

Deacon Ministry Handbook

SAMPLE CHURCH

Revised _____ 2022

Scriptural Requirement of a Deacon

There are two passages of scripture that lay out the requirements of a man who would serve as a deacon: Acts 6:1-7 and I Timothy 3:8-13. The office of deacon is an honorable position, but not a position of honor. Deacons above all are servants who meet the needs of the body they serve. At SAMPLE CHURCH, the deacons do not run the church – they serve the church. The following are the requirements for deacons, as we understand them from the Word of God.

I. Acts 6:1-7

¹In those days when the number of disciples was increasing, the Grecian Jews among them complained against the Hebraic Jews because their widows were being overlooked in the daily distribution of food. ²So 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. ³Brothers, 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 ⁴and will give our attention to prayer and the ministry of the word. ⁵This proposal pleased the whole group. They chose Stephen, a man full of faith and of the Holy Spirit; also Philip, Procorus, Nicanor, Timon, Parmenas, and Nicolas from Antioch, a convert to Judaism. ⁶They presented these men to the apostles, who prayed and laid their hands on them. ⁷So the word of God spread. The number of disciples in Jerusalem increased rapidly, and a large number of priests became obedient to the faith.

A. The first requirement is that a man should be full of the Holy Spirit and wisdom. The Bible teaches that a wise man is a personal soul winner because the Spirit witnesses to Jesus. A Spirit-filled deacon will constantly point people to Jesus Christ.

B. Therefore, all deacons should be (or willing to be) trained to be personal soul-winners. The deacon also, unless providentially hindered, agrees to support regularly the visitation and outreach program of the church and be involved in evangelism of the lost and visitation of the sick, shut-ins, and members of the church.

C. They should be men of a good reputation, both in and out of the church.

D. They should be willing to serve the pastor in ministries so the pastor can be free to give himself to prayer and the preaching of the Word.

E. As did the first deacons selected in the New Testament, the deacon should recognize the God-given spiritual leadership that is incumbent upon the office of the pastor, seek to serve under that leadership and support him fully, according to Hebrews 13:7.

II. I Timothy 3:8-13

⁸Deacons, likewise, are to be men worthy of respect, sincere, not indulging in much wine, and not pursuing dishonest gain. ⁹They must keep hold of the deep truths of the faith with a clear conscience. ¹⁰They must first be tested; and then if there is nothing against them, let them serve as deacons. ¹¹In the same way, their wives are to be women worthy of respect, not malicious talkers but temperate and trustworthy in everything. ¹²A deacon must be the husband of but one wife and must manage his children and his household well. ¹³Those who have served well gain an excellent standing and great assurance in their faith in Christ Jesus.

- A. The deacon is to be reverent and faithful in all things.
- B. The deacon should be consistent in his speech and a man of integrity – a man of his word - not a gossip and not a slanderer.
- C. The deacon should abstain from all substance abuse, including alcohol, tobacco, and illegal drugs and other harmful practices such as pornography that might defile his mind and body, the temple of the living God.
- D. The deacon should not be materialistic or greedy.
- E. He should not be too busy to be a deacon, thus allowing time to commit himself to the scheduled ministries of the church, unless providentially hindered. Being an effective deacon takes time and sacrifice, and both must be willingly given in service to the church.
- F. The deacon should believe the Bible to be the inerrant, infallible Word of God. He should, therefore, believe in such doctrines as heaven and hell, the virgin birth, the blood atonement of Jesus, the bodily resurrection, the second coming, eternal security, and the fact that Jesus is the only way to heaven.
- G. The deacon should show himself to be worthy of the confidence of the leadership and membership of SAMPLE CHURCH. Therefore, he should be an active church member of SAMPLE CHURCH at least one year prior to being selected as deacon.
- H. He should be above reproach. This means he should have a good reputation both inside and outside the church. He will carefully guard his life from sin so as to not bring shame upon Christ, his church, his family, or himself.
- I. The deacon should be the husband of one wife or single.
- J. The deacon should have a godly wife who is not a gossip, not negative, but fully committed to the church and to its leadership.
- K. He should believe in and practice “storehouse tithing” –giving one tenth of his income to SAMPLE CHURCH (Malachi 3:10)
- L. He should be an example in his family life for all to follow.
- M. He must love, support, encourage, and pray for the pastor and staff. He must be willing to submit to his pastor’s God-given authority according to Hebrews 13:17.

