

## **VI. The Board of Deacons First Presbyterian Church Petaluma**



**A Position Description**

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**The Ministry of Visitation**

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***More...***

## **Deacons – A Position Description from the Book of Order**

### **The Ministry and Gifts of Deacons (G-6.0401)**

The office of deacon as set forth in Scripture is one of **sympathy, witness, and service** after the example of Jesus Christ. Persons of spiritual character, honest repute, of exemplary lives, brotherly and sisterly love, warm sympathies, and sound judgment should be chosen for this office.

### **Responsibilities of Deacons (G-6.0402)**

It is the duty of deacons...

- First of all, to minister to those who are in need,
- To minister to the sick,
- To minister to the friendless,
- To minister to any who may be in distress within the community of faith.
- To minister to any who may be in distress beyond the community of faith.
- They shall assume such other duties as may be delegated to them from time to time by the session, such as leading the people in worship through prayers of intercession, reading the Scriptures, presenting the gifts of the people, and assisting with the Lord's Supper.

### **Qualifications (of all Officers - Book of Order, G-6.0106)**

a. To those called to exercise special functions in the church —deacons, elders, and ministers of the Word and Sacrament—God gives suitable gifts for their various duties. In addition to possessing the necessary gifts and abilities, natural and acquired, those who undertake particular ministries should be persons of strong faith, dedicated discipleship, and love of Jesus Christ as Savior and Lord. Their manner of life should be a demonstration of the Christian gospel in the church and in the world. They must have the approval of God's people and the concurring judgment of a governing body of the church.

b. Those who are called to office in the church are to lead a life in obedience to Scripture and in conformity to the historic confessional standards of the church. Among these standards is the requirement to live either in fidelity within the covenant of marriage between a man and a woman (W-4.9001), or chastity in singleness. Persons refusing to repent of any self-acknowledged practice which the confessions call sin shall not be ordained and/or installed as deacons, elders, or ministers of the Word and Sacrament.

## **Deacon Assignments**

### **First Presbyterian Church of Petaluma**

**Moderator** - leads the monthly meetings and coordinates Deacon activities. Attends the monthly Session meeting, presents minutes and responds to issues and questions for Session. Reports to the Board of Deacons on Session actions.

**Vice Moderator & Secretary** - Fills in for the moderator in the event of absence. Maintains minutes of Deacon meetings and provide copies for presentation to Session.

**Parish Coordinator, Parishes** - Maintains the Parish assignments for members in conjunction with the Membership Commission.

**Treasurer** - Maintains the Deacon accounts, providing monthly reconciliation of receipts and expenses.

**Parish Coordinator, Kitchen** - Maintains coffee hour supplies and paper products, and general upkeep to the kitchen.

**Convalescent Hospital Visits** - Responsible for the monthly mini-service we provide the 4th Sunday of each month at the Petaluma Rehab Center on B Street. Coordinates musician and others to implement each visit.

**Support Services:** Coordinates meals, rides, housekeeping, babysitting, companionship, etc., as needed for church members and friends of the church.

**Shut-in Communion and/or Visitation on the first Sunday of each month** - Schedule visits with those unable to make it to church. Will also enlist Deacons and Elders (active & former) to form teams of two to make visits.

**Visitation Coordinator:** Will work with the pastor, coordinating visits to the hospital & those at home. Includes meeting with the pastor early each week to decide which people the Visitation Coordinator will call to arrange a visit that week. This person will also coordinate the volunteers who will visit, and when, as well as a list of people willing to visit.

**Social Secretary** - Sends sympathy, get well & congratulatory notes in times of crisis, loss, joy, and celebration, to congregation and friends of the church.

**Communion** - Contacts members to serve communion each month. Prepares & sets up communion under instruction of the pastor; coordinates the communion service and is responsible for clean up of the elements after the service.

