

Deacon Ministry Resource Guide

Revised December 2016

Index

	page
DEACON MINISTRY	
Huguenot Road Baptist Church Constitution and By Laws	1
Huguenot Road Baptist Church Administrative Policy and Procedures	1
Deacon Qualifications and Expectations	1
Categories	1
Leadership.....	1
Deacon Election	2
Deacon Vacancies.....	3
Emeritus Status	3
Ordination	3
ADDITIONAL RESPONSIBILITIES OF DEACONS AT HRBC.....	4
DEACON MEETINGS	4
DEACON STRUCTURE	5
Bereavement Ministry Team	5
Compassionate Hosts Ministry Team	6
Family Ministry Team.....	7
Hospital Ministry Team	9
New Member Ministry Team	10
Prayer Ministry Team.....	11
Spiritual Gifts Team	12
Toolbox Ministry Team.....	13
Worship Assistance Team	14
APPENDIX I	
Mentoring for Apprentice Deacons at Huguenot Road Baptist Church	16
APPENDIX II	
Suggestions for Serving The Lord's Supper to Homebound	21
APPENDIX III	
2017 Deacon Ministry Team	24

DEACON MINISTRY

The Deacon Ministry shall be organized to meet spiritual and other specific needs within the congregation. Deacons shall be elected by a majority vote for three-year terms. Any Deacon nominee who has not been ordained as a Deacon at HRBC will serve the first year as an apprentice. At the end of the year, apprentices will be eligible to be ordained as Deacons and serve three-year terms. The processes for nominating and electing Deacons shall be set forth in the Administrative Policies and Procedures Manual.

§9.6 Huguenot Road Baptist Church Constitution and By Laws
Adopted January 13, 2008

DEACON QUALIFICATIONS AND EXPECTATIONS A person who serves as a Deacon at Huguenot Road Baptist Church should possess the following qualities:

- Be a growing Christian.
- Have a willingness to serve.
- Be faithful in attendance and support of HRBC ministries.
- Practice biblical stewardship.
- Be willing to train for more effective ministry.
- Hold spiritual standards in keeping with 1 Timothy 3:8-13.
- Be willing to serve on a Deacon Ministry Team.
- Be willing to faithfully carry out the duties associated with a specific Deacon ministry role.
- Be willing to conduct his/her life in ways that will bring honor and glory to the cause of Christ.
- Be willing to attend Deacon's meetings and other functions sponsored by the Deacons.

CATEGORIES There shall be four categories of Deacons at Huguenot Road Baptist Church:

Active – A Deacon who a resident member of the church and has been elected to serve a term of three years or to fill an unexpired term.

Apprentice – A resident member of the church who has been elected to serve as a Deacon and has not been ordained as a Deacon by Huguenot Road Baptist Church. The apprenticeship last for one year.

Reserve – A Deacon who has been ordained a Deacon by Huguenot Road Baptist Church, has served a three-year term on the Deacon Team, is a resident member of the church, regularly attends church activities and is not currently an Active Deacon.

Emeritus – A Deacon who has been ordained a Deacon by Huguenot Road Baptist Church and has served a three-year term on the Deacon Team who wishes to be no longer considered to service as an Active Deacon and has been elected to Emeritus status by the church.

LEADERSHIP The Deacon ministry will be administered through a Deacon Leadership Team comprised of a Deacon Ministry Coordinator, an Assistant Deacon Ministry Coordinator, a Deacon Ministry Secretary and the Team Leader from each ministry team. The Deacon Ministry Coordinator, Assistant Deacon Ministry Coordinator and

Deacon Ministry Secretary will be elected by the Deacon Ministry Team in December of each year to serve a one-year term during the succeeding calendar year. The Leaders of the various ministry teams will be appointed by the Deacon Ministry Coordinator in consultation with the Senior Pastor.

DEACON ELECTION The Deacon Nominating Team is appointed by the Deacon Ministry Coordinator in consultation with the Assistant Deacon Ministry Coordinator and the Senior Pastor, at the September Deacons' meeting and announced to the church the following Sunday. The Assistant Deacon Ministry Coordinator serves as team leader. In addition to its leader, the team consists of one representative of the adult Bible Study, one representative of the church's missions organizations, two Deacons, and two church members at large.

A four-week period for nomination follows the announcement of the team. All church members are invited to nominate those eligible for service as Deacons. Deacon nominating forms will be available throughout the church and online. Paper forms must be placed in a designated box.

Immediately after its appointment, the Deacon Nominating Team begins to seek Reserve Deacons to return to the active service. The intention is to assure that all who have been ordained have an opportunity to serve again. To achieve that, a list of all Reserve Deacons is provided to the church membership. Following this, a time of prayer and discernment for selection of those to serve begins.

After nominations are closed in mid-October, the team begins to meet, with meetings being in person whenever possible. The team proceeds by first verifying that those nominated qualify under the Deacon Functions and Qualities as set forth in the Deacon Ministry Resource Guide. Next the team sends the list to the Senior Pastor for input.

Following this, a time of prayer and discernment for selection of those to serve as new Deacons begins. The Nominating Team will meet in person with each nominee as part of the discernment process. All members of the Deacon Nominating Team will share in the responsibility of contacting those invited to serve as new Deacons and those asked to return to the active service.

To maintain an active body of Deacons of approximately 30, the Deacon Nominating Team makes a list of approximately 10, including Apprentice Deacons and Reserve Deacons. The ideal balance is two Apprentice Deacons and eight Reserve Deacons. Because the intent is to maintain a Deacon Ministry Team representative of HRBC with respect to age, gender, race, etc., these numbers may vary.

The process for selecting this list includes the prayerful discernment of the Deacon Nominating Team, Senior Minister, those who make the nominations, and of those who are nominated – both Apprentice Deacons and Reserve Deacons returning to active service.

The final list of all nominees, including a short biographical sketch, is provided to church members no later than the first Sunday in December. The vote is held on the third Sunday in December at both services. A majority vote of the members present constitutes election of each Deacon.

DEACON VACANCIES In the event of a Deacon vacancy, the Deacon Leadership Team will secure the services of a Reserve Deacon to fill the unexpired term. After completing the unexpired term, that Deacon is eligible to be considered for a full three-year term.

