

BIRCHMAN DEACON OFFICER RESPONSIBILITIES

DEACON CHAIRMAN

- >> Consult with the pastor regularly to assess the church's needs & to lead the deacons in scripturally meeting those needs.
- >> Lead the deacon body in fulfilling their scriptural duties as summarized in Birchman's Const. & By-Laws, Article II, Section E
- >> Preside over regular and special meetings:
 - Allow presentations from the pastor and/or staff concerning the church's spiritual and business needs
 - Arrange for the chairmen of the Deacon Committees to make monthly reports to the deacon body.
- >> Soon after election and before taking office, meet with other current officers and the other newly-elected officers to assign deacons to fill the Deacon Committees for the upcoming year:
 - Using a list of Active Deacons for the upcoming year, along with the "Skills and Interests" information gathered by the Fellowship Committee, men are placed on the committees for the upcoming year
 - Every deacon (except for the Deacon Chairman and the Secretary) shall serve on a committee
 - A deacon may be placed on a different committee each year; however, in order to ensure continuity, it is recommended that each committee retain some returning members.
 - The number and/or the responsibilities of the committees may be changed as needs arise
 - The total number of men on a given committee may vary from the recommended number
- >> Facilitate yearly church-wide deacon elections (as prescribed in the Const. & By-Laws, Article IV, Section E):
 - Follow the schedule for elections as recommended in the Handbook. Goal: to elect deacons early to allow time to form the Deacon Committees
 - Recommend to the Church Nominating Committee the needed number of nominees and the final deacon-positions
 - Request action by the Church Nominating Committee to select a Deacon Screening Committee (see Constitution & By-Laws, Art. IV, Sect. E)
 - Assist the selected Deacon Screening Committee as needed
 - After the Screening Committee has finalized its list of candidates and has submitted them back to the Church Nominating Committee, assist the Nominating Committee in arranging a church-wide vote (in accordance with the Constitution & By-Laws, Article IV, Section E-2)
- >> Plan for the election of deacon officers for the upcoming year (as prescribed in the Const. & By-Laws, Art. II, Sect. E-6).
The goal again--EARLY in the year so the new chairman and officers can plan.
- >> Assist the pastor in organizing ordination councils for new deacons and/or ministers
- >> Prepare a yearly summary for inclusion in the Deacon Handbook (including observations & suggestions for the benefit of future deacons)

DEACON VICE-CHAIRMAN

- >> Be familiar with the duties of the Chairman and be ready to step into that role if the need arises
- >> By virtue of the office of VC, he is the automatic chairman of the Fellowship Committee
- >> As part of the Fellowship Committee, administer the Deacon Ministry Sympathy Fund (or delegate it to a committee member)

DEACON SECRETARY

- >> Maintains the Minutes and attendance-records of meetings
 - Print copies of the Minutes for distribution at the following meeting
 - Deliver a copy of the Minutes to the Communication Committee for inclusion on the Deacon Website
 - Notify the Fellowship Committee if any deacon approaches eligibility for disqualification (see Const. & By-Laws, Article II, Sect. E-7). The goal: to notify the deacon of the problem so he can avoid disqualification.
- >> Maintain the master copy of the Deacon Handbook (including yearly updates from the Deacon Chairman and from the Deacon Committees)
- >> Deliver the yearly-updated copy of the Handbook to the Communications Committee for future publications
- >> With assistance from the church staff, provide and maintain a system of identifying Current Active Deacons during meetings. This will assist the officers in quickly identifying those who are allowed to present motions and vote.
Example: a prepared name card attached to a color-coded neck-lanyard.

DEACON ASSISTANT SECRETARY

- >> Be familiar with the duties of the Secretary and be ready to step into that role if the need arises
- >> Assist the Secretary in the performance of his duties.