Ministry Expectations

Purpose Statement: The deacons of SAMPLE CHURCH exist to bring glory to God by serving his people in three primary ministries – praying, serving, and advising.

- I.** Our PRAYING Ministries include:
 - A. Supplying prayer support for pastor by daily praying for the pastor daily and Sunday mornings when serving as Deacon on Call.
 - B. Supporting any person praying at the altar
 - C. Regularly praying for the rest of the deacon body
 - D. Participating in the Prayer Ministry by praying daily for the people and ministries of the church and participating weekly in the Sunday night prayer service.
 - E. Praying with those in the hospital, under convalescence, or long-term care.
 - F. Praying for God's blessing, wisdom, and provision on all ministries of SAMPLE CHURCH.

- II.** Our SERVING Ministries include:
 - A. Setting the example of Christ before the church family by:
 - a. Having a personal Bible study/ prayer time
 - b. Consistently giving of the tithe (one tenth of income)
 - c. Engaging in personal gospel/faith-sharing.
 - d. Serving in assigned ministry areas that assists SAMPLE CHURCH to accomplish its mission then communicating info back to pastor.
 - B. Setting the standard of welcoming guests/members to our campus for all ministry opportunities every week (services, events)
 - C. Participating faithfully in the weekly scheduled ministry opportunities by:
 - a. Being in a Sunday School Class
 - b. Attending Morning Worship Service
 - c. Attending Sunday Night Prayer Service
 - d. Attending Wednesday Night Bible Study
 - e. Attending Leadership meetings (when appropriate)
 - f. Serving in Evangelism events
 - D. Coordinating with deacons and Sunday School classes to ensure that widows/shut-ins are cared for.
 - E. Serving in assigned ministry area of the church
 - F. Protecting the unity of the church by discouraging all gossip and dissention and always taking on the role of a peacemaker, not a troublemaker.
 - G. Ensure worship gatherings are peaceful and orderly including overseeing campus security and the counting process of the tithes/offering collection.
 - H. Serve as rotational Deacon on Call

- III.** Our ADVISING Ministries include:
 - A. Meeting monthly (or as scheduled) with the pastor to give prayerful, biblical counsel as to decisions facing himself and the church.
 - B. Promoting harmony in the church by assisting the pastor in settling disputes and disagreements (in unofficial issues, and during issues of formal church discipline).
 - C. Continually evaluating the ministries of the church to ensure that they are effectively accomplishing the mission and vision of the church and suggesting alternative methods.

Guidelines for weekly Deacon on Call

Believing that the office of Deacon is one of ministry and prayer, the Deacon on Call will be available to assist persons or families in the church and community experiencing special needs in the areas of: Bereavement; Illness; Special prayer requests and Encouragement; Directions for Emergencies (benevolence); Threat of physical harm.

The Deacon on Call (DoC) shall give the church office a phone number he would like the SAMPLE CHURCH phone system to forward all deacon related after-hour call requests to during his week of service. (This number will be kept private.)

Handling Benevolent Needs:

All requests for financial and temporary food assistance are to be handled through the church office.

Threat of Physical Harm:

If you receive a phone call or any other personal contact that involves a threat of physical harm, this should be reported to the Pastor immediately. The Pastor will contact the proper authorities.

Sunday Morning:

Meet with Pastor on Sunday Mornings the prayer room to pray for him.

Check-in with the Lead Usher to ensure security procedures are being followed.

The Deacon on Call is responsible for securing another deacon to serve for his week if he is not available. Please notify the SAMPLE CHURCH office of these changes.

The Deacon on Call should be available to render assistance to our Pastor and Deacon Chairman and to serve where needed when called upon to do so.