EMERITUS STATUS Any Active or Reserve Deacon, who has served as least one three-year term of office, may petition the Deacon Ministry Team for Emeritus status as a result of age, health, personal reasons. Concurrent with the election of new Deacons in December of each year, the Deacon Ministry Team will recommend to the church that Emeritus status be granted to those seeking and qualified for such status.

ORDINATION An Apprentice Deacon seeking ordination to full Deacon status, shall present himself/herself to an Ordaining Council at the regularly scheduled Deacon's meeting in January following her/his year of apprenticeship. The Ordaining Council shall consist of all Active Deacons and ordained members of the ministerial staff. The Ordination Service for those recommended by the Ordaining Council shall occur on the following Sunday.

Huguenot Road Baptist Church Administrative Policy and Procedures
Adopted January 31, 2016

ADDITIONAL RESPONSIBILITIES OF DEACONS AT HRBC

The Deacon Ministry Team approves requests for ordination.

§9.5 Huguenot Road Baptist Church Constitution and By Laws

The Deacon Ministry Coordinator serves on Church Council.

§9.8 Huguenot Road Baptist Church Constitution and By Laws

The Deacon Ministry Team nominates members of Vision Team.

Huguenot Road Baptist Church Administrative Policy and Procedures

The Deacon Ministry Team supplies pulpit with a vacancy in the pastorate occurs

Huguenot Road Baptist Church Personnel Policy Manual

The Deacon Ministry Team nominates a pastor search committee with a vacancy in the senior pastorate occurs.

Huguenot Road Baptist Church Personnel Policy Manual

DEACON MEETINGS

The Deacon Ministry Team at Huguenot Road Baptist Church (HRBC) meets at least bi-monthly basis and may meet at other times at the discretion of the Deacon Ministry Coordinator and the Pastor. The Deacon body shall set a schedule of meeting for the year at its first meeting in the year.

Elements of a Deacons meeting include prayer for needs within the congregation, prayer for specific families, sharing reports about the ministry of the various teams, making decisions regarding the Deacon ministry, hearing staff reports, ministry training, etc.

DEACON STRUCTURE

The HRBC Deacon structure is flexible to address any new ministries needs that may arise within the church. Currently, the Deacon Ministry Team is organized into nine teams in order to carry out their responsibilities and to meet the needs of the church.

The teams are:

- Bereavement Ministry Team
- Compassionate Hosts Ministry Team
- Family Ministry Team
- Hospital Ministry Team
- New Member Ministry Team
- Prayer Ministry Team
- Spiritual Gifts Team
- Toolbox Ministry Team
- Worship Assistance Team

Bereavement Ministry Team

Purpose of the Ministry

Bereavement Ministry Team members will visit the bereaved, in the home or funeral home, prior to the burial service. In addition, team members will visit in the home of the bereaved within four weeks after the burial. Further contact will be maintained as deemed necessary. The team leader will keep a log of deaths so family members can be sent care notes on the anniversary of a death.

Ministry Gifts Needed

Those serving on this team need a genuine caring spirit, a willingness to serve those who are hurting, and the ability to minister in times of grief and loss. Having experienced the loss of a loved one gives an additional measure of empathy and concern for those who are going through a time of bereavement.

Time Commitment Involved

The time a bereavement Deacon will invest in this ministry is tied to the number of deaths that impact the congregation and the amount of follow up that is needed. On a rotation basis, team members respond to families who are experiencing grief and loss. Visits are made in the homes or funeral homes for church members. Cards are sent on the anniversary of a death.

Type of Training Available

The team leader will provide an annual orientation to the work of the team. Apprentice Deacons serving in their first year will be assigned to experienced Deacons to learn by a hand's- on training process. The experienced Deacon will go with the apprentice to make funeral home or home visits until he/she is comfortable visiting alone. Periodically,

a training time will be scheduled to help team members learn skills necessary for bereavement ministry.

Bereavement Ministry Team Leader Responsibilities

The Bereavement Ministry Team is under the leadership of the Bereavement Team Leader, who represents the team on the Deacon Leadership Team. The leader has responsibility to enlist and train Deacons to provide ministry to those who have experienced the loss of a loved one. The leader, in consultation with the Deacon Leadership Team, will determine how many Deacons are needed for this ministry.

Compassionate Hosts Ministry Team

Purpose of the Team

The Compassionate Hosts Ministry Team is a ministry to families and HRBC staff holding funeral or memorial services at HRBC. The collaborative team, composed of Deacons and non-Deacon volunteers, assists the church staff in providing physical support for guests and funeral directors on the day of a service.

Ministry Gifts Needed

Compassion for the bereaved family is the team's primary ministry. Included, but not limited to, are personal services such as assessing assistance for special needs guests, respect for guests, knowledge of property locations such as restrooms, engaging with the staff and funeral directors to provide a welcoming environment, and supporting the HRBC staff as needed.

Time Commitment

The team functions "on demand", and may have as little as 24 hours' notice for service. Most opportunities to serve will take place during working hours on week days and will require three to five hours of service, contingent on the length of the service, if a reception is held, or if a period of visitation is held. The team is composed of at least ten members, including a team leader and an assistant team leader. Three to six team members are needed for each service.

Type of Training Available

This is a team which requires little formal training, with on the job experience providing a good opportunity to minister. Formal training will be provided on an as-needed basis.

Compassionate Hosts Team Leader Responsibilities

The Compassionate Hosts Team is under the leadership of the Compassionate Hosts Team Leader, who represents the team on the Deacon Leadership Team. The ministry serves under the direction of HRBC ministerial staff. The Pastor in charge of a service contacts the team leader or assistant leader as needs arise and provides information about the particulars needed for that service. The team leader then:

- Recruits three to five team members, ensure all have the correct information, and stay in touch with the officiating Pastor to establish coverage for all needs.

- Arrives on site at least one hour in advance of the service to organize team participation, oversee requests for service by the staff and family, provide guidance to new hosts, and offer assistance to funeral directors.
- Remains on site until the team's services are no longer required and assure proper clean-up.

