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Introduction

This manual is dedicated to helping you as a deacon to serve faithfully and effectively. It is designed to acquaint you with the biblical materials related to the office of deacon and the particulars of the deacon ministry of Southside Baptist Church.

The church has elected you to the honorable position of a deacon, because your life has exhibited the characteristics of faithfulness and loyalty both to the Lord and His church. A deacon must remember, however, that Jesus said, "The greatest among you will be your servant." (Mt 23:11)

Three passages in the New Testament are commonly cited concerning the office of deacon: Acts 6:1-7, Philippians 1:1, and I Timothy 3:8-13. The word for deacon in the New Testament originally described a servant who "stirred up dust while waiting on tables." As a deacon, your major attention will be given to serving God under the leadership of the pastor and deacon officers in the practical ministry of the church.

The Biblical/Historical Background of a Deacon

Acts 6:1-7 is the passage often cited for the beginning of the office of deacon in the early Christian church. Though the seven who were elected were not specifically called "deacons" in the technical sense, they nonetheless functioned as deacons. The office of deacon probably grew out of this experience.

Without belaboring all of the details of the Acts 6 passage, let's look at the purpose for which these men were selected. One reason they were chosen was to solve a problem that arose among the church fellowship. They were called upon to preserve the harmony of the church. Another reason was to free the apostles to give full attention to prayer and the ministry of the Word (v. 4).

The position of deacon in Acts 6 is an elected one. A deacon should certainly feel led to serve in that position; however the initiation of that commitment rests in the hands of the local church. It is not a position to which one appoints oneself.
Qualifications of a Deacon

The Biblical qualifications for a deacon are found in Acts 6 and in I Timothy 3:8-13. They are divided into 3 categories:

1. **Spiritual Qualifications**  
   (ACTS 6:1-7)  
   a. Men of good reputation  
   b. Full of the Spirit  
   c. Full of wisdom

2. **Moral Qualifications**  
   (I TIMOTHY 3: 8-10, 12-13)  
   a. Worthy of respect  
   b. Not hypocritical  
   c. Not drinking a lot of wine (See #7 below)  
   d. Not greedy for money  
   e. Holding the mystery of faith with a clear conscience  
   f. The husband of one wife (See #5 below)  
   g. Managing their children and their own households well

3. **Qualifications For the Wife of a Deacon**  
   (I TIMOTHY 3:11)  
   a. Worthy of respect  
   b. Not slanderers  
   c. Self-controlled  
   d. Faithful in everything

Deacon Nomination Eligibility Requirements for Southside Baptist Church

1. All deacon candidates must have been a member of Southside Baptist Church for one year.  
2. All candidates must be at least 21 years old.  
3. All candidates must be faithful attendees at the services of the church. Verified by the deacon body/Pastor.  
4. All candidates will be regular in their giving - verified by the financial secretary.  
5. All candidates will be men who are not divorced and whose wives have not been divorced.  
6. All candidates must have faithfully served in at least one ministry of Southside Baptist Church during the year preceding their nomination.  
7. All candidates should abstain from the use of alcoholic beverages.
Practical Duties of a Deacon

The practical duties unique to Southside Baptist Church, are the following:
1. Loyal support and respect of the pastor and staff.
2. Faithful attendance at the services of the church.
3. Support of all organizations of the church – Sunday School, Music, Discipleship, Ministries, Outreach, Special Events, etc.
4. A consistent commitment to stewardship by tithing to the church.
5. Personal evangelism among the lost; visitation of the sick & shut-in of the membership.
   Visit church members in the local hospitals on a rotation basis.
6. Help serve the Lord’s Supper.
7. Pray in worship services.
8. Help with security of the church as required on a signup rotation.
10. Minister to the needs of Widows/Widower's as assigned.
11. Minister to the needs of the Sunday School class as assigned.

Responsibilities of a Deacon

Deacons are to recognize their roles as ministering servants of the church. They are to be members whose character and qualifications shall be as specified in 1 Timothy 3:8-13 and Acts 6:1-6.

