

**WESTWOOD BAPTIST
CHURCH**

HANDBOOK

FOR

DEACONS

October 2016

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I. DUTIES AND SELECTION

Section A, B. and C of this chapter are based on from the Church Bylaws, Article II, Section 2

A. NUMBER, ELECTION, TERM OF SERVICE

- (1) There shall be two (2) deacons for the first ten (10) resident families and an additional deacon for each additional ten (10) resident families or major fraction thereof.
- (2) Deacons shall be elected by the church. They shall be nominated by the Nominating Committee at a business meeting of which at least one (1) week's public notice shall be given as to whom the nominees will be. Any person nominated to the church for the office of deacon shall have been interviewed to ascertain his/her fitness and willingness to serve. Qualifications for a deacon shall be gauged by the scriptural teachings outlined in Acts and Timothy and by one's manifest qualities of faithful stewardship, particularly ion matters of tithing and regularly supporting the various services and organizations of the church. Any church member may nominate anyone from the floor for deacon, but only if such member has indicated his/her intention ion writing to the Moderator and pastor at least three (3) days prior to the election.
- (3) The term of service shall be three (3) years and shall start on the first day of September following the July Election. After an active term of service, no deacon shall be eligible for re-election until the lapse of one (1) year. A deacon elected to serve out an unexpired term of service shall be eligible for immediate re-election, providing the total number of successive years of service does not exceed four (4) years. If a deacon is absent without valid cause for six (6) consecutive meetings of the deacons, his/her office shall automatically be declared vacant.
- (4) Each person selected to serve as a deacon will be ordained to this biblical office.

B. DUTIES

In accordance with the meaning of the word and the practice of the New Testament, deacons are to be servants of the church.

- (1) They shall actively support all the activities of the church.
- (2) They shall be zealous to guard the unity of the spirit within the church in the bonds of peace.
- (3) They shall serve with the pastor in all matters pertaining to the welfare of the church, making a consistent effort in all ministries of evangelism, the development of Christians, and the extension and growth of the Kingdom of God.
- (4) By proper organization and method, they are to establish and maintain Christian concern for and inspiring oversight of the membership of the church. Especially are they to seek to know the physical needs and the moral and spiritual struggles of each member and to serve the whole church in relieving, encouraging, and ministering in need. To this end each church family is to be visited at least semi-annually and more often if possible.
- (5) In counsel with the pastor, and by such methods as the Holy Spirit may direct in accordance with the New Testament teachings, they are to have oversight of the discipline of the church, in administering which they are to be guided by the principles set forth in Matthew 18:15-17; I Corinthians 5:9-13; I Thessalonians 5:12-14.
- (6) The deacons shall serve as a general pulpit committee. In any period when the church is without a senior pastor, unless the church shall otherwise provide, the deacons will arrange the temporary ministry.

C. METHOD OF PROCEDURE

- (1) They shall elect annually their own Chairman, Vice Chairman, and Secretary.
- (2) The whole body of deacons shall be organized as a unit to consider plans, problems, and policies, and to make recommendations to the church.

- (3) They shall meet monthly. An accurate record of the proceedings and attendance of each deacons' meeting shall be kept.
- (4) They shall apportion the membership of the church among themselves, or make plans whereby the entire church family may have the benefit of spiritual care by the deacons.

D. DEACON SELECTION PROCEDURE

This section is included as an expansion of the church Bylaws, Article II, Section 2.A. (2). (As modified in 2004)

- (1) The Nominating committee shall present their annual recommendation for church action at the July Business Conference. As vacancies occur in the diaconate the Committee shall present a recommendation to the church as needed.
- (2) This Committee shall poll the church for two consecutive Sundays to solicit recommendations from the entire membership for deacons. A member may recommend not more than two persons for each deacon vacancy to be filled by submitting such recommendations in writing and signed by the member submitting it.
- (3) The committee shall evaluate all recommended persons, and all inactive deacons, as well as additional persons as to the characteristics of a deacon as outlined in Acts 6 and I Timothy 3:8-13 as to their manifest quality of faithful stewardship in matters of tithing and support of various services and organizations of the church: and as to their gifts on ministering to persons as required of our deacons.
- (4) Deacon candidates selected by the Nominating Committee shall be interviewed by a Screening Committee, consisting of the Pastor, Chairman of the Nominating Committee, and Chairman of the Deacons (or his representative) prior to being presented to the church. This interview will determine the willingness of the candidate to serve and assess the candidate's attributes according to (the) scriptural description of a deacon. If the results of the interview are favorable, the candidate's name shall be placed before the church for election, publicizing its report one full week prior to church action.

E. ELECTION OF DIACONATE OFFICERS

- (1) The Deacon Chairman will name a Nominating Committee of three members at the June deacons' meeting. The Members of this committee will be composed of deacons rotating off the diaconate in August.
- (2) At the June Deacons' Meeting, the Nominating Committee will present a ballot listing the names of all deacons eligible for nomination to an office for the next year. Space will be provided on the ballot to write in one nominee for each office: Chairman, Vice Chairman, and Secretary.
 - a. Each deacon currently serving on the diaconate will turn in a ballot naming three nominees.
 - b. The Nominating Committee will collect the ballots at this July meeting. Within 24 hours the Nominating Committee will notify each nominee as to what office or offices that person has been nominated. A person may be nominated for more than one office and may accept more than one nomination. All nominees, no matter how many times they were nominated for an office, will be treated equally.
 - c. The Nominating Committee shall give each nominee time to consider the nomination and to make a decision as to whether or not he/she wishes to run for office.
 - d. The Nominating Committee will draw up a slate of nominees who have accepted nomination for the three offices.
- (3) The election will take place at the August deacons' meeting
 - a. The Nominating Committee will announce the nominees for Chairman. All active deacons present will vote by written ballot. Active deacons absent may vote by absentee ballot. It shall be solely the responsibility of absent deacons to obtain a list of nominees, to vote by absentee ballot, and to ensure that their ballot is delivered to the annual election meeting prior to vote by members present. Absentee ballots arriving after vote by members present will not be counted. Votes will be tallied by the Nominating Committee and the winner announced before going on to the voting for Vice Chairman.
 - b. The same voting procedure will then be repeated for Vice Chairman and Secretary. The newly named Chairman will not be eligible to run for another office. The newly named Vice Chairman will not be eligible to run for Secretary.

