

POLICIES AND PROCEDURES

DEACON BODY POLICIES AND PROCEDURES

CONSTITUTIONAL REFERENCE: Article IV, Section 5

1. Size of Deacon Body and Term of Office

The Deacon Body shall operate on a three year rotating principle, with the limitation that no more than one-third of the body have terms that expire in any one year. Deacons rotating off the active body may not succeed themselves or be reelected until a full year has passed following their preceding service of a full three year term. Any member of the active deacon body may resign membership at any time without losing the title of ordained deacon. The Church will, upon the acceptance of such resignation, thereafter recognize such deacons as being on rotation from the active Body.

The size of the Deacon Body shall be evaluated on an annual basis. The Deacon Body Chairperson, Deacon Officers, Deacon Nominating Committee and the Pastor shall meet collectively to determine the desired size of the next year's body as outlined in Article IV Section 5 of the constitution. This recommendation shall be presented to the Church in Conference for its approval no later than the regular July church conference. The number of deacons nominated for the next year shall reflect that adjustment.

2. Qualifications

In the selection of deacons, the church shall be guided by the Scriptural qualifications as outlined in Acts 6 and 1 Timothy 3. To be considered for election to the office of deacon a person must meet the following qualifications:

- a. A person must be a current member of Tabernacle Baptist Church in good standing for at least one year prior to the time of taking office.
- b. Alternatively, a person must be a current member of Tabernacle Baptist Church in good standing for at least six months prior to the time of taking office if the person was previously ordained by this church or another church of like faith and order
- c. Prior to being presented to the Church in conference, a nominee is required to meet with the Pastor and Deacon Chairperson to understand and accept the Deacon Responsibilities as outlined in Section 5.

3. Election

Not less than two weeks prior to its meeting to consider such nominations, the Church Nominating Committee shall publish a notice in the Tabernacle Record requesting recommendations for persons to be nominated as deacons. The committee shall then nominate the number of qualified persons who shall agree to fulfill the duties of the office of deacon which are required to fill the positions to be

vacated by rotation. The names of the nominees shall be published in the Tabernacle Record not less than two weeks prior to the Church Conference in October.

At the October Church Conference the Church Nominating Committee shall give its report of deacon nominees and opportunity shall be given for additional nominations from the floor. Any member who desires to make a nomination from the floor shall first obtain the consent of the person to be nominated. All nominations shall then be published in the first issue of the Tabernacle Record prepared following the October Church Conference.

Election of deacons shall be by secret ballot at the November Church Conference. The pastor shall designate a Sunday in January for the Ordination and Installation of those elected to the Deacon Body.

4. Vacancies

An inactive Deacon shall fill a vacancy on the active Deacon Body caused by death or resignation. This person shall be selected by recommendation from the Church Nominating Committee and election at the following month's Church Conference. Only a deacon who has not served on the active Deacon Body within one year shall be considered to fill such a vacancy.

5. Responsibilities

- a. Be in agreement with the Deacon Covenant with the congregation, as approved by the Church in Conference on October 28, 2012.
- b. Organize ministries within the Deacon Body to meet the special and changing needs of the congregation.
- c. General Responsibilities
It is the responsibility of all Deacons to perform the following duties:
Endeavor to promote unity, peace, and the spirit of cooperation among the members.
Distribute the elements of the Lord's Supper.
Render active assistance to the Pastor and staff in promoting the success of the Church, Christian faith and salvation through life changing commitments to Jesus Christ as Savior and Lord.
Coordinate the collection of offerings.
Give the offertory prayer.
Attend Deacon Body meetings.
Pray for and encourage the Pastor and Church staff.
Maintain a Godly lifestyle in accordance with Biblical teachings.
- d. Group Responsibilities
It is the responsibility of the Deacon Body as a group to perform the following duties:
In the absence of the Pastor and when the Church is without a Pastor, ensure that the regular program of the Church is carried out.
Review and vote to support or not support all recommendations from standing or special committees prior to forwarding these to the Church in conference.

6. Meetings

The deacons shall meet regularly at a time designated by them. Deacons shall meet on call of the chairperson or Pastor at other times, or be called together upon a written call signed by at least twelve of the members of the Deacon Body.