Family Ministry Team

Purpose of the Team

The Deacon Family Ministry Team is a systematic plan for reaching every family unit at Huguenot Road Baptist Church through personal ministry. The plan will:

- Strengthen the entire church.
- Remind families that the church really cares for them.
- Grow trust in the Deacons as spiritual leaders and servants of the church.
- Allow families to discuss their problems with their Deacon and benefit from his/her ministry.
- Interpret programs of the church more clearly.
- Strengthen fellowship within the church.
- Lighten the load of the Senior Pastor and ministerial staff.
- Help Deacons discover the real meaning of the servant role.

Huguenot Road Baptist Church's Family Ministry Team is a caring ministry to modern-day family units of one person or more. It involves caring for each family member wherever his/her or her need may be expressed.

The Deacon may minister in the hospital, at a ball game, in the grocery store, in a church hallway, over the telephone, with a home visit, in an e-mail message, on social media, etc. All Huguenot Road Baptist Church Deacons serve on the Family Ministry Team.

Ministry Gifts Needed

Each Deacon will be engaged in meeting a variety of needs in his/her Care Group. Many of these needs are met by the following partial list of responsibilities.

- The Deacon will take the initiative to become acquainted with the members of his/her Care Group. An initial contact with each member (or family) of the group should be made within one month of the assignment by letter. Subsequent contacts will be made at least each quarter in order to establish a relationship that can serve as the basis for the trust needed for effective ministry.
- As a relationship develops between the Deacon and his/her Care Group, the Deacon will be in a position to rejoice with them in their experiences and accomplishments expressed by those members, as well as grieve with them over their losses.
- The Deacon will listen to the concerns of the members of his/her Care Group, caring for them, and serving as their friend.

- The Deacon will seek to be aware of any crises in the lives of members of his/her Care Group, and will actively engage in their support during those times. The Deacon will make referrals to the appropriate Deacon ministry team (Bereavement, Hospitalization, Prayer, etc.) and to the church staff in times of crises for members of his/her Care Group.
- The Deacon will be prepared to answer questions from and witness to his/her Care Group about the gospel, doctrine, our faith, the church, and other appropriate knowledge areas.
- The Deacon will help those in his/her Care Group to become more actively engaged in the church fellowship. This is a particular need of new members, or members who are in close fellowship with a small circle of other members. Inactive members have a particular need to be informed of church fellowship opportunities.
- The Deacon will watch for opportunities to be of service to the members of his/her Care Group. This can be an effective and appropriate facet of the Deacon ministry. Also, the Deacon will watch for opportunities for members of his/her Care Group to apply their talents, skills, and abilities that God has given them in order to develop and increase their own ministry involvement.
- The Deacon will pray regularly for the members of his/her Care Group. He/she should make them aware of this practice and solicit their requests on a regular basis.
- The Deacon will be regularly engaged in training opportunities, Bible study or other similar activities as opportunities arise in order to be better prepared for the ministry. The Deacon will also be regular in attendance at church functions where such teaching and training is implied, such as Sunday School and worship services.
- The Deacon will report his/her activity with his/her Care Group on a regular basis to the Deacon Family Ministry Team Leader.

Based on his/her spiritual gifts, the Deacon may utilize additional ways to minister to his/her Care Group. It is expected that the Deacon will make contact with each family unit on a quarterly basis and report the contacts on the provided form.

Time Commitment Involved

On average Deacons invest 30-60 minutes per week making contacting members of his/her Care Group. In order to contact each family unit in his/her Care Group, the Deacon will need to make one or two contacts each week.

Family Ministry Team Leader Responsibilities

The family ministry will be guided by the Leader of the Family Ministry Team. This leader will work with church staff to maintain Care Group rosters and to assign Deacons to Care Groups. The leader will also be responsible for collecting contact reports and sharing the information with the appropriate church staff. The leader will represent the family ministry on the Deacon Leadership Team.

Hospital Ministry Team

Purpose of the Team

The members of the Hospital Ministry Team will ensure that each person who is hospitalized will receive a visit from one or more Deacons. The Deacons will visit members in the hospital to convey the care and concern of the church and to provide a listening ear. Follow-up visits will be made to the home when there is a period of convalescence. This lay ministry will be in addition to the pastoral care offered by the church staff.

Ministry Gifts Needed

A hospital visitation Deacon must be a mature Christian who has the ability to minister to persons who are in the hospital. Key skills include a genuine care for those who are hurting or suffering due to pain or illness, a willingness to learn the skills involved in hospital visitation, desire to develop good listening skills, and a commitment to follow through with visitation assignments in a timely fashion.

Time Commitment Involved

On average, those serving on the Hospital Ministry Team invest 30-60 minutes per week making visits to church members, Sunday School members, or prospects who are in the hospital. Of course, the number of visits will be determined by the number of people entering the hospital for treatment. Team members will also be expected to attend regular Deacon meetings, team meetings (usually two per year), and any training sessions planned for the team. The amount of time invested in this ministry will also depend upon the driving distance to the hospital and the number of follow-up visits or contacts made following an extensive illness.

Type of Training Available

When a Deacon comes onto the hospital visitation team, he/she will receive a packet containing a brochure on "Hospital Do's and Don'ts" and a manual outlining the hospital visitation ministry. Experienced Deacons will be assigned to make "training visits" with apprentices until they are comfortable visiting on their own. Periodically, a training conference will be offered to cover hospital visitation ministry skills.

Hospital Ministry Team Leader Responsibilities

The ministry of hospital visitation will be guided by the Leader of the Hospital Ministry Team. This leader will have responsibility to enlist and train Deacons with the caring skills necessary for effective hospital visitation. The leader will establish a rotation system for hospital visitation (a certain number of Deacons on four teams, one team for each week of the month). The leader will represent the hospital ministry on the Deacon Leadership Team.

New Member Ministry Team

Purpose of the Team

The New Member Ministry Team welcomes new members and helps them to assimilate into the life of the church. Specific responsibilities assigned to new member Deacons include: visit in the home of new members, take initiative to build a relationship with new members, introduce new members to other church members with similar interests, encourage new members to participate in the new member class, and assist the new members in finding a Bible study class. New member Deacons are encouraged to take intentional initiative weekly with new members for the first four weeks after they join and follow up at least monthly for the next six months to ensure engagement in the life of the community.

