

MINISTRY OF DEACONS OF WHPC

Fall, 2011 Manual

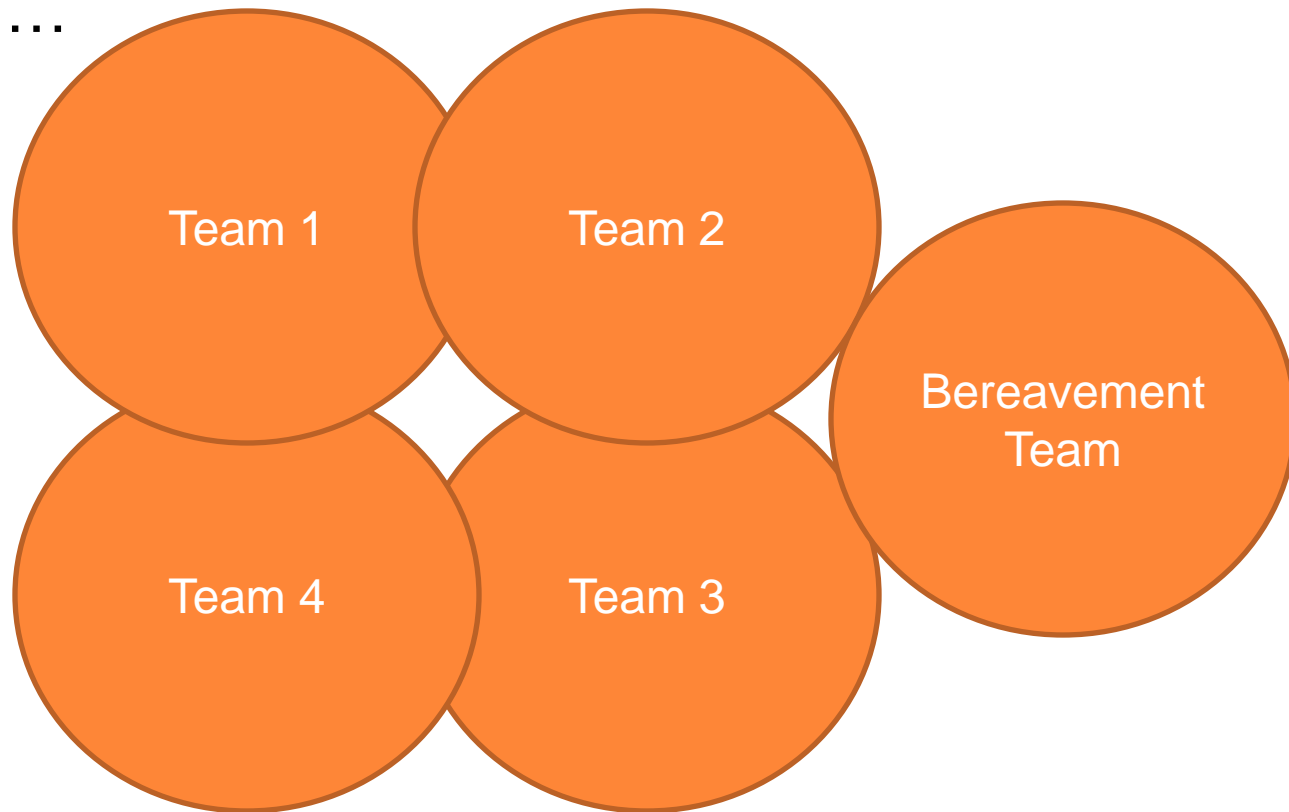
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DEACON TEAMS

Many hands make light work...You are the light of the world...



2011 DEACON TEAMS

○ Team 1:

- Team Leader: Jeanne Otto
- Co-Leader: Rehn Peterson
- Ray Bacon
- Kelly McBeth
- Ann Holden
- Jayne Gamel
- Emily Steele



2011 DEACON TEAMS

○ Team 2:

- Team Leader: Shirley Kopp
- Co-Leader: Laurie Works
- Charlie King
- Susan Marvin
- Mary Jo Ingram
- Lisa Burr
- Ken Nordeman



2011 DEACON TEAMS

o Team 3:

- Team Leader: Betty Jo Harris
- Co-Leader: Nikki Kriss
- Tam Braithwaite
- James Fields
- David Jessich
- Becky Robertson
- Susie Nordyke



DEACON TEAM *LEADER*

- **Aim:** The aim of the deacon team leader is to hold the center of service in and through Christ. As leaders, other aims might be: offering hospitality, practicing the presence of God, nurturing relationships with fellow team leaders and members, being bold in service to the congregation, seeking guidance from the scriptures and the Holy Spirit in all service and remembering Jesus as the example of Servant Leadership.
- **Time:** One year term, serving one week approximately every month. Leaders are typically chosen rather than self-selected. Leaders serve a one year cycle that is renewable.



