

Team Description: This team is responsible for visiting church members that are in area NE Tarrant County hospitals and/or Rehab facilities. Whether day surgery or long-term hospital care is required, the deacons serving on this team will be involved in stopping by NE Tarrant County area hospitals and/or Rehab facilities as led by the Holy Spirit in order to pray with both those in the hospital as well as other family members and friends. In addition, the team will make known to the staff any medical updates uncovered as a result of these visits. Finally, this team may find out about opportunities for assisting the family during the recovery process and will pass along that information to individuals (such as the Physical Services team) that can be scheduled to help.

Time Commitment: Hospital Visitation times vary greatly per month due to the number of people hospitalized. Historical averages from known hospitalizations are 3-5 per week for our church members and their immediate families. Depending on the duration of those stays, the commuting distance, and the coordination with the involvement of the staff (who are also very active in visitation at hospitals), the time per month varies between 5-15 hours.

Team Size: 4 to 6 members would ensure good coverage and minimize time to complete tasks on a monthly basis.

Ministry Team: Widows

Team Description: This team is responsible for assisting with the needs of the widows. This includes assignment of new widows to a deacon and informing the Deacon Body during monthly meetings about Widows' needs. In addition, this role notifies the Physical Services team of areas of assistance uncovered where a widow has a need.

Time Commitment: Expected time to complete these activities is usually about 1-2 hours per week but can vary depending on the needs of the widows.

Team Size: All Deacons.

Ministry Team: Physical Services

Team Description: This team is responsible for assisting both the widows and church body members requiring assistance with physical repairs/maintenance on their homes and vehicles. Typical duties include basic home maintenance/repairs (such as electrical, plumbing, carpentry, painting, lawn mowing/trimming). Additionally, the team may assist with minor vehicle repairs and maintenance (such as replacing wiper blades or checking fluids).

At a minimum, team members will assess the need and provide advice/guidance if the repair requires a professional. Team members do not need to be experienced repairmen, just need to have an interest in home maintenance & repairs and a willing attitude to assist.

Time Commitment: Members should expect about 3 to 6 hours per quarter. Occasionally, a larger project, requiring several days to complete is planned.

Team Size: 8 to 12 members would provide good coverage and a variety of skills and experience necessary to complete tasks as they arise.

Ministry Team: Lord's Supper Ordinance

Team Description: This team is responsible for planning, set-up and oversight of the Lord's Supper services. Activities include soliciting deacons to be servers, assigning deacons to server positions, building server maps, and communicating plans to the deacon body. Additionally, the team sets up the elements prior to the services, cleans/stores utensils following the services and provides oversight to ensure everything is carried out and the congregation is served in a reverent and orderly manner.

Time Commitment: We celebrate the Lord's Supper Ordinance quarterly in both Sunday morning worship services and also serve in special services like Good Friday and Christmas. (Typically, 6 services per year.) Set up usually occurs on the Saturday afternoon prior the service and generally take 1 to 2 hours depending on how many team members can assist. Clean-up typically takes about an hour following the final morning worship service.

Setup Team Size: 8 to 10 members would ensure good coverage and minimize time to complete tasks.

Lord's Supper Service Team: All deacons.

Ministry Team: Baptism Ordinance

Team Description: This team is responsible for assistance with the Baptism ordinance. Activities include meeting the candidates and their families approximately 20 minutes prior to the service where they will be baptized, assisting the candidates in finding the right size of robe, helping the minister and families by providing towels after the ordinance, and cleaning the wet floor after all parties depart the baptistry area.

Time Commitment: We celebrate the Ordinance of Baptism about 75% of all Sunday mornings, usually during either the 8:30 or 11:00 a.m. service (sometimes both). The commitment is usually one Sunday morning per month, lasting about 25 minutes in total.

Team Size: 5 to 7 members would ensure good coverage and minimize time to complete tasks on a monthly basis. Note that sometimes a Deacon's wife is sometimes called upon to assist when there are female baptismal candidates.

Ministry Team: Sunday Prayer

Team Description: This team is responsible for praying with our pastor approximately 10 minutes prior to each of our 2 morning services. This takes place in Room 137 and is a special “quiet time” to pray for both the pastor and the upcoming services.

Time Commitment: Team members should expect about 1 hour per month.

Team Size: 10 to 15 members would ensure good coverage on a monthly basis.

Ministry Team: New Member Candidate Visitation

Team Description: This team is responsible for conducting new church member visits. Team members will visit each week. Many of our new members have been visiting for months and are already plugged into activities, so having a deacon visit further builds relationships and connections.

Time Commitment: Team members should expect about 1 hour per month.

Team Size: All deacons are encouraged to join this team.



Ministry Team: Deacon-led Prayer

Team Description: This team is responsible for coordinating the deacons who will be offering the Deacon-led prayer in each of the Sunday services (8:30 and 11:00). The team leader will coordinate with the Associate Pastor of Worship to ensure that deacons are available for each service offertory prayer.

Team Size: All deacons are encouraged to join this team.

Deacons Website

Deacon brother,

The Deacon Officers developed this section of the handbook to assist you in utilizing the Deacons Website. It is our mission and purpose to make it easy for all our deacons to communicate with each other. The Deacons Website is the vehicle we will be using to accomplish this.

The purpose of this section is to help you get familiar with the Deacons Website and be able to utilize it to stay in touch with everything that is happening in our Deacons ministry here at First Baptist Keller.

The Deacon Officers are here to help you. If you have any questions or need help with anything related to Deacons Website, please feel free to contact any of the officers below:

Guy Simpson	(817) 480-9779	guysigoo@gmail.com
Jim Sabey	(469) 993-4959	sabey21@msn.com
Dan Tranthum	(479) 459-0719	dan@anchor-industrial.com

How to Log in to the Deacons Website:

1. From your Internet browser (Internet Explorer, Firefox, Chrome, etc.) enter the following in the address bar at the top of the page:

fbckdeacons.com

2. Press the Enter key
3. Enter your Deacon password (**servant**) in the **Password** box and then click the **Go** box

Content available on the Deacons Website:

- Contact List – a list of contact information for each deacon
- Ministry Teams – descriptions of each of the Deacon Ministry teams, their Leader, and team members
- Deacon Meeting and Lord’s Supper Schedule
- Minutes from the Deacon meetings
- Resources:
 - The Deacon Handbook
 - The church Constitution & Bylaws
 - A recording of the last Deacons meeting
 - Deacons Widows Ministry training presentation
 - Information on the Widows Banquet
- Frequently Asked Questions (FAQ)

Deacon Widows Ministry Handbook

Widow Ministry

Guidelines, suggestions and expectations
for deacons involved in a

Deacon – Widow Ministry

.... Give proper recognition to those widows who are really in need. But if a widow has children or grandchildren, these should learn first of all to put their religion into practice by caring for their own family and so repaying their parents and grandparents, for this is pleasing to God.