A key role for Deacons on the New Member Ministry Team is assessing the level of personal contact the new member needs to become acclimated to the life of the church. Also, new member Deacons make themselves available to answer any questions the new member may have regarding the life and ministry of HRBC.

Ministry Gifts Needed

Deacons who serve on the New Member Ministry Team must evidence a love of Christ and HRBC. New members need to know that Deacons love the church and serve Christ willingly through the church. This will help them want to get involved in the life of the church. It is helpful for the new member Deacon to have the gift of hospitality and possess the ability to follow through with assignments (make visits in a timely fashion). The gift of discernment will enable the Deacon to know the type and amount of follow-up each new family needs.

Time Commitment Involved

The number of assignments a new member Deacon receives depends on the number of Deacons on the team and the number of new members uniting with the congregation. Generally, Deacons receive new assignments every three to four months. In addition, these Deacons follow up with new families and seek to involve them in the life of the faith community. New Member Ministry Deacons also attend bi-monthly Deacon meetings.

Type of Training Available

An orientation for Deacons serving on this team will take place at the start of the new church year. Apprentice Deacons will be assigned to experienced Deacons who will model for them and work with them until they feel comfortable making visits and cultivating relationships on their own. Periodically, the team will meet for training, encouragement and problem-solving.

New Member Team Leader Responsibilities

The work of the New Member Ministry Team is guided by the New Member Team Leader who represents the ministry on the Deacon Leadership Team. The team leader has responsibility to be a team member taking on family assignments plus assign new

families to Deacons, follow-up with Deacons on assignments, encourage fellow team members as well as to enlist and train Deacons to minister to new members.

Prayer Ministry Team

Purpose of the Team

The members of the Prayer Ministry Team will offer intercessory prayer for the life and work of HRBC, church members, church staff, and special needs on a daily basis. The team will develop an effective emergency prayer chain ministry to be activated on an as needed basis. The team, in concert with the church staff, will offer opportunities to advance the prayer life of members of the congregation.

Deacons who choose to serve on the Prayer Ministry Team will be assigned to a prayer chain. These Deacons will have responsibility to pass on information they receive to the next person on the chain. If the next person cannot be reached, leave a message (if possible) and call the next person. This process should continue until a person is reached. The last person on the chain will call the first person to make certain that the prayer request made it through the chain.

Ministry Gifts Needed

To function effectively on the Deacon Prayer Team, a person must be a growing Christian who has a vital relationship with God through prayer. In addition, this Deacon needs to have a genuine concern for ministry needs and be willing to offer intercessory prayer when needs are discovered. Even though the focus of this team is on actually praying, sometimes a Deacon may find it necessary to “put feet” to prayers by offering tangible hands-on ministry to those for whom he/she is praying.

Time Commitment Involved

The amount of time invested in the prayer ministry will vary depending on the number of requests that come across the prayer chain. Ideally, the Deacon will keep a log of all prayer requests and pray daily for the needs of specific people and for the church. Also, the members of this team will attend bi-monthly Deacon meetings and any team meeting that might be scheduled by the team leader. Deacons on this team are expected to attend any training experiences offered. An Apprentice Deacon will be given an extensive orientation to the ministry of the prayer team and will be taught how to effectively fulfill the role.

Type of Training Available

The leader will provide a time of orientation for all serving on the team at the beginning of the church year. Periodic training sessions will be offered to enrich the prayer lives of these Deacons. Apprentice Deacons will learn how to fulfill their role at the orientation session.

Prayer Team Leader Responsibilities

The Prayer Ministry Team will be guided by the Prayer Ministry Team Leader. This person has responsibility to organize the prayer ministry of the Deacons (determine how many Deacons are needed for prayer chains and make assignments). The leader will receive prayer requests from a variety of settings: Deacon's meetings, Wednesday night prayer meeting, church staff, etc. The leader will represent the prayer ministry on the Deacon Leadership Team and provide a list of prayer needs for the bi-monthly Deacon meetings.

Spiritual Gifts Ministry Team

Purpose of the Ministry

The Spiritual Gifts Ministry Team assesses and informs church members of their spiritual gifts, enabling them to grow more spiritually and more passionately for service. The team determines tools used for spiritual gifts assessment; helps with selection of team members and their training; works with church members assessing and teaching them about their spiritual gifts; and providing members easy-to-obtain information about volunteer opportunities. The team provides information to the Member Development and Mobilization (MDM) team concerning HRBC member's gifts, passions, and desires.

Ministry Gifts Needed

Deacons and non-Deacons who serve on the Spiritual Gifts Ministry Team must love Jesus Christ and have a willingness to serve the church and other HRBC members. Team members must be willing to learn the biblical basis for using spiritual gifts, learn about assessment tools and the spiritual gifts of HRBC's particular assessment tool, learn ways these gifts can be used, and identify people they know who are already using their gifts. Team members learn ways that people spirituality grows when they are able to use their gifts. Team members must have a desire to share and educate others through various means of communication.

Time Commitment Involved

Meetings are generally held once a month for 1 to 1½ hours. Other assignments may also require some outside work from time to time. Members commit to this team through regular attendance for at least a one-year term, with a possibility of serving up to three years.

Type of Training Available

Team members take an assessment test themselves and discover their own spiritual gifts. Parts of each team meeting is set aside for training, encouragement and problem-solving.

Spiritual Gifts Team Leader Responsibilities

The work of the Spiritual Gifts Ministry Team is guided by the Spiritual Gifts Ministry Team Leader who represents the ministry on the Deacon Leadership Team. The leader works with the Deacon Coordinator to select Deacon and non-Deacon members. The

leader plans training to new and current members of the team. The leader will schedule meetings and provide meeting agendas.

The leader facilitates the development and maintenance of a 3-year action plan for the team that involves team members, staff, the MDM team, and other church teams and includes a one year forward action plan that integrates all role players.

Toolbox Ministry Team

Purpose of this Ministry

The members of the Toolbox Ministry Team will perform minor home or vehicle repairs for the HRBC church family who are unable to perform such repairs themselves or cannot afford to pay professionals. The team will establish guidelines for setting the scope of repairs to be considered and mitigating the potential liabilities of performing repairs, keeping in mind the volunteer nature of the team membership. The team will develop an effective method for receiving, evaluating and performing requests in a timely manner. The team will develop a list of interested church family members who may be consulted for advice as needed.