**Nominating Committee:** Represents the Deacons on the Church Nominating Committee this year.

**Prayer Chain** - Main contact point for prayer requests received from church members. Maintains the calling tree and will report on the number of prayer requests received each month. This is an intensive job because this person will be on-call for any prayer requests and must "prime" the tree to ensure all calls are started and moved throughout the tree.

## The Ministry of Visitation

*"I no longer call you servants, because a master doesn't confide in his servants. Now you are my friends, since I have told you everything the Father told me." - John 15:15*

Home visitation is an act of friendship. Do you enjoy the serendipitous arrival of a friend? We will drop anything to visit with a friend. A friend's visit is a parable of undeserved grace, an act of love, an unnecessary and lavish show of affection. Whether the mission of the visit is to bring encouragement, to admonish, or to share joy or tragedy, it is the visit of a friend and is therefore enacted grace. - David Hansen

### **Guidelines for Visits**

It is a wonderful act of friendship to visit someone when they are ill or discouraged. But to visit someone in a way that is encouraging and beneficial requires some skill. Think of the Hippocratic Oath: "First, do no harm."

- Be calm and relaxed. It will show and others do the same.
- Bring: a Bible, no more than one other visitor (usually).
- Turn off your cell phone.
- Remember you represent more than yourself. You represent our church and even the Lord. (Matthew 25:40) Let the patient know. "I am \_\_\_\_\_, and I am visiting on behalf of the Deacons of First Presbyterian Church."
- Be sensitive to the needs of the person you're visiting - do they need rest? Or do they need to stay awake and active? Are they in pain or discomfort? Does it hurt to laugh? How are they feeling emotionally? Put yourself in their shoes. That may help, but keep in mind the important issue is how *they* feel in their shoes.
- Regarding death. Be sensitive on this issue, but it may be helpful to talk about it if the patient's condition is terminal. Some important things to know: Does the patient know he/she is dying? Has the patient accepted it? Have family members accepted it?
- Hygiene: Wash your hands just before your visit. How's your breath? Are you well? If not, you serve best by staying away. Call or write a note instead. Your encouraging words won't make up for causing further illness.
- Body language. Smile. Maintain an open position.
- Less is best. A good visit is about 10 minutes. That's plenty of time to hear how they're doing, speak a word of encouragement, read an encouraging verse and pray together. More than 15 minutes is oppressive when someone is very sick.
- Include family members and friends in your conversation and prayer.
- Hospitals are busy places. Allow medical professionals to "interrupt" and take care of their business. Wait for them if necessary. If the patient is busy, leave a card.
- Leave a reminder of your visit - a card with your name and number, a church newsletter or cassette tape. It will help the patient remember you were there. Also family members will know who to call when there's a need.
- Don't sit on their bed. You may cause the patient a lot of discomfort.
- Gentle touch is important. Join hands when praying, or lay your hand on the patient's shoulder.
- It will help to have some understanding of what the patient is suffering from, but avoid getting into the details of the patient's illness. That's best left to doctors and nurses. Con not give medical advice. Stick to what you're there for - to lift the spirits of the patient and convey the love of Christ through your caring.

- Find ways of connecting, but it is usually best to avoid talking about your own experiences with the illness the patient is suffering. (Bad example: "Oh you have cancer? My Aunt Sally had cancer too. She died.") You're there to talk about their experience. Every experience is unique.
- Remember: you're there to talk about the patient. Let them talk if they want. Let them take the lead in the conversation.
- Praying: Don't assume it is okay. Ask, "May I say a prayer with you?" If they say "yes," ask, "How would you like me to pray for you?" Then pray as they have requested and make it brief.
- Should you call before visiting? In most cases it is best to call first. If you're visiting someone in the hospital, call to confirm they are there still.
- Read Scripture. Ask if they would like for you to read to them from the Bible. Ask if they have a favorite passage of Scripture. Or suggest one of these:
  - God's 9-1-1 - Psalm 91 (verse 1 and on - it's all good, esp. verses 1, 4, 11)
  - The Shepherd's Psalm - Psalm 23
  - John 14:1-6 (if the patient is terminal and they have accepted it)
  - 1 Peter 5:7

## **Serving Home Communion**

When a member or attendee cannot attend church for a few months or more, we can offer to bring communion to them. The requirement is that two or more church officers go. Others may go in addition. Here is a brief home communion service...

