

The Deacon Ministry Committee Policies & Procedures

I. Purpose

The purpose of this document is to establish guidelines for the Deacon Ministry Committee at White Rock Community Church (WRCC).

II. Authority and Responsibility

This policy is reviewed by the Church Council and approved by the Congregation. It is the responsibility of the Church Council to ensure compliance with this policy.

III. Policy

The WRCC constitution and the WRCC By-Laws act as the primary policy and operating guidelines for WRCC. Individual committee Policy and Procedures shall also be abided by as secondary guidelines.

The following policy statements apply to the Deacon Ministry Committee at WRCC.

- A. **MISSION STATEMENT** – The purpose of the Deacon Ministry Committee of WRCC is to actively seek the guidance and direction of the Holy Spirit in all areas of life and ministry in order to assist the Pastor and staff in leading WRCC to be a healthy, Spirit-led New Testament church.
- B. **MEMBERSHIP** – Potential Deacon Candidates are recommended by church members and/or a committee of Deacons who investigate and prayerfully consider any candidates. The Pastor must present nominations to the church. Election as a Deacon candidate is by a two-thirds (2/3) vote of the church membership present at a regular or special called Congregational meeting. Refer to Article VI, Section 6.03 of the Constitution regarding the call of such meeting. Elected candidates must serve a training internship as directed by the Pastor. When completed, Deacon Candidates are presented to the church for ordination.

Term of office is two (2) years from the date of election. Deacons may be elected to serve two (2) two (2) year terms, but not more than four (4) years, at which time they must rotate off for at least an entire term (2 years) before becoming eligible for re-election.

Qualifications to be a Deacon:

- Meet guidelines as outlined in Article III, Sections 3.01 and 3.01 of By-Laws
- At least 21 years of age
- Members in good standing of this church for at least one (1) year
- Demonstrating in their Christian life a practice of spiritual maturity and wisdom
- Faithful supporters engaged in the programs of the church
- Tithe in belief and practice
- Conforming to the recommendations set forth in Acts 6:3 and 1 Timothy 3:8-13

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- C. **OFFICERS AND ELECTIONS** - The first order of business at the committee's meeting in October shall be to elect a Chair and a Secretary. Elected Chairpersons may only serve a maximum of two (2) consecutive terms as a Chair on any committee. (See WRCC By-Laws, Article IV – "Church Officers.") Election results must be reported to the Church Clerk prior to the October meeting of the Church Council.
- D. **COMMITTEE GUIDELINES** – In accordance with the teachings of the New Testament, Deacons are servants of the church. Through the Deacon Family Ministry Program they shall serve with the Pastor and staff in proclaiming the Gospel; ministering to the needs of members of the church and community; and leading the church to engage in worship, witness, Bible teaching, ministry, and application of Biblical principles. In addition, Deacons, as lay spiritual leaders of the church, may provide advice and counsel to the Pastors, staff, church officers, committees, teams, or individual church members, as requested. Deacons shall meet monthly as outlined in the Constitution. The Pastor or the Pastor's designee shall act as a non-voting observer and advisor. A quorum for a Deacon meeting is a simple majority.
- E. **FURTHER COMMITTEE NOTES** – Meetings of all committees are to be conducted according to the Committee Guidance Rules as listed in the documents, "Guiding Principles", and "Ten Rules for Respect." Each committee member shall be provided a copy of these documents at the first meeting of the committee in October.
- F. **RESPONSIBILITIES** –
The Deacon Ministry Committee shall have the following responsibilities:
- 1) Chair and administer the Benevolence Committee, according to Benevolence Policies and Procedures.
 - 2) The Chairperson shall hold a seat on the Church Council.
 - 3) Submit monthly within two (2) weeks of approval, a copy of the minutes from the prior month's committee meeting to the Church Clerk and Administrative Assistant.
 - 4) Submit to the Finance Committee an annual budget request by the budget deadline date each year with detailed, itemized requirements.
 - 5) Maintain Deacon family contacts and complete the required paperwork each month (at the monthly Deacon Meeting).
 - 6) Participate in the communion service and complete the necessary prep work on your assigned Sunday. Every other week communion is served during the church service. On the non-church service weeks you will be assigned a Sunday to complete communion service in the library.

Approved By:

05/20/2014 Deacons

05/17/2014 Policies and Procedures

05/29/2014 Church Council