DEACON TEAM *LEADER* DUTIES

- Meet with your deacon team members and the pastoral staff to begin the day with prayer.
- Wear your deacon name tag.
- Coordinate who on the team is helping greeters.
- Help greet and welcome at entrances.
- Coordinate who on the team is helping usher.
- Participate in worship leadership.
- Be available to pray with those in need after the services.
- In between services, be available in the parlor to proactively foster fellowship and greet visitors.
- Help clean up sanctuary after each service.
- Assign visitor follow up and visitation.



DEACON TEAM *LEADER* DUTIES CONT.

- Participate in daily spiritual practices.
- Assign home visits and/or phone calls.
- Coordinate and make hospital visits.
- Coordinate and make visitor follow up calls/visits.
- Coordinate flower delivery.
- Coordinate and provide weekly care for cares/concerns.
- Pray for those on the Congregational Cares and Concerns list.



DEACON TEAM *LEADER* DUTIES CONT.

- Pray for the upcoming Sunday services and sermon.
- Write/send cards of encouragement.
- Attend monthly deacon team meeting.
- Partake in monthly deacon worship.
- Partake in monthly deacon homework (readings and practices).



DEACON TEAM *MEMBER*

- **Aim:** The aim of a deacon team member is to serve the congregation with the ministry of compassion in love, for love. Other sub-aims might be to offer hospitality, practice the presence of God, nurture relationships with fellow team members, being bold in service to the congregation, seeking guidance from the scriptures and the Holy Spirit in all service, and remembering Jesus as the example of Servant Leadership.
- **Time:** Three year term, serving one week approximately every month.



DEACON TEAM *MEMBER* DUTIES

○ ***Sunday morning duties***

• *Prayer before worship*

- *Aim:* To consent to God's presence and action in prayer with pastors prior to worship and Sunday serving.
- *Duty details:* Meet in front of Dr. Barnes' office at 8a.m. and pray with pastors and worship leaders. Offer words of encouragement to preachers and worship leaders as a servant of Jesus Christ.

• *Greeting*

- *Aim:* To embody and convey the love and welcome of Jesus Christ to guests and members as they enter into the Lord's House for Sunday worship.
- *Duty details:* Deacons will "supplement" the current greeter teams. As guided by the team leader who will coordinate with the Hospitality Team Leader, deacons will help supplement the welcome and hospitality presence at each entrance to the sanctuary. Greeting occurs at 8:45a – 9a and from 11a – 11:15a.

• *Ushering*

- *Aim:* To embody and convey the love and welcome of Jesus Christ to guests and members as they participate in Sunday worship.
- *Duty details:* Deacons will "supplement" the current ushering teams. As guided by the team leader who will coordinate with the Head Usher, deacons will help supplement the ushering teams at each service as needed. The key idea is: "be available."



DEACON TEAM *MEMBER* DUTIES CONT.

- *Worship leadership*
 - *Aim:* To model the love of God in worship and to minister to the congregation.
 - *Duty details:* Deacons will be given the opportunity to lead in worship, particularly in the 8:45a service. Worship leadership can include leading in prayer, reading a scripture and serving communion. The team leader in conjunction with the Office Staff will coordinate the worship leadership for your Sunday service.
- *Fellowship*
 - *Aim:* To manifest the love and joy of Jesus Christ creating a culture of welcome and nurturing relationships.
 - *Duty details:* Currently, this involves “having ears/eyes” open during Sunday morning and especially being present in the parlor between services to be available to greet or guide visitors and follow up in person with those whom you know are in need of compassion.
- *Sanctuary clean-up*
 - *Aim:* To embody servant hood and demonstrate reverence for the worship sanctuary.
 - *Duty details:* Following each worship service, coordinate with the head usher cleaning up discarded bulletins in pews and straightening out pew racks.
- *Visitor follow up*
 - *Aim:* To convey the joy of God’s love to WHPC visitors and the warm of our congregation.
 - *Duty details:* Currently this information is available on Mondays and will be passed on to your Team Leader who will coordinate your visitor contacts. Care should be taken to contact our visitors in a timely manner, preferably by Monday evening.



DEACON TEAM *MEMBER* DUTIES CONT.

○ ***Weekly ministry duties***

- Visitation
 - *Aim:* To embody the love and presence of Christ to the sick, elderly, shut-in, lonely and needy among our congregation and those celebrating the birth of a child.
 - *Duty details:* Visitation will be assigned and coordinated by the Team Leader using information from the Congregational Care office. A record of each visit should be kept by the deacon and forwarded to the Team Member and Congregational Care secretary [See example]. Visitations may occur in someone's home, at the hospital or at a nursing care home.
- Crisis care/concerns
 - *Aim:* To embody the compassion of Jesus Christ to those in crisis or suffering in body, mind or spirit.
 - *Duty details:* From time to time, concerns emerge within the congregation and NCG's that deacons will be called upon to minister to. This may include calling, visiting, writing a note of encouragement, providing a meal, a ride or other ministry of compassion. This care will also be coordinated by the Team Leader, who will also let the Congregational Care office know of what care has been provided so that a "chart note" is established in the member's file.
- Pray for those on the Congregational Cares and Concerns list
 - *Aim:* To hold those suffering or in need in our congregation in the heart with attentive love, interceding for their well being and God's will to be done.
 - *Duty details:* While this ministry is open to all Deacons, it is especially the calling of those who are "on duty" for their week to set time each day to pray for those on the CC list.