- (Before visit) Call to set up a time.
- Bring: Bible, grape juice, paper cups, crackers or bread. Optional: hymnbooks or copied hymns or songs, musical instrument.

### The Visit - suggestions

- Conversation.
- Tell the visitees (and any guests that want to be present – include all who want to be included) we have missed them in church, but we can bring church to them.
- Sing a few songs (optional).
- Pray (confession & thanksgiving, dedication of elements) (1 Corinthians 11:27-29)
- Recite or read the Apostles Creed (optional).
- Words of Institution: 1 Corinthians 11:23-26.
- Pass the bread.
- Pass the cup.
- Ask the visitee if they have any special prayer requests.
- Pray for each other.
- Thank them for letting you into their home.
- Report your visit to Pastor (and Session). Report prayer requests (if permission) to prayer chain.

## **Sample Mini-Communion Service**

**...AFFIRMATION OF WHAT WE BELIEVE** - The Apostles Creed (The Constitution of the Presbyterian Church (USA), Part I: The Book of Confessions)

I BELIEVE in God the Father Almighty, Maker of heaven and earth,  
 And in Jesus Christ his only Son our Lord; who was conceived by the Holy Ghost, born of the Virgin Mary, suffered under Pontius Pilate, was crucified, dead, and buried; he descended into hell; the third day he rose again from the dead; he ascended into heaven, and sitteth on the right hand of God the Father Almighty; from thence he shall come to judge the quick and the dead.

I believe in the Holy Ghost; the holy catholic Church; the communion of saints; the forgiveness of sins; the resurrection of the body; and the life everlasting. Amen.

**\*HYMN 100 When I Survey the Wondrous Cross**

Verse 1

When I survey the wondrous cross  
On which the Prince of Glory died  
My richest gain I count but loss  
And pour contempt on all my pride

Verse 2

Forbid it Lord that I should boast  
Save in the death of Christ my God  
All the vain things that charm me most  
I sacrifice them to His blood

Verse 3

See from His head His hands His feet  
Sorrow and love flow mingled down  
Did e'er such love and sorrow meet  
Or thorns compose so rich a crown

Verse 4

Were the whole realm of nature mine  
That were a present far too small  
Love so amazing so divine  
Demands my soul my life my all

**PRAYER of CONFESSION and THE LORD'S PRAYER**

(Call) "People who cover over their sins will not prosper. But if they confess and forsake them, they will receive mercy."

A Prayer of Confession

Merciful God, we confess that we have sinned against you in thought, word, and deed. We have not loved you with our whole heart and mind and strength; we have not loved our neighbors as ourselves. We ask that by your mercy you would forgive what we have been, and by your Spirit reshape us, so that we may walk joyfully and faithfully in your ways, to the glory of your holy name.  
(Personal silent confession...)

Assurance of Forgiveness Psalm 66:18-20 (NLBT)

If I had not confessed the sin in my heart,  
my Lord would not have listened.  
But God did listen!  
He paid attention to my prayer.  
Praise God, who did not ignore my prayer  
and did not withdraw his unfailing love from me.

The Lord's Prayer

Our Father, who art in heaven, Hallowed be Thy Name,  
Thy kingdom come, Thy will be done on earth as it is in heaven.  
Give us this day our daily bread,  
And forgive us our debts as we forgive our debtors,  
And lead us not into temptation, but deliver us from evil.  
For Thine is the kingdom and the power and the glory forever, Amen.