1 Timothy 5:3-4

Scriptural definition of a widow:

1 Timothy 5:9-10 (NASB)

A widow is to 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.

Scripture Basis for the Deacon

Widow Ministry – the initial purpose of the deacons

Acts 6:1-6 (NASB)

Now at this time while the disciples were increasing *in number*, a complaint arose on the part of the Hellenistic *Jews* against the *native* Hebrews, because their **widows** were being overlooked in the daily serving *of food*. So the twelve summoned the congregation of the disciples and said, "It is not desirable for us to neglect the word of God in order to serve tables. Therefore, brethren, select from among you seven men of good reputation, full of the Spirit and of wisdom, whom we may put in charge of this task. But we will devote ourselves to prayer and to the ministry of the word." The statement found approval with the whole congregation; and they chose Stephen, a man full of faith and of the Holy Spirit, and Philip, Prochorus, Nicanor, Timon, Parmenas and Nicolas, a proselyte from Antioch. And these they brought before the apostles; and after praying, they laid their hands on them.

Widow ministry – one of the signs of pure religion

James 1:27 (NASB)

Pure and undefiled religion in the sight of *our* God and Father is this: to visit orphans and widows in their distress, *and* to keep oneself unstained by the world.

Widow ministry – commanded for the church

1 Timothy 5:3 (NASB)

Honor widows who are widows indeed;

From these verses we see that ministry to **widows** was the initial purpose of the deacons, is a sign of pure (true) religion, and is commanded (expected) of the church. Therefore, FBC Keller has a Deacon – Widow Ministry.

Widow Categories

Widows fall into different situations or categories that imply different ministry needs. It is the responsibility of the Deacon Widows ministry leadership and the assigned deacon to determine which category each widows fall into. The widow categories are defined based on the amount of care and assistance that may be required.

1. **Widows living with their families**
2. **Widows living in their own homes with family close by**
3. **Widows living in their own homes with no family close by**
4. **Widows living in nursing homes and/or extended-care facilities**
5. **Widows living in memory care facilities**

Widows living with their families

These widows in general have most needs met by their families. For example, yard care and home maintenance is the responsibility of the host family. Widows living with their families may need transportation from time to time, especially if the host husband/wife both work, to doctor appointments and drug stores. These widows will appreciate cards, phone calls, and visits during the hours when the host husband/wife are working.

Widows living in their own homes with family close by

Widows, who live in their own homes, but with family close by, may or may not need more care. If the family close by is attentive to and helpful to the widow, she may have most needs met. The assigned deacon will need to determine how much care is needed, based on how close by and helpful the family is. The deacon should get to know the widow's family if possible, to let them know of his availability for help, and to assess any needs the widow and family may have. Even with family close by and helpful, these widows appreciate cards, calls and visits. If the family is close by but not as helpful as necessary, the deacon may need to assist, as noted in the next category.

Widows living in their own homes with no family close by

This category of widow may require the most assistance. Deacons assigned to a widow in this category should understand the additional time commitment necessary. These widows may need assistance with home and lawn maintenance, financial advice, possible transportation assistance, and other needs. After storms and bad weather, the deacon should follow up to

make sure the widow and her home are okay. The deacon should not feel he is obligated to perform all the required home, lawn, and auto maintenance, although some deacons may be able to do so. For these widows, it may be appropriate to enlist the help of other FBC Keller member groups, such as a Sunday School department or the Deacon Physical Services team to maintain the lawn during summer months. With no family close by, frequent communication and visiting with these widows is often critical to make sure they are okay. The deacon should learn if the widow has family in other cities/locations, and reach out to them to let them know of his availability for help. The deacon should understand the critical nature of his responsibility to a widow with no family close by as he may be one of their primary lifelines in an emergency.

Widows living in nursing homes and/or extended-care facilities

FBC Keller has several widows in some form of extended-care facilities, ranging from apartments to nursing homes. These widows will have little or no maintenance issues but will be greatly appreciative of the following ministry services:

1. Visits and/or phone call. The hours in a small room are long, even with planned activities. The widows wish for a visit and/or someone to talk with. If your wife is able and willing, she might enjoy a visit with her, also.
2. Transportation. From time-to-time, the widows will need someone to transport them to doctors' visits, drug stores, etc. Usually these visits are planned far in advance and can be easily scheduled.
3. Meals away. The food at the lodging facility may be good, but quickly can become routine. These widows would enjoy a lunch away at a restaurant, cafeteria, or even your home.

Widows living in memory care facilities

FBC Keller has several widows in memory care facilities. Because of the restrictions of visitors in these facilities and the nature of this illness contact with widows in this category will be through their families. This contact should be once a quarter.

Expectations for the Deacon

The most important thing a deacon can do for his widow is to "show interest" said Mrs. Pearl Miller, who was one of our most faithful and active widows, but who has now gone to be with the Lord. The widow wants to know that her deacon cares about her.

For widows in categories 1, 2, and 4, which are:

- Widows living with their families
- Widows living in their own homes with family close by
- Widows living in nursing homes and/or extended-care facilities

the following are expectations for the deacon to minister to his assigned widow:

Monthly: Phone contact

1. Check for needs & express interest
2. And/OR Card contact – express concerns

Quarterly: Personal visit to widow's home

1. Check for needs
2. Express interest
3. OPTIONAL: Invite out, if health permits

Yearly:

1. Invite and take to Deacon/Widow's Banquet
2. Offer to take her on a "special" outing, such as a Church function, if health permits
3. Meal at your home or restaurant, if health permits

Special Occasions:

Send cards on special occasions, such as

- Birthday
- Christmas
- Valentine's Day
- Mother's Day

For widows in category 3 (with no family close by) the need for regular weekly or possibly even bi-weekly contact may be needed depending on the widow's personal situation and health.