By minor home or auto repairs we mean repairs that a handy individual can perform in less than two hours. Minor home repair examples include replacing electrical sockets or light switches, hanging a picture or putting up a shelf, patching a hole in the wall, replacing light bulbs, replacing toilet components, fixing a dripping faucet, minor painting, etc. Minor vehicle repair examples include changing a flat tire, checking/topping off fluids, pre-inspecting a vehicle for a state inspection, changing an air filter, etc. Both lists are illustrative and are not meant to be exhaustive.

Ministry Gifts Needed

To function effectively on the Toolbox Ministry Team, a person must be a Christian with a desire to help others and to be reliable and capable to perform the work in a reasonable timeframe. He/she must be able to work with the requestor in a friendly manner to clarify what is being asked as well as other factors relevant to the task, and to determine a time frame for completion. He/she must also be able to recognize when the request exceeds his/her level of expertise.

Deacons who choose to serve on the Toolbox Ministry Team will need to have their own tools for performing repairs and be knowledgeable about competently performing the repairs in a safe manner. Deacons on the Toolbox Ministry Team may enlist other HRBC family members to provide expertise on an as-needed basis.

Time Commitment Involved

The amount of time invested will vary depending on the number of requests that come to the team but to set team member expectations, team members must be willing to

commit 2 hours per week. Deacons on this team are expected to attend any training experiences offered.

Type of Training Available

The leader will provide a time of orientation for all serving on the team at the beginning of the church year. Periodic training sessions will be offered in which team members may cross-train each other to build expertise across the team.

Deacon Toolbox Team Leader Responsibilities

The Deacon Toolbox Ministry Team will be guided by the Deacon Toolbox Ministry Leader. The leader has responsibility to organize the team to achieve its purpose. He/she will determine how many Deacons are needed to provide a basic level of home and vehicle repair expertise on the team keeping in mind the volunteer nature of the team. The team leader should know the capabilities of the team members before assigning tasks. The leader will receive repair requests from a variety of settings such as email, phone calls, church office, church staff, etc. and determine the team member to follow-up each request. The leader will represent the toolbox ministry on the Deacon Leadership Team.

Worship Assistance Team

Purpose of the Team

The Worship Assistance Team is guided by the Worship Assistance Team Leader, who represents the team on the Deacon Leadership Team. The leader has responsibility to enlist and train Deacons to serve The Lord's Supper for traditional worship services, set up a schedule for groups of Deacons serving The Lord's Supper, and enlist Deacons to read scripture for worship services. NOTE: Deacons assigned to read scripture are asked to read from the scripture translation that will be emailed to them (or hard copy provided if they do not have email) by the church office, so the congregation may follow along on the projected scripture.

The designated scripture reader should meet with the Senior Pastor prior to the service for a time of prayer. At the conclusion of the service, the designated scripture reader should join and greet new members and others who may be recognized at the front of the sanctuary.

Ministry Gifts Needed

Deacons who serve on the Worship Assistance Team must be available to serve on a rotation basis for the various responsibilities. Deacons who serve on a Lord's Supper team must be physically capable of transporting the communion elements to assigned pews. Deacons who read scripture for worship must be competent readers who can effectively communicate the focal passage to the congregation.

Time Commitment Involved

Deacons assigned to serve The Lord's Supper will do so on a rotation basis (typically every other month on the first Sunday of the month) and Christmas Eve. Deacons assigned to read scripture do so on a rotation basis depending on the number of Deacons on the team (approximately once per quarter). Deacons who cannot for any reason serve on the assigned Sunday must notify the team leader of the Worship Assistance Team in advance. Those reading scripture will also notify the church office if they cannot serve. All members of the Deacon Team are considered members of the Worship Assistance Team.

Type of Training Available

Deacons serving on The Lord's Supper teams will be taught how to handle the elements and where they will be positioned in the sanctuary for serving the elements. Assignments will be made prior to the worship service during which communion is served. Training on serving The Lord's Supper will be provided annually.

APPENDIX I

Mentoring for Apprentice Deacons at Huguenot Road Baptist Church

The word “mentor” is defined as a “wise and trusted counselor or teacher”. Although mentoring does not appear specifically in the Bible, Scripture does give us numerous examples of mentoring. Moses was mentored by his father-in-law Jethro, first as son-in-law and then as a leader (Exodus 18). The mentoring relationship between Eli and Samuel prepared Samuel for the tasks and responsibilities that were his after Eli’s death (1 Samuel 1–4). Jesus mentored His disciples (Luke 9), and both Barnabas and Paul excelled in mentoring (Acts 9–15).

Jesus made His style of mentoring clear: He led so that others can follow. He said, “If anyone will come after me, let him deny himself, and take up his cross and follow me” (Matthew 16:24-26). Because He is our leader and we are to follow Him, Christian mentoring is a process dependent upon submission to Christ. Neither the mentor nor the candidate controls the relationship. As such, the process is best characterized by mutual sharing, trust, and enrichment as the life and work of both participants is changed. The mentor serves as a model and a trusted listener. The mentor relies on the Holy Spirit to provide insight, change lives, and teach through the modeling process.

Mentors are not perfect. Some people may hesitate to mentor an emerging leader because they feel inadequate. Mentors are models for their mentees, and any human model is fallible. But the mentor’s transparency will help the mentee to deal with his or her own struggles. Mentors need to be authentic God-seekers and Christ-followers who are willing to help others in their own development.

Biblical mentors seem to share some key values. They do not attempt to build their own kingdoms, but focus on the kingdom of God. Their leadership is based not on the manipulation of power, but on an attitude of servanthood. Brokenness before the Lord characterized by humility makes their lives compelling to others. They are not lone rangers; they are team players. They have decided to invest in others and make leadership development of others a priority in their ministry. These are the values that Huguenot Road Baptist Church’s Deacon Team adopts as it mentors newly elected Apprentice Deacons

The following information is intended to help direct the relationships of Apprentice Deacons and their mentor Deacon at HBRC. These are not set rules or guidelines. They are merely suggestions as to how you may develop your mentoring relationship.