Constitutional Requirements as a Deacon of SAMPLE CHURCH

SECTION 5.02—THE DEACONS

- (A) The deacons shall assist the pastor, in such manner as he shall request, in promoting the spiritual welfare of the church, in conducting the religious services. They shall make provision for the observance of the ordinances of the church. They shall assist the pastor in visitation and all other evangelistic efforts of the church. The deacons shall assist the pastor in caring for the administrative needs of the church's various ministries as requested by the pastor. They shall provide the pulpit supply and choose a moderator for church meetings if the pastor is unavailable or the office of pastor is vacant.
- (B) The deacons shall be selected according to the guidelines set forth in the deacon handbook of the Church Operating Manual and shall abide by the duties written therein.
- (C) Immediately following the August church business meeting, the deacons shall assemble and elect, from their own number, a chairman, a vice chairman, and a secretary.

Process for Adding Deacons to SAMPLE CHURCH's Deacon Ministry

The Deacon Council shall consist of 12 men, whenever possible, serving a period of four (3) years. After serving this period, each deacon automatically rotates off for at least one (1) year before he is eligible for reelection. In the event no qualified men are eligible or desires election, a deacon scheduled for rotation may be retained until such qualified member is selected. This must be by consent of the individual, the Deacon Council and the Pastor. In the event vacancies occur during the church year, the vacancy shall remain until the next scheduled time of deacon election. The deacons shall elect their chairman, vice-chairman, and secretary.

- 1) In July of each year the pastor will provide a list of Christian men who have been members for more than 1 year and who he feels exemplifies biblical qualifications for deacon.

Note: These may be men who are already ordained as a deacon, or these may be men who have not been ordained as a deacon and after their election the church will provide the Ordination Service.

- 2) Each SAMPLE CHURCH member will nominate a pre-selected number of nominees from the provided list dependent upon the number of deacons needed. (The nomination will be by secret ballot with the current deacons validating the ballots).
- 3) The desired number of nominees receiving the highest number of votes will be examined by the Deacon Examining committee comprised of all the active deacons. (This examination will be guided by the Deacon Nomination Questionnaire the nominee would have completed).
- 4) Qualified nominees, with the approval of the Deacon Examining Committee, will be presented to the church for its election of deacons.
- 5) The election of new deacons will be by secret ballot of all SAMPLE CHURCH active members during a regular scheduled worship service.

SAMPLE CHURCH

Deacon Nomination Questionnaire

Dear Brother in Christ,

SAMPLE CHURCH is considering you for the deacon ministry. This opportunity to serve carries a high level of responsibility and commitment. Deacons must meet the biblical qualifications as listed in 1 Timothy 3:1-13 and be willing servants of the church (Acts 6:1-7). Please study and meditate on these passages as you complete this questionnaire.

Name _____

Address _____

City/State/Zip _____

Home Phone _____ Business Phone _____

Occupation _____

Date of Birth _____ Marital Status _____

Family Members:

Name	Relationship	Age

Personal Testimony and Christian Beliefs

(Attach answers on separate sheet if desired)

- 1) Briefly describe your testimony of becoming a believer and describe how Jesus makes your life meaningful today.

- 2) Were you baptized by immersion? When and where?

- 3) Briefly describe your belief concerning the Bible.

- 4) In your opinion, what is the function of the Scripture?

- 5) What is your understanding and the importance of:
 - a) Christ's Virgin Birth?

 - b) Christ's Crucifixion?

 - c) Christ's Resurrection?

 - d) Christ's Return?

- 6) How does a person obtain salvation?

- 7) Do you believe a Christian can lose his/her salvation? Why?

- 8) How does the Holy Spirit work in the life of a believer?

Support of the Local Church

- 1) How do you support the ministries of SAMPLE CHURCH?
 - a) With your time, what ministries are you involved in?

 - b) With your gifts and talents, how are you using them?

 - c) With your finances, do you give regularly to the church?

- 2) What aspects of SAMPLE CHURCH do you not support? Why?

- 3) What ministries do you consider to be the most effective at SAMPLE CHURCH? Why?