**SERVE COMMUNION**

# Deacons Manual

## Sympathy-Witness-Service

First Presbyterian Church of Petaluma  
Board of Deacons  
October 2007

First Presbyterian Church of Petaluma is a family of believers united by our love of Jesus Christ and a desire to be his disciples. Our relationship with God strengthens us and gives our lives purpose and direction. We welcome all people, so that they may experience God's love and grace in a Christ-centered community and join us as we reach out to our world with the love of Jesus Christ. **Love God**-with all our heart, soul, and mind. **Live together**-in discipleship, fellowship, and unity. **Serve Petaluma**-and beyond with the love of Jesus Christ.

### **As Deacons we will:**

- Work to help the congregation to achieve its mission.
- Perform our tasks with grace and love.
- Strive to include more people from the congregation in what we do.

### **Deacons: SWS and C**

Sympathy, Witness and Service (SWS) are the keywords that described the role of deacons in the church. It is the duty of deacons to follow the example of Jesus Christ as they minister to those who are in need, to the sick, to the friendless, and to any who may be in distress both within and beyond the community of faith. Deacons may assume other tasks as delegated by the

Session. We depend on our deacons to assist with the Lord's Supper and provide for our fellowship times after worship (C is for coffee!).

"It is the duty of deacons, first of all, to minister to those who are in need, to the sick, to the friendless, and to any who may be in distress. They shall assume such other duties as may be delegated to them from time to time by the Session." – The Book of Church Order

Acts 6: 1-4<sup>1</sup> In those days when the number of disciples was increasing, the Hellenistic Jews among them complained against the Hebraic Jews because their widows were being overlooked in the daily distribution of food.<sup>2</sup> So the Twelve gathered all the disciples together and said, "It would not be right for us to neglect the ministry of the word of God in order to wait on tables."<sup>3</sup> Brothers and sisters, choose seven men from among you who are known to be full of the Spirit and wisdom. We will turn this responsibility over to them<sup>4</sup> and will give our attention to prayer and the ministry of the word."

## **Moderator:**

- Prepares agenda for and leads monthly meetings, which are held on the fourth Thursday of each month.
- Coordinates deacon activities.
- Attends the monthly Session meetings, presents minutes and responds to issues and questions for Session.
- Reports to the Board of Deacons on Session actions.
- Prepares report of deacon activities for the annual report.

## **Vice Moderator:**

- Takes minutes of the monthly meetings for Deacons, which are held on the fourth Thursday of each month.
- Takes necessary notes whenever asked to do so.
- Presents finished copies of what is written to submit to Session and all other appropriate recipients.
- Works closely with Moderator on all projects requested, and takes the place of Moderator in his/her absence. This includes all meetings that the Moderator is asked to be present for, and all functions which require active participation by the Moderator of the Board of Deacons.

## **Treasurer:**

- Responsible for the bank account balance and checkbook.
- Writes checks as needed for expenses.
- Checks the church office for Deacons deposits or other papers in the Treasurer's box.
- Keeps track of the checks written and makes copies of deposits.
- Reconciles the checking account every month and reports monthly to Deacons. The bank statement usually arrives the Sunday before the Deacon meeting.
- Prepares summary of account for annual report.

**Kitchen Coordinator:**

Maintains coffee hour supplies and paper products, and general upkeep to the kitchen.

**Coffee Hour:** Maintain supplies for Sunday morning coffee hours

(Contact: Joanne Lubbers - 762-8145)

- Coffee
- Tea
- Creamer
- Juice
- Sugar and artificial sweetener
- Paper goods
  - Coffee cups
  - Plastic flatware
  - Napkins
  - Dessert plates
  - Small cups for juice/punch
  - Coffee stirrers

**Memorial Luncheon:** Maintains supplies for memorial services

Contact person: Name \_\_\_\_\_ Phone Number \_\_\_\_\_

- Paper goods
  - Dinner plates
  - Napkins
  - Silver ware
  - Dessert plates
  - Coffee cups
  - Punch cups

**Kitchen clean up:** organizes the annual kitchen clean up

- Provides supplies for clean up
- Works with Ted Arntz to coordinate duties and specific cleaning needs
- Organizes volunteers
- Provides refreshment for volunteers