Widows falling into this category must be faithfully looked after since they may have no other resource close by for help.

For widows in category 5 (living in memory care facilities) the following are expectations for the deacon to minister to his assigned widow:

Quarterly: Contact the widow's family

1. Check for needs where FBC Keller may be able assist
2. Contact the Widow's Ministry team leader if family assistance is needed

Resources for the Deacon

Deacon Buddies

One concern the deacon might have is how to care for his assigned widow if he is out of town for a time. A good suggestion is to partner with a fellow deacon in the widows ministry. Share



with your deacon buddy the name of your widow, her contact information, and what your widow's needs are. That way, if the deacon is traveling or for any reason unable to care for his widow, the deacon buddy can step in to help. Rather than be assigned, deacons can arrange deacon buddies on your own, and then inform the widow's ministry leadership of your deacon buddy.

Deacon Services Ministry

If your widow has spiritual needs beyond your ability, you may contact the FBC Keller Minister to Senior Adults for assistance.



Lord's Supper Ordinance

First Baptist Church Keller

Lord's Supper Preparation & Serving Process

*.... And he took bread, gave thanks and broke it, and gave it to them saying,
"This is my body given for you; do this I remembrance of me."*

Luke 22:19

First Baptist Church Keller
Lord's Supper Preparation & Serving Process
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Staff Contacts

Custodian Staff Hotline: 817-287-1003

Scott Knox - Church Business Administrator

David Meyers – Maintenance & Bldg. Supv

Staff Room: Room 147

NOTIFICATIONS / SIGN-UP REQUESTS / SERVER MAPS

Schedule for sending notifications/correspondence:

- 20 Days Prior (Monday) Send Initial Notice email requesting servers

To: deacons@fbckeller.org

CC: [Pastor](#) and Ministers

Pastor's assistant

dmeyers@fbckeller.org (Bldg Maint.)

sknox@fbckeller.org (Food Svcs)

- 11 Days Prior (Wednesday) Send Email to Pastor/Assistant to get Minister assignments

Send Reminder Email requesting servers/providing update

Follow-up with Scott Knox, if he has not sent you a status of the Lord's Supper supplies.

- 4 Days Prior (Wednesday) Send Final Email with Maps (Include CC's)

Print 5 copies of each map

Schedule Saturday afternoon set-up time and inform those helping via email.

Identify Lord's Supper Ministry team members that will be assisting and assign someone to oversee Balcony servers and 2 to serve Nursery workers.

- Week Following Send Thank-you to Deacons for serving



Initial Notice Email (Template)

To: deacons@fbckdeacons.com, sknox@fbckeller.org,
dmeyers@fbckeller.org, mperkinson@fbckeller.org

The FBC Keller Church Lords Supper Ordinance Team invites your participation in serving the Lord's Supper in our Worship Center in both morning services on Sunday, **January 21st**. Please reply by **January 19** so we can get completed serving location maps to you prior to the services.

You may respond to this e-mail, call, or text me at [817-602-9409](tel:817-602-9409) with your ability to serve. If you text please include your name in the text. We expect that attendance for these services will be high, so please make every effort to assist. As usual, we will need many of you to assist us in multiple services.

If you can serve in both services but would like to attend your Sunday School class, please indicate you can serve "if needed" but prefer to attend Sunday School that hour. I will only schedule you to serve if we do not have enough coverage that hour. If you have a preference on where you want to serve (balcony, downstairs only etc.) please indicate that in your response as well.

Here are the service opportunities:

- 8:30AM Service
- 11:00AM Service
- **Saturday Afternoon January 20 at 3:00** for preparation and setup
- Sunday Morning Setup, Refresh between services and Cleanup

I look forward to hearing from you – thanks again for your service! Give me a call at [817-602-9409](tel:817-602-9409) if you have any questions.

Dennis Lang

On Behalf of

FBC Keller Church Lords Supper Ordinance Team

Reminder/Update Email (Template)

As a reminder we will be serving the Lord's Supper in both morning services on Sunday, January 21. Here's how we stand so far...

- For the 8:30 service we are 2 short.
- For the 11:00 service we are 8 short.

Below are the responses received to date. **Please review to ensure that I entered your information correctly.** (I have tried to accommodate your requests, let me know if you have any changes.)

8:30 Service: (We need 24 total)

1. Ricky Baker
2. Tom Pessing
3. Neil Yingling
4. Carroll Pruitt
5. Keith Arnett
6. Richard Harris
7. Danny Reynolds
8. Jim Block
9. Russ Adams
10. Bob Kiker
11. Keith Buchwald
12. Danny Nolen
13. Ken Gardner
14. Zane Harper
15. Larry Clark
16. Gary Cousins
17. Gary Floyd
18. Mack Zimmerman
19. Tracy Sanford
20. Lance Wyatt
21. Darren Pyfer
22. GH Cain
- 23.
- 24.

Alternates:

Don Johnston

Ministers serving at 8:30 are:

K.Sanders

T Richmond

L Duhon

11:00 Service: (We need 24 total)

1. Ricky Baker
2. Kreg Bryant
3. Rob Robidou
4. Keith Arnett
5. Richard Harris
6. Jim Block
7. Bob Kiker
8. Keith Buchwald
9. Jim Flick
10. Zane Harper
11. Larry Clark
12. Scotty Mullins
13. Tracy Sanford
14. Lance Wyatt
15. Jon Taylor
16. Don Johnston
- 17.
- 18.
- 19.
- 20.
- 21.
- 22.
- 23.
- 24.

Alternates:

Allen King

Gary Cousins

Ministers serving at 11:00 are:

K.Sanders

T Richmond

L Duhon



If you have not signed up just respond to this e-mail or call me at 817-296-7398. If you are willing to serve in both services, but would like to attend your Sunday School class, please indicate you can serve "if needed" but prefer to attend Sunday School that hour. I will only schedule you to serve if we do not have enough coverage that hour.

Additionally, if you can assist with preparation on Saturday afternoon, Sunday morning setup, between service refreshes or cleanup, let me know.

I will be sending out Server maps with assigned server positions on 1/19.

I look forward to hearing from you – thanks again for your service! Contact me with any questions.

Final Email with Maps (Template)

I have attached the serving maps. We are fully staffed for both services.