Responsibility: The deacon body shall serve under the leadership of the pastor and assist him in performing duties throughout their time of service. The deacons will support and work with the pastor as follows:

1. Lead the church in the achievement of its mission.
2. Minister the gospel to believers and unbelievers.
3. Care for the church's members and others in the community.
4. Have a consistent commitment to stewardship by being an example of tithing to the church.
5. Demonstrate Christ-like consecration, loyalty, prayer support and faithfulness to the local church program.
6. Visit the sick, needy and membership of the church.
7. Encourage and strengthen new converts and the spiritually weak.
8. Regularly attend deacons' meetings.
10. Model the behavior of what it means to be a faithful member of Southside Baptist Church.
11. Model the behavior of Christ to the world outside of Southside Baptist Church – to family, to business, and to community – so that your life draws others towards the church rather than away from it.
Deacon Ministry Plan - 6 Core Ministries

1. Widow & Homebound Ministries
   A. Each deacon assigned one or more widows/homebound for whom he is responsible.
   B. Each deacon will maintain regular, monthly contact through visits, phone calls, cards, etc.
   C. Each deacon will be sensitive to effectively serving his widow/homebound when it is necessary to go beyond the prescribed duties. Minimal duties include a monthly contact, taking them to the annual widows banquet, a birthday card, reporting changes in a widow's/homebound status to a deacon officer or staff member.
   D. Report form turned in to staff as needed.

2. Deacon Sunday School Class Care Group Ministry (See Attachment)
   A. How to Contact - Call, cards, visits, prayer
   B. Report (each care group leader) to deacon weekly with forms
   C. Meeting monthly with Care Group Leader
   D. Train Leaders
   E. Organize Class
   F. Preschool - Children - Youth - Adult Care Group

3. Hospital Visitation
   A. Group assigned hospital visitation each week

4. Serving The Lord's Supper
   A. Duties: Dates for serving the Lord's Supper on calendar
   B. Report 15 to 20 minutes before service to conference room for directions to specific sections

5. Deacon Meetings
   A. All deacons are expected to attend the deacon meetings
   B. Regular meetings will be determined by the Deacon officers in consultation with the Pastor.
   C. Special meetings may be called at anytime by the Deacon Chairman or Pastor.
   D. These meetings keep deacons connected to one another and provide ongoing training on the character and competencies needed in the life of a deacon.

6. Pastor Call to Prayer
   From time to time, as the Holy Spirit leads, the pastor will invite anyone in the congregation who has a particular prayer need or concern to come to the altar and pray. When the pastor desires the deacons to participate, he will say something like, "The deacons will join you as you come." This will be a signal for all the deacons to come forward to kneel and pray.

Our Mission Statement
   Make disciples of Jesus Christ

Our Vision Statement
   A passion for God, a passion for people, a passion to serve
The Relationships of a Deacon

Certainly the deacon's primary relationship is to his Lord. Without that vertical relationship, the horizontal relationships will be distorted. A deacon should be more concerned about his walk with God than anything. Next in importance is the deacon's knowledge and understanding of his role in relation to his family, pastor, church committees, and the church membership at large.

A Deacon's Relationship to his Family
The New Testament mentions a deacon's responsibility in relation to his wife and children. Therefore, a deacon should give his family first priority in his devotion, care and ministry.

A Deacon's Relationship to the Pastor
A deacon should serve under the leadership and spiritual direction of the pastor and be loyal to his pastor in prayer support, encouragement and fellowship. Southside Baptist Church looks to the pastor for giving overall leadership and administration to the church and its ministry. The church, therefore, expects the deacons to respect the office of pastor and to welcome the unique opportunity to learn from and serve with the pastor. As a deacon functions in the practical ministry of the church, he partners with the pastor in ministering to the members of the church.

A Deacon's Relationship to Church Committees
The deacon body gives counsel to, but does not have control of, all church committee actions. Deacons are servants first and last. Out of courtesy, committees report to the deacon body concerning actions or recommendations for information and feedback. The deacon body may indicate support or give counsel, but not instruct committees as to what they can or cannot propose to the church for official action.