F. DUTIES OF DIACONATE OFFICERS

(1) Chairman:

Work closely with the Pastor, Ministers and church staff on planning, conducting and evaluating the total work assigned by the church.

Lead in the planning, coordinating, conducting and evaluating the work of the Diaconate.

Plan and conduct deacon's meetings.

Confer with the Diaconate officers and other deacons' assigned special tasks in the planning and execution of their work.

Support and be responsible to the diaconate in their Family Ministry program by insuring a flow of Family Ministry information, availability of facilities and ministry materials.

The chair reports regularly to the chair of the Fellowship Ministry Group and to the Church Conference as needed.

(2) Vice Chairman:

Assist the Chairman in all duties.

Act for and on behalf of the Chairman as requested or required.

Represent the diaconate as a member of the Personnel Committee.

Principal areas of interest for planning and coordination include, but are not limited to: deacon training; retreat planning; maintenance of Lord's Supper properties including inventory and re-supply of Communion materials; special deacon events; and set-up for deacon meetings.

(3) Secretary:

Assist the Chairman in all duties.

Act for or on behalf of the Chairman as requested or required.

Prepare minutes of deacon meetings and compile deacon family reports.

Coordinate deacon correspondence.

Manage deacon reference and family ministry materials, literature and periodicals.

Maintain diaconate files and records.

Maintain the Handbook for Deacons.

Maintain and distribute deacon rosters, rotational duties, assignments, etc.

II. FAMILY MINISTRY

A. INTENT

One of the duties of a deacon is "...to establish and maintain Christian concern for and inspiring oversight of the membership of the church." Westwood believes that family ministry by the deacon strengthens the individual families and the church family as a whole.

The membership of the church is divided equally by family units among the Deacons, who assume responsibility for a personal ministry to these families. Deacons who minister to families have the satisfaction of standing in the biblical tradition of the seven (Acts 6) and of providing needed acts of care in this impersonal, fast-paced community life. These pastoral contacts strengthen the bond between church and home and remind families of the concern which the church has for them.

Family contacts like this are nearly impossible for the pastor alone because of church size and the schedules and life styles of the church members. Deacons have the biblical precedent to carry on this needed ministry.

B. FAMILIES LIST AND INITIAL CONTACT

A new deacon is provided with a list of families when he/she begins to serve. Thereafter, family names are added, or changed, or deleted as members join or leave the church.

When a deacon receives a new list or name, review that list or name with the pastor. He can provide some insight about the people. This will provide the deacon a starting point for the deacon's knowledge and understanding in serving the families.

The deacon completing their term of service should also discuss his or her families with the new deacon that is assuming their list of families. This will also assist the new deacon in increasing their knowledge and understanding of their families.

C. MAINTAINING RELATIONSHIPS

The deacon serves the families best when close relationships are maintained. Appendix B of this handbook suggests some tips for nurturing family relationships.

Since Westwood is a large group of families, the deacon aids in keeping the church and families in touch with each other. Keep the pastor and the Chairman of Deacons informed about the families. Notify the church office of special needs and prayers. Likewise, the deacon should notify the families of special events in the life of the church as a way of furthering family/church communications. As a means of enhancing the flow of information, the office staff will maintain procedures to inform a deacon of events in the life of his/her assigned families received by staff members.

A valuable tool for the deacon in knowing the families is the "family information sheet" which each deacon is encouraged to prepare and maintain for each family. This information will aid in ministry to each family member.

III. GREETING AND VISITATION TO FIRST-TIME WORSHIPPERS

The outreach effort of Westwood is supported by the diaconate. Teams of deacons are formed to cover each Sunday of the month. The Chairman of Deacons notifies each deacon of the visitation team on which to serve. Deacons greet worshipers as they enter the Narthex for worship service on Sunday, assist the pastor after the service in greeting visitors, and visit each person who visits Westwood for the first time.

It is the deacon's responsibility to visit. If the deacon is not able to visit on the assigned week, an arrangement should be made to swap with another deacon and to notify the Team Captain. If a deacon cannot pick up the visitation assignments right after the service, arrangements should be made with the Team Captain to pick them up later. Detailed instructions are found in Appendix C.

IV. WORSHIP LEADER

A. The deacons regularly serve as worship leaders in the Sunday morning worship service. This is a voluntary duty. The pastor coordinates assignments. If you need to exchange dates, arrange a swap and notify the pastor or the office manager.

B. Review the church bulletin. The usual parts performed by the Worship Leader are:

- Scripture Reading
- Prayer of Dedication
- Other duties as assigned by Ministerial staff
- Assist Pastor after service with visitor information

V. LORD'S SUPPER

The diaconate is responsible for all preparations and serving communion elements to the congregation. Close coordination with the pastor is required to insure the service flows smoothly. At the appropriate time in the worship service, the assigned deacons will move forward and occupy the first row of pews. Detailed instructions for preparation of the elements and serving the congregation are found in Appendix D.

Following preparation of the communion elements, the designated team will provide an update to the Vice Chairman on the status of supplies available for the next month.