- 4) Do you accept your responsibility to evangelism and discipleship? In what ways do you support these efforts?
 - a) Have you ever led anyone to Christ? Yes ___ No___
 - b) Have you ever personally discipled anyone? Yes ___ No___
 - c) Are you planning to serve in the outreach ministry? Yes ___ No___
 - d) Explain how you share your faith and offer your lifestyle as a witness for Christ.

Personal Character and Spiritual Giftedness

- 1) Describe how you go about your personal Bible study. How do you keep yourself spiritually disciplined?

- 2) Describe your relationship with your wife and children. How do you lead your family spiritually?

- 3) Have you ever been divorced? If so, how long ago was this and what were the circumstances?

- 4) How do you regularly participate in our worship services?

a) Which ministry opportunities do you currently and regularly attend?

Sunday School _____

Sunday Morning Worship _____

Sunday Evening _____

Wednesday Night _____

b) What other church-related activities do you participate in?

Music _____

Children/Youth _____

Ministry Team _____ which? _____

Other _____ (_____)

7) How would you work at minimizing murmuring and complaints that you hear or that people say to you?

8) What is your view of church discipline (Matthew 18)?

Commitment to the Deacon Ministry

- 1) Would you be able to meet monthly for prayer with the deacons? _____
- 2) Would you be willing to attend an annual deacons' retreat? _____
- 3) Would you be willing to make home and hospital visits? _____
- 4) Would you be willing to become a servant of the church to help during the worship service time (greeting, ushering, running errands, counseling, etc.)? _____
- 5) Would you be willing to assist the pastor in performing the church ordinances (Lord's Supper and Believer's Baptism)? _____
- 6) Would you be willing to assist the pastor in a worship service during the Time of Response? _____
- 7) Does your wife have any problems with you making these commitments or becoming a deacon? _____
- 8) Do you believe that you can remain a faithful husband and/or father and function as a deacon? Will you commit to leading a weekly time of family devotion/worship? _____
- 9) Would you remove yourself from the deacon ministry if you had any serious problem with your wife or children? _____
- 10) As a deacon, will you refrain from the use of alcohol, tobacco, and from gambling so as not to become a stumbling block to other believers? _____
- 11) Will you commit to regular attendance in worship, Sunday School, Prayer Service, outreach ministry, and Wednesday night meetings at our church? _____
- 12) List previous church memberships, church service, and reason for leaving:
 - a) _____

 - b) _____

 - c) _____

If you have any questions, please contact the Pastor or the Chairman of the Deacons (JOHN DOE – 123.456.7890). Once you have completed this questionnaire, please turn it in to the chairman of deacons.

Thank you for your diligence in completing this document. We hope you appreciate the seriousness of the deacon ministry and the importance of selecting the right men.

The Attitude of a Godly Deacon

- ❖ God laid it on my heart to serve the body of believers so others can serve in the capacity the Lord has called them into – prayer, preaching, and teaching.
- ❖ Serving my Pastor and Church so the needs of the Body can be met in accordance with the Father's will and provision are my every desire.
- ❖ Jesus Christ is my Lord and I earnestly seek His will and provision in my life and for those He has entrusted to me to pray and care for.
- ❖ Walking every day in faith and seeking fellowship with my Heavenly Father are essential to my peace, joy, and fulfilled purpose in life.
- ❖ Studying His Word and remaining in His presence through prayer are my assurance for His guidance and protection.
- ❖ My hope and pleasure are not found in things of this world but are grounded in His promise of eternal life and one day being called home to heaven for eternity.
- ❖ Everything that enters my physical body must be sifted and approved by my Father in knowing that my body is the temple for the Holy Spirit.
- ❖ If I am blessed with a wife and children, I will love and lead them as Christ has done for the Church, never departing, or forsaking them, always striving to meet their daily needs.
- ❖ My wife is devoted to Christ and our marriage. Her words are spoken in kindness and love and she supports me in our service to the King.
- ❖ My home is managed well and honors our Heavenly Father.
- ❖ Everything I do and all that I am involved in is consistent with His will and plan for my life.
- ❖ Thank you, Father, for your mercy, blessings in my life, and the opportunity to serve You and my fellow brothers and sisters in Christ.

-Your devoted deacon