A Deacon's Relationship to the Church Membership at Large
The deacons are to be active in ministry to the church family, promoting peace, harmony and a spirit of cooperation among the membership. The primary relationship of the deacons to the church is as follows:

1. Deacons are to be problem solvers and preservers of church harmony. Every deacon carries two imaginary buckets: one of water and one of gasoline. He determines in many situations whether he will help put out the fires of disharmony or if he will fuel the problem.

2. Deacons are to be active in ministry to support the pastor as he feeds the flock faithfully. In sharing the load together, the pastor is also able to spend the time needed in prayer and the ministry of the word for God’s direction to lead the church.
Using Spiritual Gifts as a Deacon

God has gifted you with an expression of His Holy Spirit to support His vision and mission of the church. It is a worldwide vision to reach all people with the gospel of Christ. As a servant leader, God desires that you know how He has gifted you. This will lead you to where He would have you serve as part of His vision and mission for the church.

Like every church member, a deacon possesses certain spiritual gifts as a part of his unique relationship to our Lord and his personal experience. Also like each church member, a deacon experiences the fullness of knowing Christ as he uses his gifts to further the kingdom. The list below represents the spiritual gifts listed throughout scripture.

Leadership
Leadership aids the body by leading and directing members to accomplish the goals and purposes of the church. Leadership motivates people to work together in unity toward common goals (Rom. 12:8).

Administration
Persons with the gift of administration lead the body by steering others to remain on task. Administration enables the body to organize according to God-given purposes and long-term goals (1 Cor. 12:28).

Teaching
Teaching is instructing members in the truths and doctrines of God’s Word for the purposes of building up, unifying, and maturing the body (1 Cor. 12:28; Rom. 12:7; Eph. 4:11).

Knowledge
The gift of knowledge manifests itself in teaching and training in discipleship. It is the God-given ability to learn, know, and explain the precious truths of God’s Word. A word of knowledge is a Spirit-revealed truth (1 Cor. 12:28).

Wisdom
Wisdom is the gift that discerns the work of the Holy Spirit in the body and applies His teachings and actions to the needs of the body (1 Cor. 12:28).

Prophecy
The gift of prophecy is proclaiming the Word of God boldly. This builds up the body and leads to conviction of sin. Prophecy manifests itself in preaching and teaching (1 Cor. 12:10; Rom. 12:6).

Discernment
Discernment aids the body by recognizing the true intentions of those within or related to the body. Discernment tests the message and actions of others for the protection and well-being of the body (1 Cor. 12:10).
**Exhortation**
Possessors of this gift encourage members to be involved in and enthusiastic about the work of the Lord. Members with this gift are good counselors and motivate others to service. Exhortation exhibits itself in preaching, teaching, and ministry (Rom. 12:8).

**Faith**
Faith trusts God to work beyond the human capabilities of the people. Believers with this gift encourage others to trust in God in the face of apparently insurmountable odds (1 Cor. 12:9).

**Evangelism**
God gifts his church with evangelists to lead others to Christ effectively and enthusiastically. This gift builds up the body by adding new members to its fellowship (Eph. 4:11).

**Service/Helps**
Those with the gift of service/helps recognize practical needs in the body and joyfully give assistance to meeting those needs. Christians with this gift do not mind working behind the scenes (1 Cor. 12:28; Rom. 12:7).

**Mercy**
Cheerful acts of compassion characterize those with the gift of mercy. Persons with this gift aid the body by empathizing with hurting members. They keep the body healthy and unified by keeping others aware of the needs within the church (Rom. 12:8).

**Giving**
Members with the gift of giving give freely and joyfully to the work and mission of the body. Cheerfulness and liberality are characteristics of individuals with this gift (Rom. 12:8).

**Hospitality**
Those with this gift have the ability to make visitors, guests, and strangers feel at ease. They often use their home to entertain guests. Persons with this gift integrate new members into the body (1 Pet. 4:9).