VI. MEETINGS

Deacons manifest support to church services through regular attendance at meetings and other church events. The following are especially important:

A. Worship Services

B. Monthly deacons' meetings – usually held on the first Sunday of each month.

C. Church Conferences

VII. SPECIAL DUTIES

A. The Vice Chairman is a member of the Personnel Committee.

B. The diaconate appoints a deacon to other committees as required.

C. The Chairman of deacons represents the deacons in the Fellowship Ministry Group.

APPENDICES

APPENDIX A: SCRIPTURE FOUNDATION

QUALITIES OF A DEACON

Acts 6:1-7 (NIV)

In those days when the number of disciples was increasing, the Grecian Jews among them complained against those of the Aramaic-speaking community because their widows were being overlooked in the daily distribution of food. So the Twelve gathered all the disciples together and said, "It would not be right for us to neglect the ministry of the Word of God in order to wait on tables. Brothers choose seven men from among you who are known to be full of the Spirit and wisdom. We will turn this responsibility over to them and will give our attention to prayer and the ministry of the word."

This proposal pleased the whole group. They chose Stephen, a man full of faith and of the Holy Spirit; also Phillip, Procorus, Nicanor, Timon, Parmenas, and Nicolas from Antioch, a convert to Judaism. They presented these men to the apostles, who prayed and laid their hands on them.

So the word of God spread. The number of disciples in Jerusalem increased rapidly, and a large number of priests became obedient to the faith.

Romans 16:1-2 (NIV)

"I commend to you our sister Phoebe, a Deacon of the church in Cenchrea. I ask you to receive her in the Lord in a way worthy of the saints and to give her any help she may need from you, for she has been a great help to many people, including me."

I Timothy 3 (NIV)

"Here is a trustworthy saying: If anyone sets his heart on being an overseer, he desires a noble task. Now, the overseer must be above reproach, the husband of but one wife, temperate, self-controlled, respectable, hospitable, able to teach, not given to much wine, not violent but gentle, not quarrelsome, not lover of money. He must manage his own family well and see that his children obey him with proper respect. (If anyone does not know how to manage his own family, how can he take care of God's church?) He must not be a recent convert, or he may become conceited and fall under the same judgment as the devil. He must also have a good reputation with outsiders, so that he will not fall into disgrace and into the devil's trap.

Deacons, likewise, are to be men worthy of respect, sincere, not indulging in much wine, and not pursuing dishonest gain. They must keep hold of the deep truths of the faith with a clear conscience. They must first be tested; and then if there is nothing against them, let them serve as Deacons.

In the same way, their wives are to be women worthy of respect, not malicious talkers but temperate and trustworthy in everything.

A Deacon must be the husband of but one wife and must manage his children and his household well. Those who have served well gain an excellent standing and great assurance in their faith in Christ Jesus.

Although I hope to come to you soon, I am writing you these instructions so that, if I am delayed, you will know how people ought to; conduct themselves in God's household, which is the church of the living God, the pillar and foundation of the truth. Beyond all question, the mystery of godliness is great:

He appeared in a body,
was vindicated by the Spirit,
was seen by angels,
was preached among the nations,
was believed on in the world,
was taken up in glory

GUIDES FOR DISCIPLINE

Matthew 18:15-17 (HIV)

If your brother sins against you, go and show him his fault, just between the two of you. If he listens to you, you have won your brother over. But if he will not listen, take one or two others along, so that "every matter may be established by the testimony of two or three witnesses." If he refuses to listen to them, tell it to the church; and if he refuses to listen even to the church, treat him as you would a pagan or a tax collector."

I Corinthians 5:9-13 (HIV)

"I have written you in my letter not to associate with sexually immoral people—not at all meaning the people of this world who are immoral, or the greedy and swindlers, or idolaters. In that case you would have to leave this world. But now I am writing you that you must not associate with anyone who calls himself a brother but is sexually immoral or greedy, an idolater or a slanderer, a drunkard or a swindler. With such a man do not even eat.

What business is it of mine to judge those outside the church? Are you not to judge those inside? God will judge those outside. 'Expel the wicked man from among you.'"

I Thessalonians 5:12-14 (NIV)

"Now we ask you, brothers, to respect those who work hard among you. Who are over you in the Lord and who admonish you. Hold him in the highest regard in love because

of their work. Live in peace with each other. And we urge you, brothers, warn those who are idle, encourage the timid, help the weak, be patient with everyone.”

APPENDIX B: ADDITIONAL RESOURCES

This appendix is provided as an additional resource for the deacon in serving the community of the church. Contained here are ideas, commentary, and points of emphasis gathered from various deacon retreats and discussions held over the years.

I. FOSTERING RELATIONSHIPS BETWEEN DEACONS AND FAMILIES

A. In what ways can you build relationships with each family?

1. Get to know your families better; i.e., birthdays, anniversaries, jobs, children's ages and activities. Each deacon should compile as complete a file on each family as possible. It is an invaluable document to pass on to successive deacons as they seek to get to know their families and become effective as soon as possible.
2. Call each family prior to deacons' meetings and ask for prayer concerns.
3. Take a few extra minutes each Sunday to note your families that are present and greet them. (Follow up with families that are absent two or more Sundays in a row.)
4. Write a short note of introduction when a new family is assigned and follow up with a phone call/visit. (This is an excellent opportunity for a home visit to deliver the most recent newsletter/Westwood World, church calendar and so forth.)
5. Phone calls to pass on information, prayer requests, etc.
6. Have your families over for a meal or social occasion.
7. Compassionate, regular ministry during times of need.
8. Encourage your families to call you, as their deacon, at any hour, day or night, should an urgent need develop or for routine information about church activities.

B. What prevents you from contacting your families?

1. Scheduling conflicts between two busy people.
2. Both parties feel uncomfortable.
3. Fear of rejection.
4. Lack of self confidence on helping others with spiritual problems
5. Procrastination due to lack of contact plan and accountability.
6. Feeling of intrusion.

C. Possibilities for overcoming barriers.

1. Guard against feeling rejected or defensive.
2. Ask families what they expect of you as a deacon. "How can I be of help to you?"
3. Structured, purposeful visits.

4. Develop a family ministry calendar of visits/contacts. (Have a plan and work the plan.
5. Buddy system of accountability.