Please open the attachment named "Who's Serving" first to quickly find out what services you are assigned without having to search through the maps. After you determine which services you are assigned to, please review and print the Server Map attachment(s) you will need. We will have copies of the serving maps available for each service.

Serving Ministers: (8:30AM-Sanders, Eaton) (11AM-Sanders, Wright, Duhon, Young)

Following are some things to note:

1. If you have a change in plans and cannot serve or have a question, please call or text me at **817-602-9409**.
2. Please dress in a jacket and tie, as this has become the tradition in our services when we serve the Lord's Supper.
3. Please check-in before the service with me, so we can confirm you are there. (We also need alternates to check in and let us know you are available.)
4. For those serving in multiple services, **you will have the same server position for each service.**
6. Feel free to sit with your family during the service. To minimize noise, we encourage balcony servers to sit in balcony.
7. At the invitation time, main floor servers move to the center back of the Sanctuary so we can line up accordingly. Balcony servers move to rear near your serving table.
8. The Pastor will instruct us when to proceed to our places of service and we will follow his lead to serve the bread and cup respectively.



After the service:

1. We will need to make sure we pick up the used cups for disposal, so please return to the section you served to ensure this is completed.
2. Two men from each serving table will need to help in resetting the trays and tablecloths so we can quickly be prepared for the next service.

For those that can assist with preparation on **Saturday we will be meeting at 3:00** at the check-in room across from the auditorium.

Thank you for your willingness to serve.

Please call me at 817-602-9409 (Cell) if you have any questions or concerns.

Dennis Lang

(On Behalf of the Church Lords Supper Ordinance Team)

<http://www.fbckdeacons.com> (password is: servant)



Thank-You Email (Template)

Thank you to everyone for a wonderful day of celebration of the Lord's Supper this past Sunday. It was a great day.

Special thanks to the folks that helped with the set-up and clean-up.

Set-up: Ed McKay, Richard Keenan, Tom Pessing, Sandy Embry.

Clean-up: Ed McKay, Richard Keenan, Tom Pessing, Sandy Embry, Kreg, Tanner & Kayli Bryant, Russ Adams,

Doug, Robin, Allison, and Will Harrison.

With all the good help, we were able to get things buttoned up in about an hour.

XXXXX

Lord's Supper Supplies

Ensure we have enough supplies to adequately serve both worship services. Minimums are established as follows:

Cups: 40 cups/tray X 37 initial trays = 1480 cups required for initial set-up

Additional 300 required for refresh = $1480 + 300 = 1780$ cups → 1800 cups

1800 cups /50 per sleeve = 36 sleeves

1800 cups @ 1000 per box = 1.8 boxes

Bread: Takes appx 7 boxes X 500 pieces/box = 3500 for initial set-up

(Figures appx 100 to 120 pieces per tray)

Assume refresh requires another box ($7 + 1 = 8$ boxes total)

Juice: Takes 6 containers (64 oz) for initial set-up

Refresh takes another container ($6 + 1 = 7$ containers total)

Minimums:

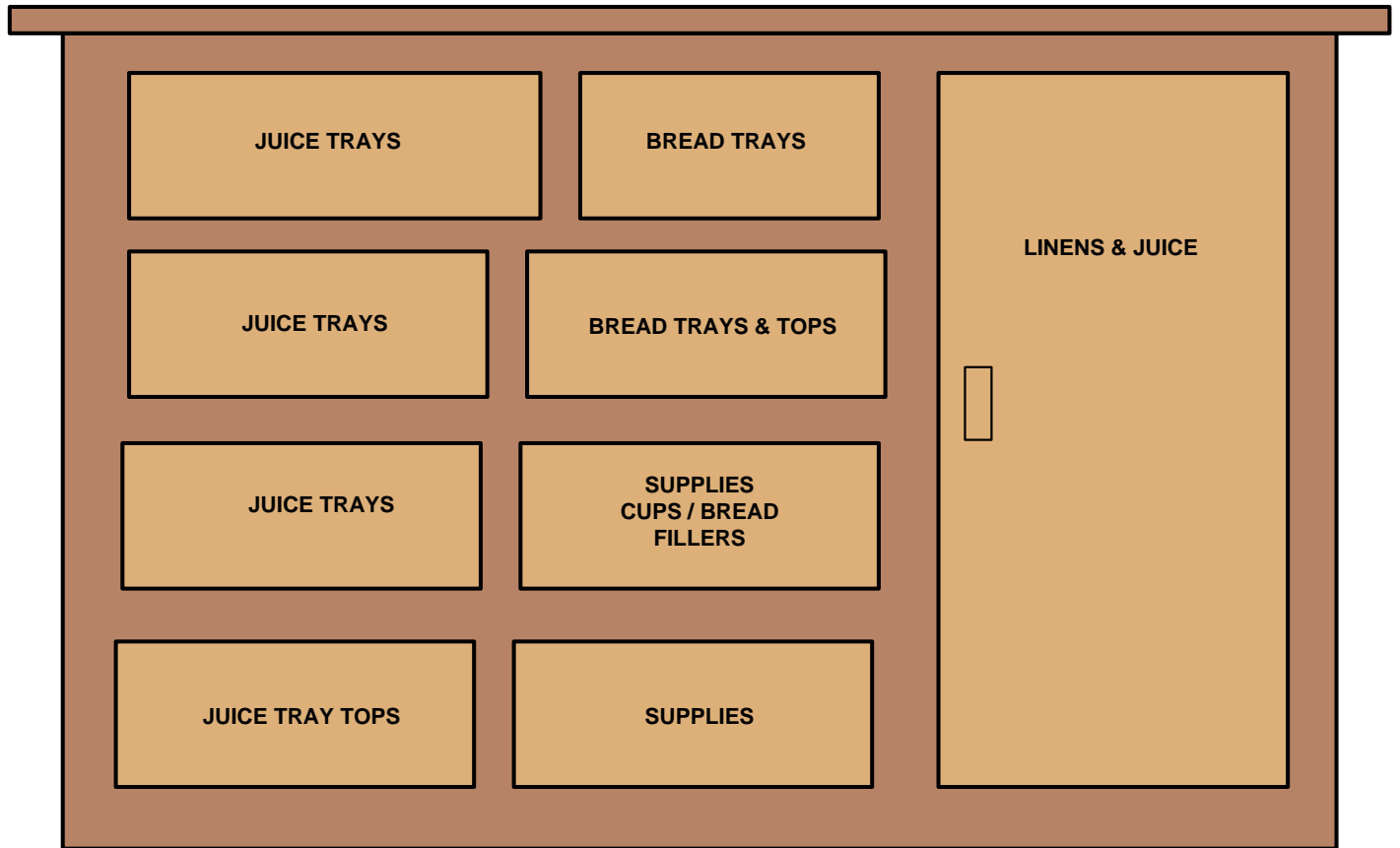
Cups: 3 Boxes (1000 cups/box)