A spiritual gift is an expression of the Holy Spirit in the life of believers which empowers them to serve the body of Christ, the church. The New Testament Passages that discuss a believer’s spiritual gifts are:

- Romans 12:6-8
- 1 Corinthians 12:8-10, 28-30
- Ephesians 4:11
- 1 Peter 4:9

Deacons will be given the opportunity to align their spiritual gifts with an appropriate ministry that utilizes these gifts throughout their tenure as deacon.
Prayer & Fasting Resource for a Deacon

Having an organized approach to prayer often develops a richer, deeper prayer life for the believer. The information below is adapted from Campus Crusade for Christ – Prayer & Fasting Journal. The Journal suggests twelve (12) five minute increments of time to equal sixty (60) minutes of prayer. Even if you cannot devote that much time at one sitting, the way that this information is organized will help you become more serious about your prayer life.

These are just suggestions—everyone has a different prayer life. However, developing such a prayer habit will not only change you, but the world around you as well!

1. Praise - Psalm 63:3; Hebrews 13:15; Matthew 6:9

Prayer should begin with a recognition of God’s nature. The Lord’s Prayer—our model for praying—begins with “Our Father, which art in Heaven, hallowed be thy name.” Praise is that aspect of prayer which vocally esteems God for His virtues and accomplishments.

2. Waiting - Psalm 37:7; Isaiah 40:31; Lamentations 3:25

Not only should we begin prayer with praise, but time also should be given to being “quiet” in God’s presence. The original Hebrew text of Psalms 37:7, “rest in the Lord,” really means “be still” in the Lord. This is not meditation, or just a time for listening; it is simply taking time to let God love you.

3. Confession - Psalm 139:23-24; Psalm 51:10-11; 1 John 1:9

The Psalmist asked God to search his heart for unconfessed sin. He knew sin was one of the greatest roadblocks to answered prayer (see Psalm 66:18). Early in the prayer we need to make time for confession. This clears the way for powerful praying.

4. The Word - 2 Timothy 3:16; Psalm 19:7-8

“The commandment of the Lord (God’s word) is pure, enlightening the eyes,” wrote a young King David. When we bring God’s word into our prayer we are opening our eyes to new possibilities in God. At this point in prayer we read God’s word.

5. Intercession - 1 Timothy 2:1-2; Psalm 2:8; Matthew 9:37-38

Our prayer now centers on intercession for a lost and dying world. This concerns praying for others who have desperate needs. Of course, intercession is one aspect of prayer where 5 minutes will never do. You may need more time with this portion of your prayer.

6. Petition - Matthew 7:7; Matthew 6:11; James 4:2

This aspect of prayer concerns our personal needs. Petition is included in the Lord’s Prayer in the expression, “Give us this day our daily bread.” To petition God is to open our need to God through prayer.

Bringing God’s word into prayer is so important it appears twice on our list. Earlier we suggested you read God’s word. Now we pray God’s word. Here we bring actual Scripture into our prayer. We can never pray out of God’s will when we pray God’s word.

8. Thanksgiving - Philippians 4:6; Psalm 100:4

When Paul wrote to the Philippians he instructed them to offer prayer and supplication “with thanksgiving.” Thus, thanksgiving should occupy more than a single aspect of our prayer – it should be sprinkled throughout. Thanksgiving differs from praise in that praise recognizes God for who He is, while thanksgiving recognizes God for specific things He has done.

9. Singing - Psalm 100:2; Ephesians 5:19; Psalm 144:9

Melody in its purest sense is a gift of God for the purpose of singing praises unto Him. Many Christians, unfortunately, have never learned the beauty of singing a “new” song unto God melody. After all, Paul spoke of singing “spiritual songs” (Eph. 5:19). To sing unto the Lord is to worship God in melody.

10. Meditation - Joshua 1:8; Psalm 1:1-2; Psalm 77:12

To wait in God’s presence is simply to be there to love Him. Meditation differs in that our mind is very active. To meditate is to ponder spiritual themes in reference to God. In fact, only once in Scripture do we find God specifically promising success and prosperity. It is God’s gift to those who meditate day and night in God’s word (Joshua 1:8).

11. Listening - Ecclesiastes 5:2; 1 Kings 19:11-12

Whether through His written word or by an inner “still, small voice” of His Holy Spirit, God speaks to praying Christians. But we must take time to listen. Listening is different from both waiting and meditation. Here we listen for direct orders from our Heavenly Father concerning activities of our day.