II. DEACONS SUPPORTING EACH OTHER

How and where to get help to better understand and perform the role and responsibility of deacon at Westwood.

1. Deacon Handbook
2. Retreats
3. Books and publications (Church library)
4. Deacon Buddy Group
 - a. Made up of the visitation teams
 - b. Share family concerns at Deacons meetings
 - c. Support, accountability and helpful hints
5. Deacon Meetings and training sessions
6. Your own Deacon, Chairman and the Pastor
7. Notify another deacon if you know of a concern which exists for one of his/her families

III. MINISTERING TO INACTIVE MEMBERS

A. Why do member become inactive and drop out?

1. Never adequately assimilated (no personal ministry, no bonding)
2. Hurt during a family crisis
3. Conflict with another member
4. Preoccupied with worldly things
5. Unhappy with the pastor
6. Overworked/burned out (at church)
7. Joined for the wrong reasons

B. Reclaiming inactive members

1. Take the initiative
2. Listen (smile, use good eye contact, be alert)
3. Stop talking
4. Do not criticize (withhold judgment)
5. Keep confidences
6. Avoid advice and problem solving

C. Watch for a cry for help often verbal and sometimes signaled with a change of behavior.

D. Statistics show that a church will have half of its members active at any one time. Out of 100 members, 30 will be non-resident and 20 others inactive (no attendance for one year).

APPENDIX C: INSTRUCTIONS FOR SUNDAY DEACON VISITATION

1. The Team Captain will assign one or two deacons to greet worshipers as they enter the Narthex for worship service.
2. After worship, the visitation team should collect the “Rolls of Welcome” and remove all sheets for that Sunday. The deacon assigned to assist the pastor in greeting visitors after the worship service will use the information form and clipboard, stored at the Welcome Center, to obtain the visitor’s contact information. The completed form(s) will be provided to the visitation team.
3. Those sheets with “visitor” checked, and especially those who have put their addresses, should be separated from the rest. Also, check the sheets for any special markings, such as “wish to join the church” or “desire a call from the pastor,” and bring these to the attention of the church office. Check with the Tellers (counting in the room next to the church office) for forms put in the collection plates.
4. Take all the sheets to the office and locate the visitor’s card file on the front desk. It contains a card on everyone who has visited the church. Look in the box for a card with the name of each visitor.

--If there is no card, the person should be visited. (Instructions below)
--If there is a card, check to see if there is a deacon report. The name of the deacon who made the report is in the upper right corner of the card. If they have been visited, no visit is required. If the card indicates that no visit has yet taken place, a member of the team should visit them. The card will indicate the previous dates of their visits to the church. This information should be provided to the visiting deacon. (This avoids the embarrassment of calling someone a first-time visitor when they are not.)
5. Once the people to be visited are identified, a member of the team assigned to each visitor.
6. On the “Rolls of Welcome” slip next to the visitor’s name, write the name of the deacon assigned to make the visit. Leave the original “Rolls of Welcome” slip on the desk.
7. Make a visit Sunday afternoon if at all possible.

--If the visit was completed, call and give your report directly to the office no later than Tuesday morning. Collect as much information on family members as possible: names and ages of all family members, church affiliation, employment, etc. Be sure to take enough time to fully answer all questions

about Westwood. Tell them about our Sunday School program and encourage them to really get to know Westwood by becoming part of this small group program. Fill out the visitation form, BUT NOT in the presence of the family. --If no one was home, leave a card with your name and phone number, and other information, such as the most recent Westwood World, church newsletter, or church brochure. Inform the office that you were not able to complete a personal visit, and retain responsibility for a personal visit through Thursday night. Call the office and relate the results of the visit or report no later than Friday morning that the visit was incomplete.

8. Note any special needs of the family (special assistance, counseling, or other concerns) where the church or church staff may help.

APPENDIX D: LORD'S SUPPER PREPARATION

Regular (Congregation served by deacons in the pews)

I. Supplies Needed

- All supplies are in the Deacon cabinet in room 204.
- 11 trays of cups and 11 bread plates for the sanctuary. 1 tray and 1 plate in Parlor for Nursery Workers.
 - a. Approximately 200 wafers.
 - b. One or two loafs of bread sliced almost all the way through to make 11 slices (to be provided by one member of the preparation team; frozen white bread dough must be baked prior to Sunday).
 - c. Approx. One hundred twenty ounces of grape juice for 12 trays (25-35 cups per tray) (to be provided by one member of the preparation team)
- Trays, plates, cups, and all other supplies are located in the upper left cabinet in room 204. Key for cabinet is in 2nd kitchen drawer next to small sink. The key is connected to a large spatula.
- Gluten free wafers are available to be given to the families that require it before the service if requested in advance.
- Check the week before to see that a clean, white linen napkin is ready and that the white linens for the Lord's Table are clean and ready. There are two matching napkins (but you only need one). Linens are stored in 204 next to the Deacon supplies.
- Bring several dishtowels from home.

II. Setup

- Spread the Lord's Supper linens on the table in the form of a cross. (Place one cloth across the tabletop with the snap in the center up. Place the second cloth perpendicular to the first with the snap in the center on the underside fitting into the first.
- Place 10-15 wafers in each of the 12 bread plates. Set ten bread plates on the Lord's Table in two stacks of three each and one stack of 4 each. Place one plate at the pastor's position (to server the deacons) and set one plate aside for the nursery workers. Place the bread loaf(s) in the breadbasket and cover it with the linen.
- Fill twelve (12) juice trays. Stack the trays on the Lord's Table in two stacks of four each and one stack of three. Set aside the twelfth tray for the nursery workers. Cover each of the stacks with the cover.

- For the nursery workers, place the communion setup (one bread tray and one juice tray) in the Church Office before the worship service.
- For the organist, place a bread tray with a wafer and a juice cup on the top right side of the organ before the service.
- Note: With two persons preparation should take 45 minutes to one hour. This can be done on Saturday so that the preparers can attend the deacons' meeting at 8:30 a.m. or the preparers may arrive early on Sunday morning.