## **Convalescent Hospital Coordinator:**

- Every fourth Sunday of the month, the Coordinator takes a group of people to Petaluma Care and Rehabilitation Center on B Street.
- Our services are held in the main room.
- The group should consist of between 3 and 6 people. Usually one of those people can play a musical instrument, either piano (which P.C.R.C. has or a guitarist or some other instrument.) If a musician is not available, CDs with hymns could be brought.
- The service usually lasts ½ hour starting at 11am until about 11:30am. Within the half hours time, singing (roughly 5-6 songs works well), introductions, scripture reading (happy/uplifting scripture is best), and prayer take place.
- After singing and scripture, walk around and visit with people. From the start of the service to the end of visiting should last ½ to ¾ hour. It is best to have the songs and scripture selected and written out so that your group can see the order.
- The coordinator assigns people to do different things.

### **Support Services Coordinator:**

Coordinates meals, memorial services, housekeeping, babysitting, companionship, etc. as needed for church members or friends of the church.

Needs are communicated to the Support Services Coordinator by the Pastor, the prayer chain, and word of mouth. Follow up by phone or visit will be used to identify what services deacons will provide. Coordinator will determine the availability of family, food restrictions and preferences, and any additional support required. The Support Services and Senior Health Ministry Coordinators will cooperate to provide needed services.

### **Worksheet for Memorial Receptions:**

Service for:	
Date:	Time:
Contact Person:	Telephone Number:
Number of guests expected:	
Deacons can be expected to:	
1. Completely handle the reception.	
2. Provide part of the food and beverages, and to be present to assist as needed.	
3. Have 2 Deacons present to assist with catered receptions.	
Set Up:	
1. 2 Long tables for food set up.	2. Round tables for guests.
3. One or two display tables.	4. Display board.
5. Table cloths and candles are in Deacon's closet.	6. Use some greenery or flowers to arrange around candles.
7. Make Coffee.	8. Use paper products in Deacon's Closet.
Suggested Shopping List:	
I case bottled water*.	
2 Fruit plates**.	
1 Vegetable tray**.	
4 Sandwich trays**.	
2 dessert loaves.	
½ and ½ for coffee.	
For Punch:	1 Bag of Ice.
	½ Gal Raspberry Sherbet
	1 Liter 7UP
	1 Bottle Cranberry Juice
*In hot weather more drinks will be needed.	
**Suggest Costco or Safeway. Call 1 -2 day(s) ahead.	

## **Transportation Ministry Coordinator:**

The purpose of this ministry is to provide transportation to church services, functions and study groups, for members and friends in need. A list of members willing to provide this service will be developed and maintained. If a sufficient pool of drivers is developed and maintained, each driver will only be required to provide one way transportation once per month. If cost of gas is an issue, funds are available to reimburse the driver. Most of the need for drivers is for the second service and most of the drivers attend the first service. These drivers are willing to pick up attendees between services, leaving a few drivers or a cab the option for the homeward run.

Procedure:

1. Coordinator matches drivers with members who need transportation.
2. Once drivers are matched with a member and a rotation has been scheduled, the member is responsible for calling the driver by Friday if they need a ride on Sunday.
3. Any problem with this, and they should call the Coordinator. The Coordinator will find another driver or authorize a cab.
4. When cabs are used, the Coordinator will meet the cab at the church, or pay the member later (A special fund is kept in a lockbox in the Deacon's closet).

## **Transportation Fund Procedures**

Purpose of Fund: To reduce the cost and trouble of getting people to church when they cannot obtain a ride themselves.

Who the money will go to:

1. Taxi company that brought person to church or is taking person home from church.
2. Reimburse person who paid for taxi for someone to get to church or get home from church.
3. Pay for gas for a volunteer driver.

Process for taking money:

1. Go to location of lockbox in Deacon's Closet in Sanctuary.
2. Take appropriate amount of money needed for taxi or reimbursement
3. Fill out forms in lockbox.
4. LOCK lockbox when finished.
5. Tell Deacon in charge of transportation and/or treasurer.