DEACON TEAM *MEMBER* DUTIES CONT.

- *Pray for the upcoming Sunday services and sermon*
 - *Aim:* To hold the worship and worship leaders in your heart with prayer throughout the week, requesting God's blessings upon the worship service and especially the fruitfulness of the spoken word.
 - *Duty details:* While this ministry is open to all Deacons, it is especially the calling of those who are "on duty" for their week to set time each day to pray for the preacher of the week, worship leaders and for the up coming Sunday worship services.
- *Write/send cards of encouragement*
 - *Aim:* To extend compassion in written form in timely ways to those who are hurting, suffering, recovering, celebrating or in need.
 - *Duty details:* While all deacons are invited to write cards anytime, it is especially the calling of those who are "on duty" for their week to set time each week to write cards and notes to those they know are suffering, recovering, sick, discouraged, celebrating or in any kind of need. Cards and stamps will be provided if requested from the Congregational Care office.
- *Daily spiritual practices*
 - *Aim:* To consent to God's loving presence and action through daily practices that help bring our attention back to God and focus our compassion on others.
 - *Duty details:* Set time aside each day to consent to God through prayer and scripture reading. As spiritual leaders and ministers of compassion at WHPC, deacons must receive from God what they hope to give to others. During 2010, Deacons will receive guidance and training in the spiritual practices, using Adele Calhoun's book.



DEACON TEAM *MEMBER* DUTIES CONT.

○ Monthly ministry duties

- *Attend monthly Deacon meeting*
 - *Aim:* To gather together once a month to share ministry stories, pray together, worship together, and do ministry together. The monthly meeting “holds the center” for the group. Like a “rest stop” on I-10, the monthly meeting provides time to stretch, share, grow, refuel and plan the journey going forward.
- *Participate in Deacon monthly homework*
 - *Aim:* To focus our corporate attention on a monthly ministry skill or spiritual practice for the purpose of our personal growth and corporate fruitfulness.



BEREAVEMENT TEAM

○ Team Leader:

- *Aim:* To embody in practical ways the compassion of Jesus Christ and the love of God to those who are grieving the loss of a loved one.
- *Duties:* To serve grieving families as they gather to celebrate their loved one's life at WHPC. Such compassionate service might include: ushering during the funeral, greeting the family and guests, providing hospitality to the family as a host or through the provision of a meal or fellowship time preceding or following the funeral. While we wish to be supportive, food service will only be provided by the Bereavement Team at WHPC. The Bereavement Team Leader will coordinate all communication and service to the family in conjunction with the pastoral staff, Margaret Moser and Cynthia Mohle. The Bereavement Team will be free to call upon other Deacons or church members to help them in their ministry of compassion to the bereaved, especially related to food service.



TEAM MECHANICS

○ Communication process

- The on duty Team Leader will be in regular contact through email and phone with the Congregational Care Office and the pastoral staff. Team Leaders will then communicate new needs to on duty team members, coordinating care as needed. Likewise, the Congregational Care Office and pastoral staff will be in regular contact with the on duty Team Leader as needs arise.
- Ground-up communication will also occur from the congregation members and NCG's leaders and members to Deacon team members and team leaders. This information needs to be shared with the Team Leader and the Congregational Care Office.
- Team Leaders and Team Members can update the Deacon Google Document Page to keep everyone on the same page regarding recent care and new developments.
- Visits and contacts should be communicated to your Team Leader so a minimum contact record can be kept. This record or "chart note" will allow for an ongoing "chart" to be kept so that other Team Leaders and deacons can be informed about any previous care [see handout example].
- The Bereavement Team Leader will receive communication from Cynthia Mohle or the Congregational Care Office, and the Bereavement Team Leader will contact the on duty Team Leader if help is required for a particular funeral or bereavement concern.



TEAM MECHANICS, CONT.

○ Scheduling and Absences

- The Deacon Team Leader is responsible for scheduling and coordinating ministry duties within the week each particular team is on duty. Each Team Leader is given flexibility to do this as he/she feels most comfortable with. The important thing is that ministry occurs and that all visits and concerns are covered with timeliness and loving presence. It may be that some deacon team members are designated by their team leader with a particular ministry assignment, so that, for example, Peter knows on Sunday that he is responsible for visiting/contacting any visitors who worshipped at WHPC that Sunday. The more assignments are coordinated beforehand, the better the weekly ministry will unfold. Prior coordination will eliminate last minute interruptions as weekly concerns and needs emerge. Communication will be key for this system to work and a gracious spirit as the teams live into this team model of ministry.
- As servants of Jesus Christ, ordained to the ministry of compassion, you have taken vows entering into a covenant relationship with the WHPC congregation. Your ministry as a Deacon is a high calling. As with other commitments, you will be responsible to live with integrity to this covenant. If you are unable to serve during your on duty week, it is your responsibility to contact your Team Leader and let him/her know. Depending upon your weekly assigned duties, you may need to obtain a substitute, or your Team Leader may do so on your behalf.