Bread: 9 Boxes (500 pieces/box)

Juice: 8 Containers (64 oz)



LORD'S SUPPER SUPPLY CABINET



SETUP

(PRIOR TO SUNDAY MORNING...Usually Saturday Afternoon)

- 1) Make sure all tables are in place (there are 5 – the main one front and center, 1 on each side at the rear of the lower floor, and 1 on each side of sound booth in the balcony)
- 2) Tablecloths are marked “A” for Top & “B” for Bottom and numbered as follows:
 - Main Floor Front Table = #1
 - Main Floor Rear Tables = #2 & 3
 - Balcony Tables = #4 & 5 (Linens are not marked)

Place the lower, “B” tablecloth on each table, centering the cloth.

- 3) Fill **(37) juice trays** as follows. Use the “double stack” method. Fill each hole with an empty cup. Fill each cup with 1 cracker. Then add a second cup to cover the cracker. Then fill the top cup half full of juice. In addition, make 400 stacks of cups with the cracker and juice and line them up on the counter. This allows us to quickly reload trays between services.

Place on tables as follows:

Main Floor – Front Table	2 stacks of 4 trays on the center third of the table (8 Trays)
Main Floor – Rear Tables	1 stack of 4 trays in the center third of each table (4 Trays)
Balcony – Rear Tables	2 stacks of 3 trays on the center third of each table (12 Trays)
Nursery Workers Servers	1 Tray (fully loaded) will be used to serve the Nursery Workers & serve as a spare if needed during service. (1 Tray)
Extra Trays kept in prep room	8 Trays to be used for resetting the front table for 8:30 service (8 Trays)



First Baptist Church
K E L L E R

- 4) Double check each tray to ensure it is filled and gently place the "A" Tablecloths over each of the 5 tables, taking care to prevent any spills.

- 5) Have the serving maps ready to give to deacons in the Deacon Preparation Room.

8:30AM SERVICE

- 1) Arrive at 8:00 to be ready to check deacons in as they enter the 8:30AM service.
- 2) Remember to check off all services for deacons serving in multiple services. Request assistance from other Ministry Team deacons to help spot everyone. The Deacon officers can also assist in scanning the sanctuary or identifying deacons.
- 3) At 8:20 if there are “no-shows” alert alternates that they need to assemble at rear with servers.
- 4) During the offertory, deacons should begin assembling in rear of the Sanctuary. Line up the front table deacons per the serving map. Deacons assigned to the Rear tables should assemble around the respective tables.
- 5) Check to ensure that deacons have assembled at the Main Floor & Balcony rear tables. Have team member check the Balcony tables.
- 6) Fill “no-show” slots with alternates.
- 7) After deacons are in place, move the serving cart into the rear center of the Sanctuary and take a position in front of the center pillar so the Pastor, and Deacon Officers can easily see you. If there is a problem or a special need, they can signal to you to assist. An extra bread tray and juice tray will be on the cart. It may be necessary for you to assist if folks are seated in folding chairs along the rear walls. Ask the Rear Table ministers to assist with the split aisles in rear of church.
- 8) After service ends, request deacons to assist in preparing for the 11:00AM service.

11:00AM SERVICE

- 1) As soon as possible after 8:30AM service, take the cart to the front serving table (via organ side aisle), and replace the 8 juice trays with the new ones. The used trays will be taken to prep room and filled cups will be used to replenish Rear and Balcony table juice trays.

- 2) Check the bread trays to see if they need refill, (should not need refilling). Shake to ensure bread is evenly distributed and remove any noticeable broken pieces. Re-stack neatly.

- 3) Replace top cloth.

- 4) Return to prep room with cart. The ministers should have delivered the Rear Main Floor and Balcony serving table juice trays from the 8:30AM service to the staging room. Refresh the juice trays as required, ensuring all slots are filled.

- 5) Return the trays as follows:

Main Floor – Rear Tables	1 stack of 4 trays in the center third of each table (8 Trays)
Balcony – Rear Tables	2 stacks of 3 trays on the center third of each table (12 Trays)

- 6) Check the bread trays to see if they need refill. Shake to ensure bread is evenly distributed and remove any noticeable broken pieces. Re-stack neatly.

- 7) Replace top cloths.

- 8) Refresh the Nursery Workers juice & bread trays.

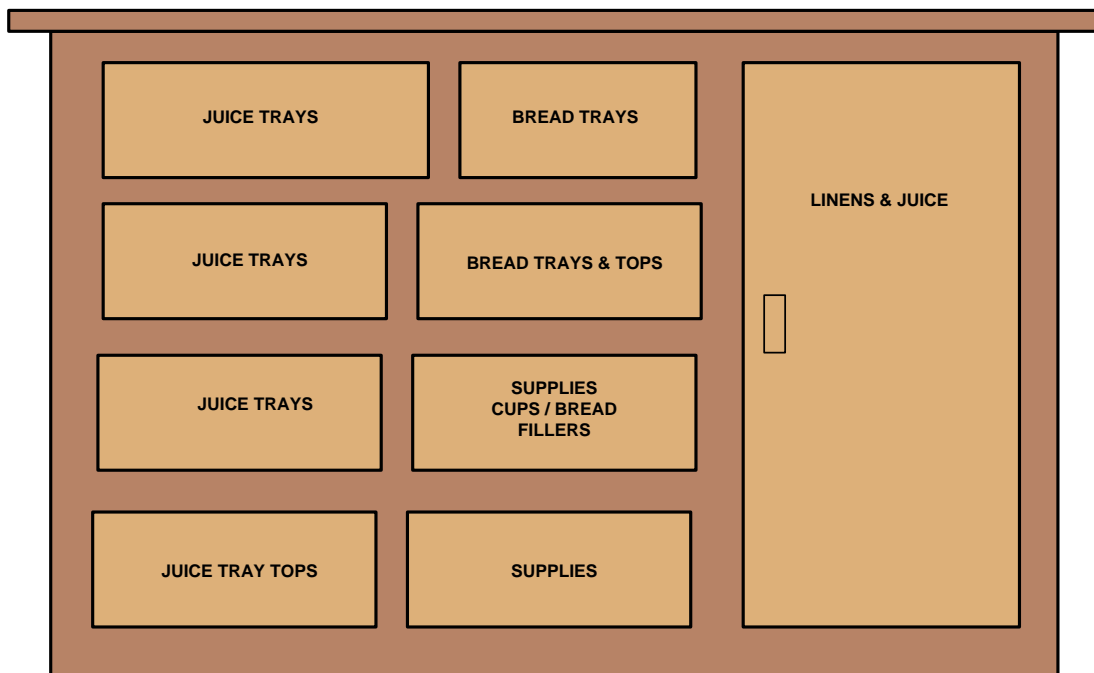
- 9) At 10:40 “check in” deacons on the master server map listing, to ensure all positions are covered. Request assistance from other deacons to help spot everyone. The Deacon officers can also assist in scanning the sanctuary or identifying deacons.