# Transportation Coordinator Worksheet

Members Name:

Address:

Phone Number:

Monthly Rotation	1 <sup>st</sup> Sunday	2 <sup>nd</sup> Sunday	3 <sup>rd</sup> Sunday	4 <sup>th</sup> Sunday	5 <sup>th</sup> Sunday
To Church					
To Home					

Transportation Ministry Coordinator: Name: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Every Saturday, members will call the drivers for that Sunday.

Copies of completed (scheduled) forms should be given to each driver and member.

## **Visitation Ministry Coordinator:**

Works with the pastor, coordinating visits to the hospital and those at home. Includes meeting with the pastor early each week to decide who to arrange to visit that week. Coordinates the volunteers who will visit, and when, as well as a list of people willing to visit. Coordinates holiday poinsettias for shut-ins and seniors each year.

### Guidelines for Home Visits:

- Prepare by gathering any literature you want to bring. Bring Bible, newsletter?, sermon CD?, your card?
- Pray. Ask, “What message do I want to convey?”
- Call first. Arrange a time. Be on time.
- Remember, you represent the church. (Mathew 25:40) Identify yourself. “I am \_\_\_\_\_, and I am visiting on behalf of the Deacons of First Presbyterian Church.” Ask, “Where would you like me to sit?”
- Remember body language. Smile. Maintain an open position.
- Start with ”small talk”. Be personal – talk about yourself so they can relate to you. But, focus on them.
- Stick with the purpose of your visit.
- Remember: sympathy, witness, service.
- Offer to help in ways you know we can help – make suggestions but leave the question open-ended: “Can we bring some meals next week? How can we help you?”
- Invite them to opportunities for fellowship and service – worship services, small group, service opportunities.

## **Guidelines for Home Visits (continued)**

- Pray with them.
- A good visit is about 20 -30 minutes.
- Follow up as needed.

## **Serving Home Communion:**

When a member cannot attend church for some time, we can offer to bring communion to them. The requirement is that two or more church officers go.

Here is a brief home communion service:

- Before visit, call to set up a time.
- Bring: Bible, grape juice, paper cups, bread. Communion supplies are in Deacon's closet.
  - Suggestions for the visit:
    - Conversation.
    - Sing a few songs (optional).
    - Pray (confession, and thanksgiving, dedication of elements) 1 Corinthians 11:27-29.
    - Read the Apostles Creed (optional).
    - Words of Institution: 1 Corinthians 11:23-26.
    - Pass the bread.
    - Pass the cup.
    - Ask for any special prayer requests.
    - Pray for each other.
    - Thank them for letting you into their home.
    - Report your visit to Pastor.

- Report prayer requests to prayer chain, if permissible.

**Social Secretary:**

Sends sympathy, get well, and congratulatory notes in times of crisis, loss, joy, and celebration, to congregation and friends of the church.

## **Communion Coordinator:**

Communion is served the first Sunday of each month.

- Contacts members to serve communion each month.
- Prepares and sets up under instruction of the pastor.
- Coordinates the service and is responsible for clean up of elements after the service.

### **9:00 Communion Instructions (Intinctions)**

- Purchase one round loaf of sour dough bread, and a large bottle of grape juice
- There will be three stations for Intinctions. Looking at the sanctuary from the main doors, Station A is on the right side of the sanctuary, Station B is at the center, and Station C is on the left side. There are cloth-covered tables at left and right sides on the sanctuary. Remove the chairs from around these tables and use the tables for Stations A and C. Another table should already be in position in the center front of the sanctuary for Station B. Get a table cloth from the Deacon drawer in the kitchen and cover the table at Station B.
- Find 5 servers for the three stations. (2 servers for Station A, one helper for Pastor Dave, and 2 servers for Station C).
- Cut the round loaf in half. Cut one of the half loafs in half again to make quarter loaves. Cut the remaining half loaf in half with a shallow cut through the bottom crust, so Pastor Dave can tear it into two pieces during the service.