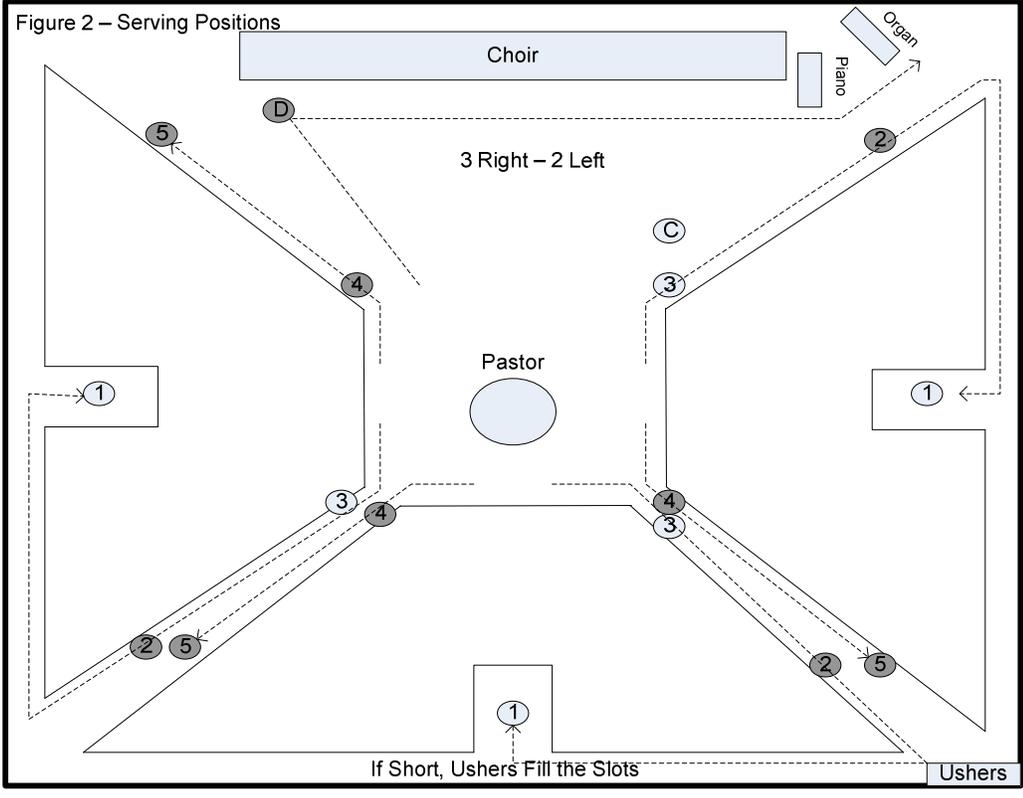
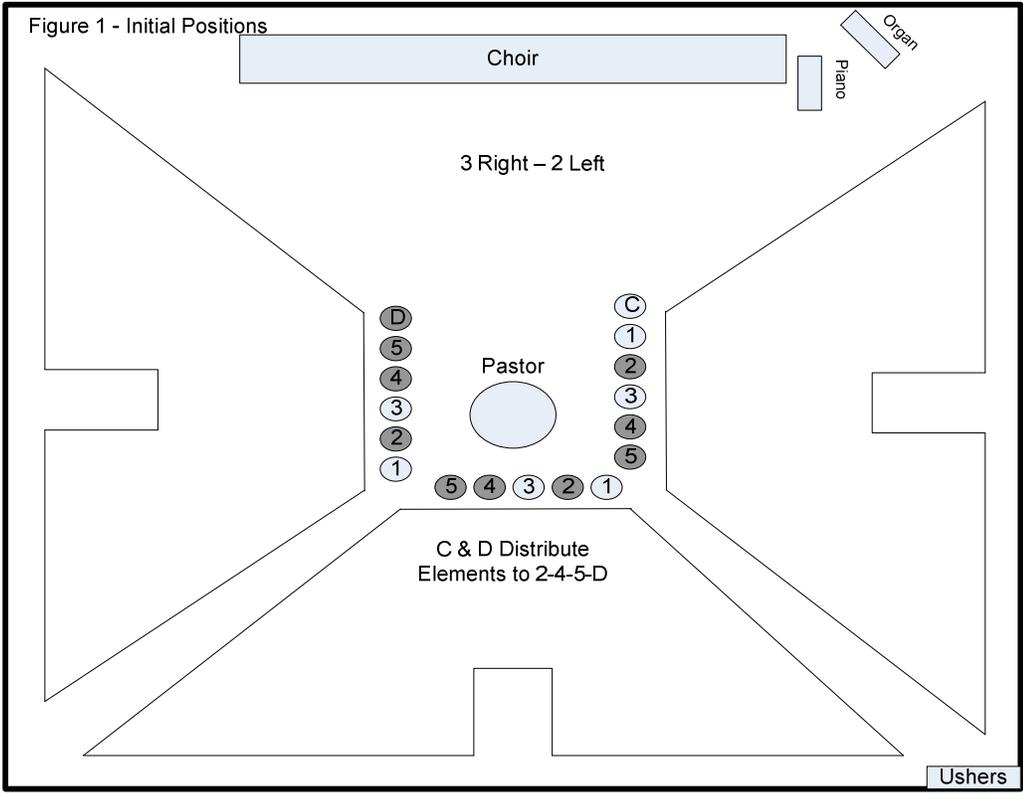
III. Cleanup