- 10) At 10:50 if there are “no-shows” alert alternates that they need to assemble at rear with servers.
- 11) At 11:30AM move to the back of the Worship Center (outside the main doors in the foyer). Take the rolling cart with you with the extra juice & bread trays.
- 12) During the offertory, deacons should begin assembling in rear of the Sanctuary. Line up the front table deacons per the serving map. Deacons assigned to the Rear and Balcony tables should assemble around the respective tables
- 13) Check to ensure that deacons have assembled at the Main Floor & Balcony rear tables.
- 14) Fill “no-show” slots with alternates.
- 15) After deacons are in place, move the serving cart into the rear center of the Sanctuary and take a position in front of the center pillar so the Pastor, and Deacon Officers can easily see you. If there is a problem or a special need, they can signal to you to assist. An extra bread tray and juice tray will be on the cart. It may be necessary for you to assist If folks are seated in folding chairs along the rear walls.

CLEAN-UP

- 1) Juice trays and toppers need to be washed and dried before storing. This can best be done using the kitchen facilities. Load the cart with the trays and transport to the kitchen. This may take a couple of trips. Take care when stacking the trays...the max you can stack without problems is about 6. Dump the unused juice cups and crackers in the trash and begin washing the trays. (We do not reuse the remaining crackers). (Note: YOU CANNOT USE THE DISHWASHER – IT WILL RUIN THEM).
- 2) After the serving trays are washed and dried return them to the storage unit, in the prep room. Repack the serving trays into the drawers as follows:

LORD'S SUPPER SUPPLY CABINET



- 3) Rinse and dry the juice fillers and return to cabinet.
- 4) After completing this cleanup, go into the worship center to pick up the serving linens. Carefully fold these and place into the storage unit, as Anne Hobbs will check to see if they need to be sent to the laundry.
- 5) Clean the prep room by wiping down the counter with the rags. Dump any remaining open juice. Place sealed juice and cracker containers in cabinet.

Baptism Ordinance

Deacon Support Guide

.... There is one body and one Spirit just as you were called to one hope when you were called, one Lord, one faith, one Baptism, one God and Father of all, who is over all, and through all, and in all.

Ephesians 4: 4-6

FBC Keller Baptism Ordinance Procedure

First, meet at the appointed time with the Minister and the family you are assisting. This will usually be about 20 minutes prior to the service, and often in Room 137. Once the Minister gives final instructions to the family and then has a moment to pray with them, you will then escort the candidate and the family members to the baptistry area.

Next, here are the instructions for the Ordinance:

1. Move the candidate(s) to either the organ or piano side.....if only 1, they always go to the piano side. If the candidate is female, they always go to the piano side as well. The ministers will always be on the organ side
2. The robes for the candidate(s) are in the middle area hanging on the Elfa shelf.....pick one for the candidate(s) that breaks just below the knee
3. Stay in the middle area while both the candidate(s) and the minister dress (the doors close)....if parents assist the candidate(s), they will stay with them, of course
4. Rob (or another sound booth team member) will have the microphone on the Organ side of the baptistry at about :15 before the service that morning in one of the chairs– no need to turn it on/off, as he is controlling completely from the sound booth
5. Once the minister has the waders on, please clip the microphone in the middle of the top portion of the backside of the waders.....basically, right on the spine (**see photos below**)
6. The minister can then put on the robe. He can then zip it fully, but be sure and not use the very top “clip” on the robe at all (meaning, the top portion of the neckline is not closed) – (**see photos below**)
7. Place the microphone over the heart area of the chest, clip it to one of the folds for on the robe, and make sure it is fully secured it to the robe (**see photos below**)
8. Finally, ensure the wire from the base unit to the microphone itself is hidden under the robe (across the minister’s top portion of the collarbone and shoulder – tucked in loosely so as the minister moves, there will be no “tightness” he feels)
9. Rob will come to the baptistry about 10 minutes before the scheduled start time of the baptism to make sure the microphone is on the lapel of the pastor’s robe properly as well as the base unit is properly anchored to the waders between the shoulder blades.....as a

refresher, proper placement points of both the base unit and microphone are **shown in the photos below.**

10. After all are dressed, the minister will give final instructions to the candidate(s) and will direct him/her to the baptismal area at the proper time. Make sure the candidate has a cloth to cover their nose during the ordinance with them.....these are found on the lowest Elfa shelf
11. After the baptism, have 2 towels ready per person.....once the candidate comes out of the water and climbs the stairs completely, place one towel around the candidate's shoulders and hand one to the candidate to place upon his/her hair...the minister also receives 2 towels (you just hand them one upon exiting the baptistry – the other will be hanging where they change.....you should place it there in advance of the ordinance)
12. The candidate(s) will then enter their dressing area and close the door.....have the candidate(s) place all wet items (towels, baptismal robe) in the laundry basket...you stay in the middle area with the doors closed waiting for the candidate(s) to complete their changing process
13. The minister will hang his waders and robe and will place his wet towel in the laundry basket on his side
14. When the baptismal process is complete and the pastor that is doing the baptism takes off the microphone and the robe, please make sure microphone/base unit is placed on the table located near the door to the baptistry. **As a reminder, do not turn off the unit nor touch any of the buttons** – it can cause Rob major headaches with having to reset the microphone if we somehow press buttons or try to power down the unit.....recall he handles the volume and all other controls from the master control panel at the back of the balcony.
15. Once the candidate(s) and the minister both depart, use a towel to wipe the floor of excess water in both the piano and organ side
16. Place your wet towel in the laundry basket, turn off all lights, and depart

Note: if the Candidate needs to use a hair dryer, direct them to the bathrooms across from the sanctuary in the foyer to do so, as the sound of one in the baptistry area is overwhelming.

