



The Board of Deacons

What is a Deacon?

Our Board of Deacons provides sympathy, witness and service after the example of Jesus Christ. The Book of Order of the Presbyterian Church describes it as follows:

The office of deacon as set forth in Scripture is one of compassion, witness, and service after the example of Jesus Christ. Persons of spiritual character, honest repute, of exemplary lives, brotherly and sisterly love, sincere compassion, and sound judgment should be chosen for this office. (Book of Order, G-6.0401)

The Pioneer **Design for Ministry** offers these insights:

The responsibilities and duties of the Board of Deacons are outlined in Chapter 6, Section 4 of **The Book of Order: Form of Government**.

In order to carry out these responsibilities and duties, the Board of Deacons shall divide its work in the following manner:

1. The Board of Deacons shall bear specific responsibility for a ministry of compassion for those who are distressed, both within and outside the membership of the congregation.
2. It shall be the duty of the Board of Deacons to provide a special ministry of support services, the most obvious of which are ushering at worship and Communion preparation.
3. The Session may from time to time define particular aspects of the Deacons' work, or make specific assignments as new needs arise.

Important Information

- Most communication is done via email, please check your email regularly!
- Located in the office are mailboxes labeled with your name. Please make a habit of checking your box on a regular basis.
- Expense vouchers are also available underneath the boxes. After filling out the form, please put it in the moderator's box for his signature.
- **Deadlines**
 - Post – the Wednesday after the Session meeting
 - Bulletin – Wednesday of each week

If at all possible, please send information via email to peggy@pioneersolon.org

What do the Deacons do?

Greeting

Your team will be assigned specific Sundays to provide hospitality. In addition to the greeters inside the main doors and the table near the nametag board, Deacons will provide a welcoming presence at the back door and front door of the church. At the front door, it is helpful to be on the look-out for people who might need assistance getting into the church. A friendly face and a simple good-morning is a significant ministry of presence. If your team has additional members available, one of them will be assigned to assist the name-tag team.

Greeters are assigned for both the education hour and worship time.

8:55-9:15 and 10:15-10:35

Communion Preparation is also done by teams. There are specific instructions about this task in your notebook.

Events

- Pie & Cake Auction
- Senior Brunch
- Chili Cook-Off
- Adopt-A-Family
- Memorial /Funeral Services

Tasks

- Care-note coordinator: purchases and stocks care-notes.
- Meal coordinator: recruits meal providers for those in need
- Coffee fellowship coordinator: insures people have signed up
- Homebound members: monthly contact with our homebound members
- Flower delivery coordinator: on the Sundays that flowers are not taken home by the member, the coordinator insures that the flowers are delivered to one of our homebound members
- Bulletin Board: for the artist in the group! Puts together displays for events
- “Card Table” and Correspondence: sends out cards on behalf of the Deacons to new births, those grieving, and other occasions. Also organizes the “Card Table” ministry.
- Memorial /Funeral Service coordinator
- Nominating Committee Representative
- College Care Packages coordinator
- There is a Deacon at each Session meeting and a Ruling Elder at each Deacon meeting.

Calendar of Events

September

- Orientation to new officers
- Schedule date for Senior Brunch in late October/early November

October/November

- Planning for Senior Brunch
- College care-packages
- Get date for the annual Chili Cook-Off approved by Session and on the church calendar.
- Begin Adopt-A-Family Promotion (see December)

December

- Adopt-a-family
- Christmas eve greeters for all services
- Poinsettia delivery for home-bound members
- Annual report will be due early in January!

January

- Annual meeting will be the last Sunday of this month or the first Sunday of February
- Chili Cook-off planning!
- Pie & Cake Auction planning

February

- Look ahead to Easter for greeting!
- Get date for Pie/Cake Auction on the church calendar once it is approved by Session.

March/April

- Easter!
- Work on Pie & Cake Auction

May

- Pie & Cake Auction is usually held in May.
- It's time to start planning who will be captains, moderator, and committee members to replace the outgoing class of deacons. Tentative teams should be arranged because you'll have time to rearrange them as people call you to explain why some positions are better for them than others.

June

- Try to get captains and nominations for next year's committees. Remember, everyone has a special talent and that we all can do something. Stick to the most senior in the team for the captains unless there are conflicts.

July, August

- Normally, there is no July meeting. If a picnic/new member reception is planned for August, as in the past, begin discussion at June meeting.