Mentoring relationships go through at least three stages. The first stage is initiation or attraction. At this stage, mentors and mentees see characteristics that draw them together. Mentors may identify potential in an emerging leader and approach that

individual to develop a mentoring relationship with him or her. On the other hand, emerging leaders may see individual qualities in a more experienced individual that they may want to emulate, or skills that they wish to develop.

A second stage in mentoring relationships is the cultivation stage. In the first stage, mentor and mentee often lay out the expectations they have of the relationship. Some commitments may be made as to frequency of communication and the level of transparency they wish to maintain. In the cultivation stage, the relationship begins to bear fruit as mentor and mentee share with one another and face challenges and opportunities together.

The third stage is separation. Paul and Barnabas separated even after Barnabas had been used of the Lord to open great doors of opportunity to Paul. This stage can be painful, but it is necessary as the mentee continues to grow developmentally. Our Deacon mentoring relationships at HRBC will evolve into peer relationships marked by continued mutual support when the mentee is ordained into the full fellowship of the Deacon body. Wise mentors will be sensitive to this need and will release mentees to pursue God's vision for his or her life.

Mentoring is not an exact science, but there are six basic principles that can guide mentors develop effective relationships with mentees.

1. Mentors are role models. Mentees are often drawn to mentors because they want to be like them in some area. While communicating information and knowledge is important, mentors should first keep watch over their own lives and ministry so as to maintain an effective example for the mentee to follow.
2. Mentors should pray for and pray with the mentee. The Holy Spirit is the primary agent of spiritual development. Apart from his working in the mentee's life, the mentor labors in vain.
3. Mentors should seek to provide opportunities for the mentee to gain ministry experience. By sponsoring and encouraging the mentee, the mentor can often open doors to new leadership development.
4. Mentors must listen to the mentee. Sometimes well-meaning mentors have pat answers for life problems. Trust will grow in the relationship as the mentee senses that the mentor is truly seeking to hear and understand the mentee's needs.
5. Mentors should give guidance to the mentee. However, unless there are clear scriptural commands at issue, allow the mentee to make his or her own decisions before God. For instance, in considering a change of ministry within the Deacon Team or the church, help the mentee examine matters of spiritual gifting, call and future goals. But the final decision must rest upon the mentee as he or she takes responsibility for discerning and following God's will.

6. Mentors should be sensitive to cultural differences that influence the expectations that mentees have of mentoring relationships. Cultural sensitivity, wise transparency and a winsome spirit will go a long way in nurturing the mentoring relationship

The following are some suggestions for developing your mentoring relationship.

1. Spend time together exploring the “Function of Deacons at HRBC” and “Deacon Qualities” that are in the HRBC Deacon Ministry Resource Guide. What stands out for you in these sections? What resonates deeply and inspires? What gifts do you bring to the table? What do you see as (potential) personal challenges?

2. Go over the nuts and bolts of HRBC’s Deacon Team ministry. What ministry work is the diaconate engaged in? What do the various Deacon teams do? What is required for each role on the Deacon Team (Leader, Assistant Leader, Secretary, etc.)?

3. Use the Spiritual Gifts survey conducted by the Deacon Team, to explore personal giftedness of the Apprentice Deacon. Share personal stories of faith and service. The mentor should share his calling to the Deacon ministry at HRBC.

4. Ask questions. Start with questions of passion. Questions like, what kind of conversation would keep you up late at night? What are you passionate about that might surprise other people? When you look at the church, or outside the walls of the church, and you consider the fact that the church could make a difference in some of these areas, which ones excite you the most? Also ask questions about their past. What have you done in the past that brought you a lot of energy and success? What are some areas or competencies that you have that when you used them you had successes, and things happened and changed because of it? If you feel comfortable as the relationship grows discuss questions of maturity such as: Tell me a little bit about your journey with God. When has been a hard time between you and God, when you have doubted him or haven't felt his presence? How did you get through that?" What has been a hard time in your life?

5. Develop leadership skills and start by reading Ephesians together. The primary job of Deacons is to equip the members of Huguenot Road Baptist Church for the work of ministry. That means leaders have to be really well-versed in spiritual gifts. This vision of leadership involves looking across the horizon of the church and seeing who the people are, what gifts God has deposited in them, and how they can place them in areas that line up with those gifts to leverage the power that God has placed in them. This is the power that pushes the church into the future.

Function of Deacons at HRBC

At HRBC, we view the primary role of Deacons as meeting needs within the body. They are servants of Christ who meet tangible needs within the congregation. We have chosen to organize our Deacon ministry into teams who address ministry needs not being served by other teams or groups. The specific teams are articulated later in this

resource guide. We believe that the actual authority of the Deacon is one of Christian influence. Our Deacons do not comprise a governing body. Instead, they provide spiritual leadership for the congregation. The Deacons at HRBC can meet the objectives through the following functions:

- I. A Deacon Models Growing Discipleship
 - A. Growing in spiritual maturity and personal relationship with God through prayer, Bible study, stewardship and fellowship.
 - B. Discovering his or her areas of personal ministry by recognizing and developing talents and spiritual gifts under the leadership of the Holy Spirit.
 - C. Participating in personal ministry projects appropriate to individual talents and spiritual gifts.

- II. A Deacon Ministers
 - A. Leading the church in corporate worship.
 - B. Participating in projects led by the Deacons to strengthen the fellowship or foster spiritual growth.
 - C. Serving on a team to accomplish on-going ministry tasks within the life of the church.

- III. A Deacon Is Actively Involved in the Church Family
 - A. Participating in as many areas of church life as possible, under the guidance of the Holy Spirit.
 - B. Listening to the feedback about ministries of the church and communicating that information back to the Deacons and staff.
 - C. Interpreting the work, mission, and vision of the church to the members of various organizations with which the Deacon has contact.

These functions allow the Deacon to participate in ministry at different levels: as individuals, with other Deacons, and with the church. They also allow for individual differences in talents, skills, time, and ability. Deacons will be expected to work on at least one ministry team, but they will not be limited to one team. Each Deacon will be encouraged to explore areas in which he/she would like to serve. Deacons will cooperate with one another to meet needs within the church.