7. Officers

The Deacon Body shall have the following officers chosen from its members:

a. Chairperson

The chairperson shall:

Preside at the monthly Deacons' meetings

Serve on the Church Council

Assist at the Lord's Supper and other worship services at the request of the Pastor.

Provide leadership in family ministries

Provide leadership in promotion of all Church activities

Designate one of the vice-chairpersons to preside in the absence of the chairperson.

b. Two vice-chairpersons

The vice-chairperson shall:

Preside in the absence of the chairperson

Assist the chairperson in the performance of their duties.

c. Secretary.

The secretary shall have responsibility for taking minutes and attendance records at regular and called meetings.

The Deacon Nominating Committee shall nominate:

The officers of the Deacon Body

The members of the Tabernacle Education Fund committee

The members of other committees that the Deacon Body has responsibility to nominate or appoint

The Deacon Nominating Committee shall consist of the deacons whose terms expire at the end of the current year. The chairman of the Deacon Body shall appoint one of these members to serve as chairperson no later than October.

8. Deacon Emeritus

Deacons who have become sixty-five (65) years of age, or who are physically unable to serve, may at their request and by the approval of the Church become deacons emeritus. As such their membership in the active Deacon Body shall be continued, and they shall enjoy all the rights and privileges of such membership. They shall not be subject to assignment to duties except such as they wish, nor shall they be considered derelict if they fail to attend meetings of the Deacon Body. The size of the Deacon Body shall be maintained exclusive of those who are deacons emeritus.

9. Ordination of Deacons

After the Church has elected deacons, those who have not previously been ordained shall be ordained in a public service to be arranged by the Pastor and the Deacon Body. There shall be prayer, followed by the laying on of hands by the Pastor, ordained deacons, and ordained ministers.

Policies approved in Church Conference, July 27, 2005

Section 5 amended in Church Conference, October 28, 2012 and November 25, 2012

Policies and Procedures Tabernacle Baptist Church

Subject: The Deacon Body

Constitutional Reference: Article IV, Section 5

Policies and Procedures:

(2) Qualifications. In the selection of deacons, the church shall be guided by the Scriptural qualifications as outlined in Acts 6 and 1 Timothy 3. To be considered for election to the office of deacon a person must:

- (a) have been a current member of Tabernacle Baptist Church in good standing for at least one year prior to the time of taking office or
- (b) have been a current member of Tabernacle Baptist Church in good standing for at least six months prior to the time of taking office if the person was previously ordained by this church or another church of like faith and order.

Deacon Covenant

October 28, 2012

The role of deacon is to fulfill Biblical and spiritual mandates as servant-ministers of Tabernacle Baptist Church. As a deacon, I am called to be a role model for fruitful and constructive church membership and to strive to be the presence of Christ in word and action. I will encourage the membership in *worship, service* and *stewardship*. To this extent, I covenant with the congregation to:

- 1) Accept as doctrine and practice the Tabernacle Baptist Church ***Who We Are*** document (attached), as adopted by the Church in Conference on May 4, 2008.
- 2) Watch over the church membership in Christian love, to remember the membership in prayer, and to aid the membership in sickness, loneliness and misfortune. In these capacities, I agree to fully accept the role of deacon minister and will faithfully serve through the current method of deacon family ministry.
- 3) Regularly attend and support the Sunday School, worship services, and deacons meetings. As I am able, I will provide my time and talents to ministries and activities of the church.
- 4) Partner in prayer and in service with the Pastor and staff in support of our mission and ministries.
- 5) Tithe, or be on a path to tithing, in support of the ministries and expenses of the church, the relief of the poor and the spreading of the Gospel throughout the world through the general budget and missions offerings of Tabernacle Baptist Church.
- 6) Strive to cultivate Christian compassion, courtesy, and respect, and seek the Lord's guidance. I will strive to be slow to take offense, always eager to seek the reconciliation Christ commands, and to keep the unity of the Spirit through the bond of peace. To this end, I will support the Conflict and Communications Policy and Procedures dated February, 2008, and as amended December, 2008 (attached).

Note: Section 5(a) of the Deacons Policies and Procedures is amended as follows: Be in agreement with the Deacon Covenant with the congregation, as approved by the Church in Conference on October 28, 2012.