## **9:00 Communion Instructions (Intinctions) continued**

- Arrive at church at about 8:00am to prepare for set up.
  - At Station A (far right of sanctuary) set out one goblet with juice, a quarter loaf of bread on a stoneware plate, and cover plate with a napkin. Two servers are needed (one for juice and one for bread).
  - At Station B (center of sanctuary) pour grape juice into stoneware carafe, have a stoneware goblet, and half a loaf of bread on a stoneware plate. Cover the plate with a napkin. Pastor Dave will pour the juice during the service.
  - At Station C (far left of sanctuary) set out one goblet with juice, a quarter loaf of bread on a stoneware plate, and cover plate with a napkin. Two servers are needed (one for juice and one for bread).
- After the service, clean the tables, then wash the carafe, goblets and stoneware, and put them away in the Deacons closet.

### **10:30 Communion Instructions (Passing in the seats)**

- Find 9 servers: 4 to carry bread, 4 to carry grape juice and one to stand near and serve the Choir Section.
- Purchase one large round of sour dough loaf, one regular loaf of white bread, and one large bottle of grape juice. Make a cut through the crust on the bottom of the round loaf for Pastor Dave to break it in half. Don't cut all the way through the loaf.
- Cut the regular loaf into bite-size pieces without crust, and store them in ziplock bags.
- Arrive at the church at 8:00 and set up by pouring grape juice into disposable cups. There will be four trays with cups that must be filled, then the trays must be stacked two high, with a lid on the top tray.
- Fill the four silver trays with the cut bread.
- Put the plastic sheet on the table at the front of the sanctuary.
- Pour grape juice into the silver carafe.
- Set the carafe and an empty silver goblet, and the round loaf, 4 trays of cut bread, and 4 trays of juice on the table.
- Place an empty basket lined with paper towels, on the floor under the first row of each seating section. These are for empty juice cups.
- Wait for instructions from Pastor Dave.
- After Worship, clean up table, then wash the carafe, goblet, plates and trays, and put them away.
- Set up the disposable juice cups and trays for the next communion.

### **Nominating Committee Representative:**

- Serves as a liaison between the Session and the Board of Deacons in the nominating and selection of prospective deacons and elders.
- Attends regular and special meetings of the Nominating Committee as a representative of the Board of Deacons.
- Has a regular vote in all actions by the committee.
- Reports back to the Board of Deacons as to what has taken place at each meeting.

## **Prayer Chain Coordinator:**

This is a service provided by the FPC Board of Deacons, and has been a Deacon responsibility for many years. The last description was from the 2005 list of Deacon Assignments: “Main contact point for prayer requests received from church members. Maintains the calling tree and will report on the number of prayer requests received each month. This is an intensive job because this person will be on-call for any prayer requests and must “prime” the tree to ensure all calls are started and moved throughout the tree.”

The method of communication currently used is the telephone. Occasionally a request comes by e-mail. For reasons of confidentiality, and the ability to clarify any requests more readily by phone, I would recommend continuation as it currently stands. The time required to do the job varies depending on how many requests are received, and when received. One request currently takes the leader approximately thirty minutes to contact all the team leaders, the pastor, and the pastor’s spouse. Several requests passed along at one time take a longer time to disseminate normally. Another common situation occurs when a team leader isn’t at home or available. The request in this case is obviously delayed until contact is made.

## **Health and Senior Support Ministry Coordinator:**

**Support groups:**

Identify needs and arrange a place and time for a group to meet, short or long term. The purpose would be to support each other and to share lessons learned in a prayerful environment. The facilitator will provide information from qualified speakers, or from his or her own research.

**Health outreach:**

Provide health screening and information to our church members and our community. Once monthly blood pressure checks after service.

**Senior programs:**

Working with other ministries, we will develop and produce events specifically for seniors.

Support to members who are home alone and are suffering a short-term home care medical need.

Initial evaluation needs to take place immediately when we hear of a need for this type of assistance. Together with the Deacon for support ministry, and the one for transport, a care plan can be put together.