Deacons will need to constantly evaluate the needs within our church. At the beginning of each new church year, Deacons (individually and collectively) will evaluate all ministries in which they are involved. Based on needs at that time, decisions will be made regarding which ministry teams will continue, which ministries may be eliminated, and which new ministries need to be implemented.

Deacon Qualities

A person who is nominated to serve as a Deacon at HRBC should possess the following qualities:

1. Be a growing Christian.

2. Have a willingness to serve.
3. Be faithful in attendance and support of HRBC ministries.
4. Practice biblical stewardship.
5. Be willing to train for more effective ministry.
6. Hold spiritual standards in keeping with 1 Timothy 3:8-13.
7. Be willing to serve on a Deacon ministry team.
8. Be willing to faithfully discharge the duties associated with a specific Deacon ministry role.
9. Be willing to conduct his/her life in ways that will bring honor and glory to the cause of Christ.
10. Be willing to attend Deacon meetings and functions sponsored by the Deacons.

APPENDIX II

Suggestions for Serving The Lord's Supper to Homebound

Prepare the elements for serving first.

*Then you may start by reading from the **New Testament**. Here are several selections. You may choose others. Read only one or two.*

John 6:47-51: "Very truly I tell you, the one who believes has eternal life. I am the bread of life. Your ancestors ate the manna in the wilderness, yet they died. But here is the bread that comes down from heaven, which anyone may eat and not die. I am the living bread that came down from heaven. Whoever eats this bread will live forever. This bread is my flesh, which I will give for the life of the world."

or

John 6:53-59: Jesus said to them, "Very truly I tell you, unless you eat the flesh of the Son of Man and drink his blood, you have no life in you. Whoever eats my flesh and drinks my blood has eternal life, and I will raise them up at the last day. For my flesh is real food and my blood is real drink. Whoever eats my flesh and drinks my blood remains in me, and I in them. Just as the living Father sent me and I live because of the Father, so the one who feeds on me will live because of me. This is the bread that came down from heaven. Your ancestors ate manna and died, but whoever feeds on this bread will live forever." He said this while teaching in the synagogue in Capernaum.

or

Luke 22:14-20: When the hour came, Jesus and his apostles reclined at the table. And he said to them, "I have eagerly desired to eat this Passover with you before I suffer. For I tell you, I will not eat it again until it finds fulfillment in the kingdom of God."

After taking the cup, he gave thanks and said, "Take this and divide it among you. For I tell you I will not drink again from the fruit of the vine until the kingdom of God comes."

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

In the same way, after the supper he took the cup, saying, "This cup is the new covenant in my blood, which is poured out for you."

or

1 Corinthians 11:23-26: For I received from the Lord what I also passed on to you: The Lord Jesus, on the night he was betrayed, took bread, and when he had given thanks, he broke it and said, "This is my body, which is for you; do this in remembrance of me." In the same way, after supper he took the cup, saying, "This cup is the new covenant in my blood; do this, whenever you drink it, in remembrance of me." For whenever you eat this bread and drink this cup, you proclaim the Lord's death until he comes.

If you feel led, offer a prayer of thanksgiving at this point.

Let us remember the way that Jesus showed us His love. On the evening before He died, He had supper with his apostles. During the meal, He took a loaf of bread, gave thanks for it, broke it and then passed it around with these words: "This is my body given for you; do this in remembrance of me."

At this point, share the bread and state "The body of Christ given for you" as you partake.

And, in the same way he took a cup, gave thanks for it and then passed it around with these words: "This cup is the new covenant in my blood, which is poured out for you. Drink this and remember Me."

At this point, share the cup and state "The blood of Christ shed for you" as you partake.

And now, every time we eat bread like this, and every time we drink wine like this, we remember Jesus, and His everlasting love.

You may want to conclude with everyone joining together reciting 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 trespasses, as we forgive those who trespass against us. And lead us not into temptation; but deliver us from evil. For thine is the kingdom, the power and the glory, for ever and ever. Amen

APPENDIX III

2017 Deacon Ministry Team

Deacon Leadership Team

Deacon Ministry Coordinator: Richard Martin (2018)
Assistant Deacon Ministry Coordinator: Sue Robertson (2017)
Secretary: Andy Sasser (2019)
Bereavement Ministry Team Leader: Freda Austin (2017)
Compassionate Hosts Ministry Team Leader: Sue Hurley (2017)
Family Ministry Team Leader: Heather Thornton (2019)
Hospital Ministry Team Leader: Beth Torres (2017)
New Member Ministry Team Leader: Ray Parker (2018)
Prayer Ministry Team Leader: Wendell Thomas (2017)
Spiritual Gifts Ministry Team Leader: Sue Alderman (2018)
Toolbox Ministry Team Leader: David Burton (2019)
Worship Assistance Ministry Team Leader: Wilton Ford (2020)

Active Deacons

Sue Alderman (2018)	Rachel Jones (2019)
Freda Austin (2017)	*Craig Lott (2020)
Phyllis Brooks (2019)	Richard Martin (2018)
David Burton (2019)	*Betty Minton (2020)
David Cornelius (2018)	*Ruth Mounce (2020)
David Cottrell (2019)	Parker Nash (2017)
Jenny Delcorso (2019)	Ray Parker (2018)
Cathy Dickens (2017)	Sue Robertson (2017)
D'Anne Early (2017)	Andy Sasser (2019)
*Wilton Ford (2020)	Andrea Simpson (2019)
Dwayne Gibson (2019)	Meriam Thacker (2017)
Rod Hale (2019)	Wendell Thomas (2017)
Sue Hurley (2017)	Heather Thornton (2019)
Tom Jarvis (2019)	Beth Torres (2017)
*Beth Jones (2020)	Shirley Wilson (2019)