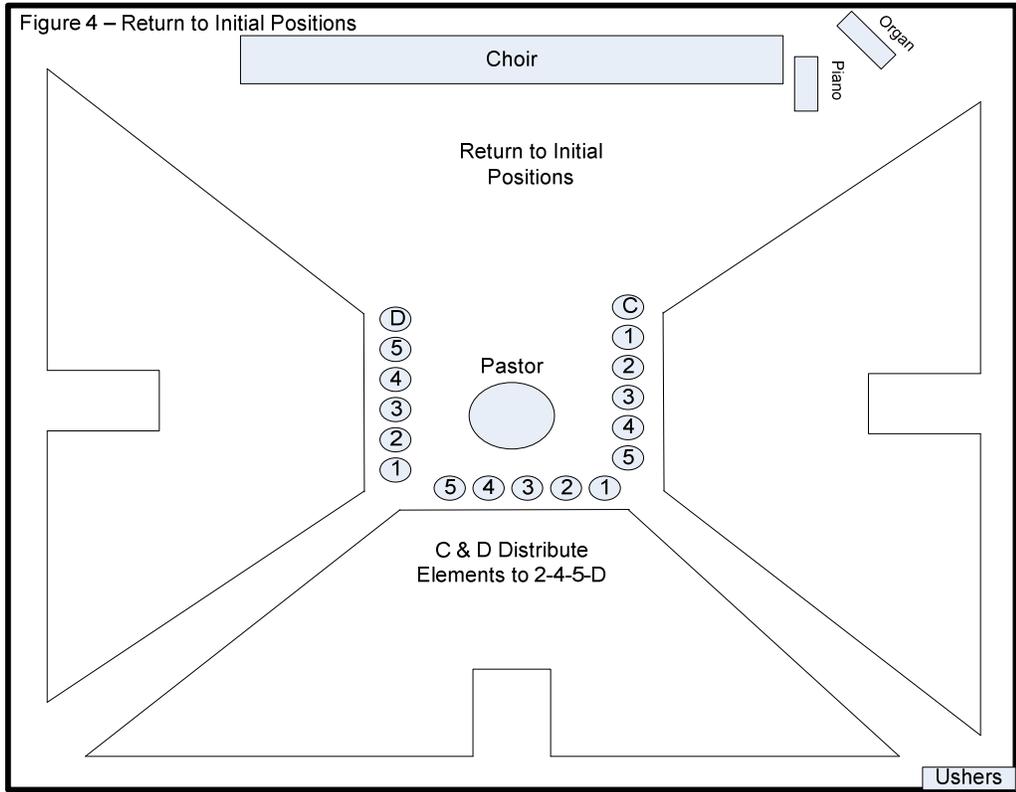
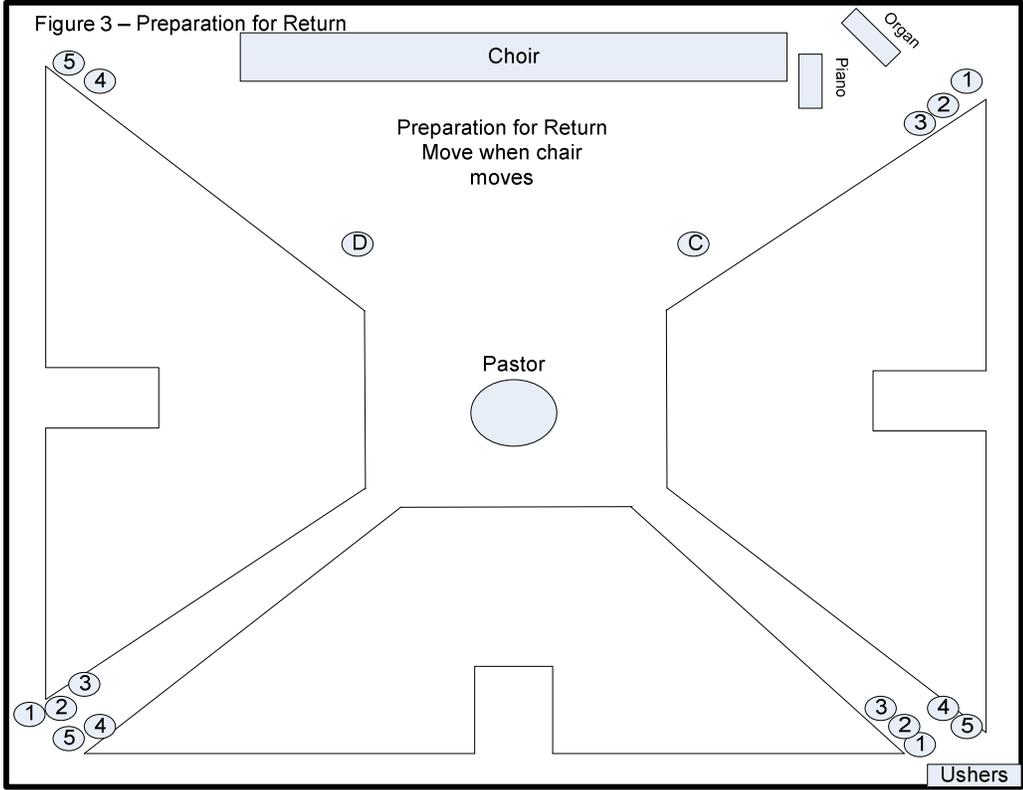
- Wash the juicers with hot soapy water and Clorox. Return them to the cabinet but leave the tops off so that they will dry completely.
- Discard the unused bread and juice and used plastic cups.
- Wash the bread plates and juice trays in hot soapy water with Clorox.
- Take the linens and napkins home to clean after use. These are washable in cold water using a mild detergent like Woolite. Tumble dry on low heat. Hang up immediately to avoid wrinkles. Touch up with an iron if necessary. Store the linens next to Deacons supplies in room 204.