- Visitation and support while in the hospital. At this time, we can evaluate how much assistance we will be able to provide and look at other resources available.
- A check of the home to see if equipment is needed, and that hazards are removed e.g. loose rugs.
- Arrange for transport home.

**Health and Senior Support Ministry Coordinator: continued**

Meals.-- Deacon responsible for this will arrange for one meal a day to be delivered.

Transport---Deacon responsible for transport will try to arrange rides to medical appointments.

Assistance with functions of daily living.--- Deacon responsible for health can help with bathing and daily routines.

Make sure that the patient understands her treatment and medications.

#### Medical Equipment

Medical equipment that can be given out for short term loan is available.

- Walkers
- Commodes
- Canes
- Grabbers.

### **Deacon Benevolence Committee**

## Deacon Benevolence Guidelines

Our purpose is to humbly minister to those in need, through the distribution of assistance to the church, its members, and community, through an efficient and appropriate response utilizing the guidelines included in this document. We desire in all decision making to be:

- prayerful
- good stewards
- mindful of God's will in each situation
- flexible
- working towards the benefit of the community

### Guidelines

1. Confidentiality is an important principle that all Deacons must practice.
2. All requests brought before the Deacon Board must be made with the expressed permission of the person in need.
3. Each Deacon Member must be willing to express their reservations, and recognize that it is hard to say no.
4. All needs brought to the Deacon Board must be presented with objective facts that have been confirmed through direct contact with the individual in need.
5. Utilize Community Resources as appropriate.

## **Deacon Benevolence Committee continued**

### Process

Once a need is brought to the attention of the Deacon Board, it will be categorized as Emergent or Non-Emergent. A discretionary emergency fund will be set up and approved monthly by the Board of Deacons for the express purpose of quick responses to needs determined to be emergent.

Emergent Response: The Deacon Board Member who receives the initial request will investigate the facts of the need, and place phone calls to all Deacon Members. Once two additional members have been contacted and the situation reviewed, an emergency donation of an amount pre-selected by the Deacon Board may be issued. Attempt to utilize community resources as appropriate.

Non-Emergent Response: The Deacon Board Member who receives the initial request will investigate the facts of the need, informing the person in need of the response time frame, which is dependent upon the date of the next Deacon Board Meeting in which a quorum is present. The need will be presented to the Board, followed by discussion and vote. There must be unanimous agreement by the Board before response will be taken.

## **Coffee Hour Duties:**

Coffee for the 9am service is provided by the Worship Commission.

Deacons provide coffee hour after the 10:30am service.

Coffee remains in sanctuary until approximately 10:20am. Bring the air pots from the sanctuary to Koininia. Make additional coffee, decaf coffee and hot water as needed.

Bill Lindstrom is the contact person for coffee supplies.

Coffee filters and coffee can be found in the cupboard against the far kitchen wall. Other supplies (sugar, tea, stirrers, sweetener, powdered creamer, cups and small juice cups) are also in these cupboards. Napkins are in the cupboard (lower drawer) in Ted's closet.

Recipe: full air pot: 2 cups of ground coffee

½ air pot: 1 cup of ground coffee

Donated sweets are usually taken from the freezer by Joanne Lubbers, before the 9:00 service to thaw. Deacons will place sweets/snacks on platters. It usually takes 3 platters or less per coffee hour.

Juice/punch and Half & Half usually provided by the Deacons.

Tablecloths are in marked drawers in the kitchen.

### **Coffee Hour Duties: continued**

Clean up: Leftover coffee can be taken over to the Church Office for use on Monday morning. (Coffee is supposed to stay fresh for 24 hours). All other air pots, platters, knives, etc. should be washed and put away. Leftover juice and Half & Half should be clearly marked as “Deacons” or “Coffee hour” and put in the refrigerator for next week’s coffee hour. Don’t forget to discard old coffee/filters. Soiled tablecloths should be laundered and returned to their proper drawer.