* Apprentice Deacon
year in parenthesis () notes when term end

Ordained Deacons at Huguenot Road Baptist Church

FIRST NAME	LAST NAME	CURRENT STATUS	NOTES
Sue	Alderman	Active	Term ends 2018
Freda	Austin	Active	Term ends 2017
Phyllis	Brooks	Active	Term ends 2019
David	Burton	Active	Term ends 2019
David	Cornelius	Active	Term ends 2018
David	Cottrell	Active	Term ends 2019
Jenny	Delcorso	Active	Term ends 2019
Cathy	Dickens	Active	Term ends 2017
D'Anne	Early	Active	Term ends 2017
Dwayne	Gibson	Active	Term ends 2019
Rod	Hale	Active	Term ends 2019
Sue	Hurley	Active	Term ends 2017
Tom	Jarvis	Active	Term ends 2019
Rachel	Jones	Active	Term ends 2019
Richard	Martin	Active	Term ends 2018
Parker	Nash	Active	Term ends 2017
Ray	Parker	Active	Term ends 2018
Sue	Robertson	Active	Term ends 2017
Andy	Sasser	Active	Term ends 2019
Andrea	Simpson	Active	Term ends 2019
Meriam	Thacker	Active	Term ends 2017
Wendell	Thomas	Active	Term ends 2017
Heather	Thornton	Active	Term ends 2019
Beth	Torres	Active	Term ends 2017
Shirley	Wilson	Active	Term ends 2019
Wilton	Ford	Apprentice	If ordained January 2018, term ends 2020
Beth	Jones	Apprentice	If ordained January 2018, term ends 2020
Craig	Lott	Apprentice	If ordained January 2018, term ends 2020
Betty	Minton	Apprentice	If ordained January 2018, term ends 2020
Ruth	Mounce	Apprentice	If ordained January 2018, term ends 2020
Norman	Boswell	Emeritus	Elected Emeritus December 2016
Fred	Branton	Emeritus	Elected Emeritus December 2016
Edith	Creech	Emeritus	Elected Emeritus December 2016
Glenn	Ford	Emeritus	Elected Emeritus December 2016
Betty	Foster	Emeritus	Elected Emeritus December 2016
Bob	Galaspie	Emeritus	Elected Emeritus December 2016
Eugene	Garner	Emeritus	Elected Emeritus December 2016
Bill	Grant	Emeritus	Elected Emeritus December 2016
June	Grant	Emeritus	Elected Emeritus December 2016
Harold	Gravatt	Emeritus	Elected Emeritus December 2016

FIRST NAME	LAST NAME	CURRENT STATUS	NOTES
Carolyn	Gregory	Emeritus	Elected Emeritus December 2016
Marvin	Gregory	Emeritus	Elected Emeritus December 2016
Kay	Griffin	Emeritus	Elected Emeritus December 2016
Matt	Hadley	Emeritus	Elected Emeritus December 2016
Margaret	Hutcheson	Emeritus	Elected Emeritus December 2016
Harry	Lanziollotti	Emeritus	Elected Emeritus December 2016
Joyce	Livingstone	Emeritus	Elected Emeritus December 2016
Cal	Lucy	Emeritus	Elected Emeritus December 2016
Tom	Miller	Emeritus	Elected Emeritus December 2016
Sue	Monks	Emeritus	Elected Emeritus December 2016
Herman	Mullins	Emeritus	Elected Emeritus December 2016
Dennis	Nofsinger	Emeritus	Elected Emeritus December 2016
Beth	Parker	Emeritus	Elected Emeritus December 2016
Lee Ann	Perkins	Emeritus	Elected Emeritus December 2016
Cathy	Ralcewicz	Emeritus	Elected Emeritus December 2016
Jack	Reynolds	Emeritus	Elected Emeritus December 2016
Dotty	Shepard	Emeritus	Elected Emeritus December 2016
Felix	Shepard	Emeritus	Elected Emeritus December 2016
David	Sowder	Emeritus	Elected Emeritus December 2016
Bob	Stallings	Emeritus	Elected Emeritus December 2016
Molly	Wood	Emeritus	Elected Emeritus December 2016
Lorene	Wyatt	Emeritus	Elected Emeritus December 2016
Tom	Wyatt	Emeritus	Elected Emeritus December 2016
Joe	Wynn	Emeritus	Elected Emeritus December 2016
Sharron	Abel	Reserve	
David	Anderson	Reserve	
Al	Arrington	Reserve	
Carol	Ash	Reserve	
Carol	Ashworth	Reserve	
Mark	Baker	Reserve	
Liz	Bass	Reserve	
Paul	Brannan	Reserve	
Nell	Branton	Reserve	
Butch	Cline	Reserve	
Debbie	Cline	Reserve	
David	Dean	Reserve	
Bill	DeWorken	Reserve	
Ned	Dunford	Reserve	
Taylor	Dunford	Reserve	
Shirley Rife	Dunn	Reserve	
Butch	Eudailey	Reserve	
Kim	Felts	Reserve	
Vickie	Felts	Reserve	

FIRST NAME	LAST NAME	CURRENT STATUS	NOTES
Kristin	Francisco	Reserve	
Rory	Francisco ¹	Reserve	
Fran	Franklin	Reserve	
Michelle	Graham	Reserve	
Janet	Gravatt ¹	Reserve	
Rachel	Greenwood	Reserve	
Bruce	Hage	Reserve	
Shelia	Hage	Reserve	
Janet	Hamrick	Reserve	
Wayne	Hamrick	Reserve	
Kim Biggers	Hayes	Reserve	
Eng	Heah	Reserve	
Joe	Hester	Reserve	
Shirley	Hinkson	Reserve	
Caroline	Johns	Reserve	
Wilton	Johns	Reserve	
David	Jordan	Reserve	
Marya	Kanna	Reserve	
Don	Latta	Reserve	
Barry	Lloyd	Reserve	
Earl	Lloyd	Reserve	
Vickie	Lloyd	Reserve	
Ed	Lohr	Reserve	
Larry	Lynch	Reserve	
Sandra	Lynch	Reserve	
Eric	Millirons	Reserve	
Malinda	Mills	Reserve	
Curtis	Montgomery	Reserve	
Bill	Moore	Reserve	
Jeff	Parker	Reserve	
Kevin	Patrick	Reserve	
Barbara	Perrin	Reserve	
Becky	Pulliam	Reserve	
Brandon	Pulliam	Reserve	
Paul	Simmons	Reserve	
Patty	Spragg ¹	Reserve	
Bill	Torres	Reserve	
Gordon	Rawls	Reservev	

¹ - Not eligible for Elected Emeritus December 2016 Status; did not serve a full 3-year term.