Contact me with any questions.

Kreg M. Bryant

Proverbs 4:23



First Baptist Church
KELLER



Deacon Nomination & Selection Process

- *New Deacons*
- *Deacons Ordained by Other Churches*
- *Deacon Officers*

...Deacons likewise are to be men worthy of respect, sincere, not indulging in much wine and not pursuing dishonest gain. They must keep hold of the deep truths of the faith with a clear conscience. They must first be tested; and then if there is nothing against them, let them serve as Deacons.

1 Timothy 3:8-10

Selection of Deacons

New Deacons

When the need for additional Deacons is identified by the Pastor and the Deacon Officers, church members will be asked to nominate Deacon candidates from the church membership. This nomination process will be explained during the Sunday morning worship services and Deacon qualifications will be made available to church members. Deacon nominations will be accepted for a one-month period. All the nominated candidates will be contacted by the Deacon Officers to determine if they wish to proceed with the Deacon nomination process.

After agreeing to proceed, the Deacon nominee will be expected to:

- Along with his wife, be interviewed by the Pastor, Deacon officers, and the two past Deacon chairmen to review the qualifications of deacons and how our deacon body operates and serves our Church family.

Those nominees that will continue in the process after the interview are required to:

- Attend the five required sessions, for deacon training and orientation by our Pastor or his designee.
- Attend regular deacons' meetings for at least six months as an apprenticeship and time of prayer and observation, at the end of which the candidate, the Pastor, and the deacon officers will determine if the nominee proceeds with ordination which means appearing before an ordaining council for questioning and then being presented to the Church in a more formal manner.

After the above processes have been completed and after serving an apprenticeship of at least six months with the deacon body, qualified nominees' names will be presented to the Church. Approved nominees will proceed with ordination before the Church. Names of deacons previously ordained by other churches of like faith and order will be provided to the Church for approval to join the active deacon body.

Men Ordained by other Churches

FBC Keller believes in the continuous service of deacons, that is, we do not have a defined group of active deacons, while other deacons within the church are considered inactive. All FBC Keller membership men that are ordained deacons from a church of "like faith and order" are invited to actively serve in the deacon body. The process for men ordained in other churches becoming a FBC Keller deacon member is described below.

1. Upon joining FBC Keller, information about the family or individual is gathered, including whether the new member has been ordained as a deacon. When it is determined that a new member is a deacon, the contact information is sent to the FBC Keller Deacon Chairman.
2. The Chairman of Deacons or his designee will contact the new member to ascertain his interest in serving at FBC Keller, review the process and invite him to attend deacon meetings. If there is no interest in serving, the process ceases.
3. A packet detailing FBC Keller's Deacon qualifications, roles, responsibilities, and expectations will be sent to those men interested in serving. The packet will include information that will aid the candidate in determining if he is coming from a church of "like faith & order" and include a questionnaire to be filled out by the candidate and returned to the Chairman, (attached).
4. After the questionnaire is returned, the Chairman will invite the candidate and his wife to attend a meeting with the Pastor, Deacon Officers and the two past Deacon Chairmen. The purpose of this meeting is to:
 - a. Interview each candidate/wife to hear their testimonies and services experiences from previous churches.
 - b. Clearly explain FBC Keller Deacon qualifications, roles, responsibilities and expectations.
 - c. Determine if the candidate(s) meet the qualifications and are coming from a church of "like faith & order".
 - d. Select candidates to recommend to the full deacon body and the Church.
5. Prior to recommendation to the full deacon body, each candidate will be expected to:
 - a. Be a member of FBC Keller for six months.
 - b. Along with his wife, become involved in faithful service to the Church.
 - c. Attend regular Deacons Meetings for at least six months.
 - d. Actively engage in Deacon Ministry Team service opportunities, including assisting deacons in the Widows Ministry. (Deacon candidates will not be asked to serve the Lord's Supper, be assigned a widow, or serve on any Deacon Ministry team until all requirements are met and the candidate voted on and approved by the Church.)
6. Upon successful completion of the preceding steps, the deacon body will recommend that the Church vote to approve the candidate as a member of the FBC Keller Deacon Body.

**First Baptist Church of Keller
Previously Ordained Deacon Candidate Information/Response**

Name: _____

1. I have reviewed the deacon membership materials and desire to serve as a member of the FBCK Deacon body.

Yes _____ No _____ Need Additional Info _____

2. Church transferring from: _____

3. Past Deacon Service Info:

Where were you ordained? Church Name: _____

When were you ordained? Date: _____

Deacon Chair/Lead: Name: _____ Tel No: _____

Pastor: Name: _____ Tel No: _____

Have you held leadership positions (Church and/or Business)?

What church service areas do you believe you are gifted to support?

4. I have reviewed, understand and believe I meet the FBCK qualifications for deacons as outlined in the 21 statements.

Yes _____ No _____ Need Further Clarification _____

5. I believe I was ordained in a church of "like faith & order".

Yes _____ No _____ Not Sure _____

6. I understand that as a FBCK deacon candidate I am expected to regularly attend meetings for 6 months prior to being fully eligible.
Yes _____ No _____

7. I understand that as a FBCK deacon candidate I must be a Church member for 1 year prior to being fully eligible.
Yes _____ No _____

8. I understand that as a FBCK deacon I am expected to actively participate in the Widows Ministry and other Ministry Team opportunities as the Holy Spirit leads.
Yes _____ No _____

9. I have reviewed the process for deacons ordained by other churches to become a FBCK deacon and understand the steps, including the interview with me and my wife with the Pastor, Deacon Officers and former Deacon Chairs.
Yes _____ No _____

Please return this questionnaire to the Deacon Chairman via email or to the church office.