IV. Service

- At the appropriate time, all assigned deacons will move forward and occupy the first row of pews, positioning themselves so that five deacons are on the first pew of each section.
- There are four areas of the Sanctuary to be served: the choir and three sections of the congregation.
 - One person, the deputy will serve the choir, any musicians in the choir area, and anyone seated on the speaking platform. The organist will serve himself or herself with the pre-arranged setup during a break in playing of the music during communion.
 - Each of the three sections of the congregation is served by five people according to Diagram 1.
- As the trays are passed to each serving deacon by the chairman and vice chairman, verbal direction will be given as to which area each Deacon is to serve. If circumstances permit, Deacons may be given assignments prior to the service and verbal directions will not be necessary. (Figure 1 and figure 2).
- After each tray is served, the serving deacon will wait at the rear of each aisle to await the call to return to the front. When called forward, all Deacons will move to their initial positions on the front pew. (Figure 3 and figure 4).

- Service is in two parts (part 1--bread, part 2--juice). Deacons will be served by the pastor when the deacons return to the front pews after each part has been distributed to the congregation.





Intinction

I. Supplies Needed

- Goblets and bread plates are in a box in the Deacon Supply cabinet in Room 204.
- Check the week before to see that four clean, white linen napkins are ready and that the white linens for the Lord's Table are clean and ready. Linens are stored next to Deacon Supply cabinet in Room 204.
- Sixty-four ounces of grape juice (to be provided by one member of the preparation team).
- A package of plain pita bread or afghan bread.

II. Setup

- Cut the pita bread into slices approximately 2" to 3" long.
- Arrange sliced pita bread on 4 bread plates for the sanctuary.
- Fill 4 goblets no more than half full for the sanctuary; 3 go on the Lord's Table and 1 goes on the windowsill at the back of the church by the slot.
- Prepare a communion set-up for the nursery workers as per the Regular Communion instructions.

III. Cleanup

- Wash the goblets and bread plates in hot soapy water with Clorox.
- Take the linens and napkins home to clean after use if needed. These are washable in cold water using a mild detergent like Woolite. Tumble dry on low heat. Hang up immediately to avoid wrinkles. Touch up with an iron if necessary. Store the linens in next to Deacon Supply cabinet in Room 204.

IV. Service

- At the appropriate time, all assigned deacons will move forward and occupy their stations (front and two sides of the Communion Table and in the back by the slot). Each deacon will serve either the juice or bread for his or her station.
- The pastor will give instructions to the congregation on how to proceed to the respective communion stations.
- When serving the bread, the deacon will say "the body of Christ".
- When serving the juice, the deacon will say "the blood of Christ".
- After the congregation has completed going through their station, the deacons will proceed to any member in their section who is unable to walk to their station and serve them in their seats.

- After all have been served in their section, each deacon will proceed back to their stations and serve each other.
- After serving each other, the deacon will return the plate or goblet to the Communion Table, cover the bread with the white napkin, and proceed back to their seats.

APPENDIX E: DEALING WITH A TRAUMATIC EVENT

Probably the most important thing you can do to help someone who is suffering from an acute stress disorder is to listen and then listen again. Someone with an acute stress disorder needs to tell his story over and over again, and then over and over again to get past the denial and the emotional numbness that we all use to protect ourselves from overwhelming events and feelings. When people say ‘just listen,’ they underestimate how demanding and challenging listening can be.

Listen.

When we hear anyone talk about something dangerous and threatening, we feel anxious. We feel even more anxious when a loved one is upset and emotionally out of control. We want to fix the unfixable and ease their pain. After a trauma, the event must be processed. Processing painful memories and the emotions they evoke means that we must share the person’s temporary helplessness, hopelessness and worthlessness. These depressive feelings also arouse our anxiety. When we try to say something comforting, the person probably will not feel understood and may withdraw or get angry at how we seem to minimize the horror of the trauma.

There are no magic words, and clichés will backfire. Beware of saying:

“It could be a lot worse.”

“She’s better off now.”

“Don’t talk like that. You’ll lick this in no time.”

“What were you doing there so late at night?”

“You’ll get over it.”

“I know how you feel...when I...”

“God must love you or he wouldn’t give you this burden.”

You may desperately want to find some comforting words, but there are none. Telling a person to stop feeling so badly only communicates that the feelings are too intense for you to handle, that there is something wrong with her and that she will have to go it alone.

It helps to become aware of our own history of loss and trauma so you can be alert to emotions that might be particularly difficult for you to deal with. When these emotions surface, remind yourself to listen, stay with the person and be a big ear, not a big mouth. Your quiet presence is what the person needs most.

Reach out...

When you don't know what to say and want to do something besides listening, try tapping the power of touch. Unless you know the person well, you may want to ask permission to hold his hands, put your arm around his shoulders or stroke his hair. You also can help him in practical ways.

Trauma disorients, disorganizes and drains the survivor. Look for things you can do and ask if you can do it for him. Many times what you can do has nothing to do with the trauma. The tasks of everyday living may be too much to manage for the victim. Even if he can go through the motions of doing them, your help speaks of your support in concrete ways. Bring a meal or dessert, do the dishes, mow the lawn, feed the pets, make coffee, contact friends, vacuum or water the plants.

As time passes, loneliness often sets in as family and friends move on to new crises and everyday events. Recovery is a long journey. It is important to check in frequently. It also helps to invite the victim to pleasant events or ask him to join you for a meal.

Helping a child...

When a child suffers trauma, extra time to look, listen and touch are needed. The younger the child, the more we may need to watch her play and ask questions about what the dolls and tin soldiers are doing to one another.

Book reading and storytelling related to the trauma can be very helpful. Ask the child to tell a story. If the story ends badly and the characters are anxious and depressed, show appreciation for the interesting characters and plot that the child has created. Then explain that you would like to take a turn and retell the story with a different ending. Stories speak to the unconscious in very powerful ways.

If you are a parent of a teen with an acute stress disorder, be aware that he may respond better to uncles or aunts and neighbors or scout leaders or some other adult in which they have confidence. An adolescent with the disorder is seeking independence just when such a trauma makes him feel very helpless and dependent. Self-help and therapy groups of fellow trauma sufferers also are ways to help a child, especially a teen.

Help an adult...