FBC Keller Deacon Officers - Selection

The selection of FBC Keller deacon officers will be accomplished through a Deacon Officer Selection Committee. This committee shall be a “Standing Committee” within the deacon body and will be composed of the following members:

- Current Chairman of Deacons
- All past Chairmen of Deacons
- Senior Pastor

The Committee shall be made up of no less than 5 members. In the event that the above committee positions do not result in at least 5 members, additional deacons (that have not necessarily served as Deacon Chairman) shall be added to the committee to ensure at least 5 members on the committee. In the event that a past Deacon Chairman is nominated for any officer position, he shall recuse himself from the committee. If his recusal results in less than 5 members sitting on the committee, he shall be replaced by another deacon (that has not necessarily served as Deacon Chairman) chosen by a majority of the committee.

The decision to have current and past Chairmen to serve on this committee is based on the following:

1. *Current and former deacon chairmen understand the requirements of the job and the time, talent and commitment necessary to accomplish the task.*
2. *Current and former deacon chairmen have a basic understanding of church issues which may be of a confidential and sensitive nature and which could impact the selection of deacon officers.*

Each time the need arises to fill a deacon officer vacancy, the Deacon Chairman will explain the need to the Deacon Body, review the Deacon Officer Selection Process and ask the deacon body to submit nominations of deacons to serve in the vacant position. Members of the Deacon Officer Selection Committee may also make nominations to fill the vacancy. Any deacon is eligible for nomination unless disqualified pursuant to the terms herein. Should it become necessary to replace a deacon officer mid-term, the Deacon Chairman will inform the deacon body and activate the Deacon Officer Selection Process through the Deacon Officer Selection Committee.

A deacon may not serve as Deacon Chairman for consecutive terms; however, if the deacon becomes Deacon Chairman by filling a vacancy, he may then serve a successive full term, if so

elected, immediately after the expiration of the vacated term. Former Deacon Chairmen are eligible to serve in any of the deacon officer positions.

The Deacon Officer Selection Committee will collect and review the nominations, and after prayer and seeking God's leadership, will select a primary and an alternate candidate to fill the deacon office vacancy(ies).

The Deacon Officer Selection Committee will contact the primary candidate(s) and alternate(s) to inform them of their selection. The Committee members will explain the duties, term of service and the time and commitment requirements of serving in the office, and the candidates will be asked if they are willing to serve.

Once the deacon officer candidate(s) accepts the nomination(s), the results of the Deacon Officer Selection Committee will be presented to the deacon body for a vote of affirmation and support.

FBC Keller Deacon Officers – Selection Timeline

August:

- Deacon Officer Selection Committee process is reviewed at the August Deacons meeting
- Deacon Officer Selection Committee is formed
- Deacons are asked to submit nominations for the Deacon Officers

September:

- The Selection Committee continues to receive nominations from the deacon body

October:

- Deacon Officer Selection Committee meets to review the candidates selected to fill the deacon officer positions

November:

- Deacon Officer candidates are contacted and asked to pray about accepting Deacon Officer positions
- After prayer by the candidates and the committee, the Deacon Officers are finalized
- New Deacon Officers are presented for approval/vote at the November deacons meeting

December:

- New Deacon Officers are announced at the Widow's Christmas banquet

January:

- Deacon Officers begin serving

FBC Keller Deacon Officers

Terms of Service & Responsibilities

Chairman

The Deacon Chairman's term of service is two years which provides a level of continuity and stability to the office.

The Chairman is responsible for oversight of the deacon body, his primary duties include:

- Frequent communication with the Senior Pastor to be aware of church issues, needs and events.
- Overseeing Vice Chairman of Records and Vice-Chairman of Ministry Teams activities.
- Planning and scheduling monthly meetings, retreats, ordinations and special events.
- Effective communication with the deacon body.
- Deacon Budget preparation and tracking
- Deacon Benevolence Funds administration.

Vice Chairman – Ministry Teams

The VC - Ministry Teams term of service is limited to one year, but the Deacon Officer Selection Committee has the option, (at the end of the years' service), to ask the Vice-Chairmen to extend for another year of service. The request to extend can be made up to 5 times for a maximum length of continuous service of 6 years.

The VC-Ministry Teams is responsible for oversight of the Ministry Teams, his duties include:

- Monitoring of Ministry Teams to ensure they are viable and actively serving as structured.
- Seeking and selecting Ministry Team leaders.
- Effective communication with Team leaders.
- Monthly Ministry Team activity updates.
- Recruiting deacons to serve on Ministry Teams.
- Administration of weekly ministries, (scheduling, sign-ups and notifications).

Vice Chairman – Records

The VC-Records term of service is limited to one year, but the Deacon Officer Selection Committee has the option, (at the end of the years' service), to ask the Vice-Chairmen to extend for another year of service. The request to extend can be made up to 5 times for a maximum length of continuous service of 6 years.



The VC - Records is responsible for the development and maintenance of all deacon records, his duties include:

- Creation and posting of the monthly Deacon meeting minutes.
- Updating & maintaining all deacon records...including contact lists, widows list, attendance records.
- Maintain the Gmail Deacon Distribution list and coordinate with Deacon Website support.



First Baptist Church
K E L L E R

Deacon Expense Budget & Benevolence Funds

... But just as you excel in everything in faith, in speech, in knowledge, in complete earnestness, and in your love for us, see that you also excel in this grace of giving...

2 Corinthians 8:7

FBC Keller Deacon Expense Budget & Benevolence Funds

Expense Budget

The Deacon expense budget is developed and submitted each year as a part of the FBC Keller budget preparation process. The budget is based on the fiscal year and runs July thru June.

Deacon's Benevolence & Widows Benevolence Funds

The deacons have oversight of 2 benevolence funds. The Deacon's Benevolence Fund is available to church members and non-church members in need. The Widow's Benevolence Fund is solely used for the support of FBC Keller widows.

The Pastor and/or his designee review each request and provide assistance if they deem the request to be appropriate. If the amount is above \$500, the Pastor will contact the Deacon Chairman to get concurrence and approval. Examples of assistance include paying a medical bill, utility bill or repair bill, rent or providing a gift card. Every person requesting assistance from outside the church is presented the gospel of Jesus and path to salvation.

As a deacon, if you learn of a need, contact the Pastor or the Deacon Chairman.

The Benevolence funds are primarily funded by FBC Keller member designated offerings. If funds become low the deacons will be asked to contribute, usually during one of the monthly meetings.