If your spouse has an acute stress disorder, you may feel rejected because your spouse is detached and unaffectionate. Remember that this numbness will pass as the trauma is processed. Be patient and listen, listen and listen some more. In larger communities, there are some support groups for family members of loved ones who have suffered common traumas. These also may help.

The same things also are true when a parent suffers trauma. In addition, adult children who are trying to be helpful may need to be particularly sensitive to the parent's response to the role reversal. Keep in mind that listening is crucial and being there for him can make all the difference.

When a friend is traumatized, we may not have the time to provide the support she needs. Here, it is helpful to talk with the friend's family members and share what you have learned about helping those with acute stress disorders. Frequent visits with a friend in person and then by phone are more important than lengthy visits.

A co-worker suffering from acute stress disorders may be irritable or withdrawn. For someone who seems on edge, be especially patient, cut him some slack and ask what he would like you to do or how you can work together on the complaints he makes. For someone who becomes withdrawn, asking about the trauma can be important, but you may need to limit the details he gives you about the event and focus on his feelings and plans. This will keep you from crossing privacy boundaries and risking later embarrassment.

APPENDIX F: THE HOSPITAL VISIT

***Before you go to the hospital, find out what the visiting hours are. You want to be well received by the staff, as you may be called on again to visit. If the person is in ICU or a special care unit, or even the maternity unit, you will want to find out what the visiting hours are and honor them. ICU will probably require your checking in with the nurse in the unit, usually by wall phone outside the unit, before going in, even during visiting hours.

***Prepare yourself for the visit by taking time to pray before you go in. Ask God to use you and guide you as you prepare to see a patient.

***Always knock on the door and announce yourself, even if the door is open. The patient will tell you to come in or wait outside. This will help you avoid embarrassing situations.

***Try to avoid questions that do not elicit much response. Do not ask how a patient is feeling. There may be a sense of self-consciousness about their illness, or they may not want to seem to complain. Perhaps a better question is “how are things going,” or “did you have a good night?” Learn to ask questions that encourage the patient to say more than yes or no.

***Do not stay too long. A person is in the hospital because they do not feel well. The quality of your visit should not be measured by the length of the visit. Even if a patient encourages you to stay, respect their need for rest.

***Do not sit on the bed, or assume any posture that makes it difficult for the patient. Stand or sit in a way that they can most comfortably view you and respond to you. The visit is about their comfort, not yours. They should not have to feel like they are hosting you.

***If they are in a semi-private room, respect the other patient by keeping your voice down and respecting their space.

***Leave their room committed to honoring their confidence in matters pertaining to their condition or state of mind. Don't assume that what you find out is to be shared with others. Details of their illness are theirs to share and theirs to control. Your integrity, and that of the Deacon body and the church are at risk when you do not honor the confidence they have entrusted to you. Becker says there is a good question to ask yourself before sharing about someone else's condition. “Does what I share preserve the privacy and integrity of my friend, the patient?” If they have shared details with you, you may want to ask them if it is all right if you share with members of the congregation or staff what they have shared with you.

***Be careful to avoid taking sides in arguments between family members about patient care or family issues. You can be a sounding board for one or both sides, but do not allow them to put you in a position that compromises your ability to minister to one or both parties.

***Before you leave, ask if it is all right for you to have a prayer with the patient. Prayer is a vital part of the healing process. To know that others are praying for you is encouraging. Touch is important in this process, signifying the importance of relationship and the connection shared between you and the patient, and you, the patient and God. Prayers should be brief, focusing on the strength God can give, the power of His presence, and the hope that is found in Him. Sincerity and compassion are what patients need to hear in your prayer.

APPENDIX G: The Ministry of Prayer

When praying in a hospital or home visit, what do you say?

- Becker writes: “The language of personal prayer is simply the language of human longing and face to face conversation.”
- When the disciples asked Jesus how to pray, He did not impress them with pious language that He had learned in seminary. His words were not crafted from the Reader’s Digest Word Power section. He very simply said, “When you pray, say, “Father...”
- Prayers can be scripted, but they must come from the heart. (Salvation prayer...did you mean it?") More beneficial to the patient is a prayer that responds to his or her felt need. As they share their burdens, their fears, pray for those concerns specifically. That will communicate that you were listening and that you care.

The Ministry of Comfort

- “Peace I leave with you, my peace I give to you, not as the world gives do I give to you, therefore, let not your hearts be troubled, neither let them be afraid.” John 14:27
- In moments of loss, peace may seem impossible to achieve. DO you remember the quote I shared from Becker a few moments ago? He wrote, “Two of the most significant ways we can be helpful are by presence and by understanding. These,” he said, “are two sides of the same coin, compassion.”
- When you are called upon to comfort a grieving widow, son, granddaughter or friend, what will matter most is not what you say to them, but that you are there. (Story of Job 2:11-13)
- Sit with them, comfort them, encourage them, and be present with them.
- Scripture can be comforting in those first moments of loss. Several possibilities are Psalm 23, Psalm 34, Psalm 46, Psalm 121, Revelation 14:13, John 11:25-26.
- How can you be of assistance to the family? What are practical ways you can minister in their time of need?
- And what of the person who is dying...how will you minister to him or her? Becker says the person journeying through terminal illness will experience these things:

1. Shock and denial
 Presence and support, persistence and consistency
 2. Anger
 Minister to them by being willing to accept the anger
 3. Bargaining
 4. Depression
 Psalm 55:4-5 example
 Psalm 55:22 response
 5. Acceptance
 6. When patient cannot communicate
 7. The hour of death
 8. Withdrawal of life-support systems
 9. Ministry to the family.
- Seems overwhelming...can't do it on my own. No, you cannot. But there is help, there is assistance. God has promised to walk with you as well, as you minister. Hebrews 13:5 says, "I will never leave you nor forsake you." Seek the presence of the living God...through the centuries He has empowered some pretty unlikely people...people just like you.