12. Praise - Matthew 6:13; Psalm 100:4; Psalm 150

There is an imaginary door to every prayer time with a sign affixed that simply reads – “praise.” We must always enter prayer through this door. And when prayer moves toward its conclusion we must look for this same door. We begin our prayer by recognizing God’s nature, and we end in similar fashion. Jesus taught this when He ended His prayer with the statement, “For thine is the kingdom and the power and the glory forever, Amen!” Thus, we have a simple twelve (12) step plan for filling an hour with meaningful prayer.
Fasting Resource Guide

How you as a deacon begin and conduct your fast will largely determine your success. By following these three (3) steps, you will make your time with the Lord more meaningful and spiritually rewarding.

Any fast you are engaged in should be led by the Holy Spirit. See Matthew 6:16-18

**Step 1 – Set your objective**

The goal of fasting is to draw nearer to God. Biblical fasting always has to do with eliminating distractions for a spiritual purpose; it hits the reset button of our soul and renews us from the inside out. It also enables us to celebrate the goodness and mercy of God and prepares our hearts for all the good things God desires to bring into our lives. Remember, your personal fast should present a level of challenge, but it is very important to know your body, your options, and, most importantly, to seek God in prayer and follow what the Holy Spirit leads you to do.

**Step 2 – Prepare yourself spiritually**

The very foundation of fasting and prayer is **repentance**. Unconfessed sin will hinder your prayers. Here are several things you can do to prepare your heart:

- Ask God to help you make a comprehensive list of your sins.
- Confess every sin that the Holy Spirit calls to your remembrance & accept God’s forgiveness (1 John 1:9).
- Seek forgiveness from all whom you have offended, and forgive all those who have hurt you (Mark 11:25; Luke 11:4; Luke 17:3-4).
- Make restitution as the Holy Spirit leads you.
- Ask God to fill you with His Holy Spirit according to His command in Ephesians 5:18 and His promise in 1 John 5:14-15
- Surrender your life fully to Jesus Christ as your Lord and Master; refuse to obey your worldly nature (Romans 12:1-2).
- Meditate on the attributes of God, His love, sovereignty, power, wisdom, faithfulness, grace, compassion, and others (Psalm 48:9-10; 103:1-8 & 11-13).
- Begin your time of fasting and prayer with an expectant heart (Hebrews 11:6).
- Do not underestimate spiritual opposition. Satan sometimes intensifies the natural battle between body and spirit (Galatians 5:16-17).

**Step 3 – Expect results**

If you sincerely humble yourself before the Lord, repent, pray, and seek God’s face, you will experience a heightened awareness of His presence (John 14:21). The Lord will give you fresh, new spiritual insights. Your confidence and faith in God will be strengthened. You will feel mentally, spiritually, and physically refreshed. You will see answers to your prayers.
A Servant’s Heart – the Deacon’s Humility

In your relationships with one another, have the same mindset as Christ Jesus: Who, being in very nature God, did not consider equality with God something to be used to his own advantage; rather, he made himself nothing by taking the very nature of a servant, being made in human likeness. And being found in appearance as a man, he humbled himself by becoming obedient to death—even death on a cross! Philippians 2:5-8

Servant leadership is exemplified when Deacons:

1. Are overwhelmed with their own spiritual need.
2. Are compassionate; have a forgiving spirit; look for the best in others.
3. Esteem all others better than self.
4. Have a dependent spirit; recognize others’ needs.
5. Surrender control.
6. Are willing to yield the right to be right.
7. Have a giving spirit.
9. Are motivated to serve others.
10. Desire to be faithful to make others a success
11. Desire to promote others
12. Have a sense of unworthiness; are thrilled to be used at all; are eager to give others credit.
13. Rejoice when others are lifted up
14. Think, “I don’t deserve to serve in this ministry!”
15. Know that they really have nothing to offer to God.
16. Are humbled by how much they have to learn.
17. Risk getting close to others.
18. Accept personal responsibility; can see where they are wrong.
19. Receive criticism with a humble, open heart
20. Are concerned with being real.
21. Are willing to be transparent with others.
22. Are quick to admit fault and to seek forgiveness.
23. Take the initiative to be reconciled; gets there first.
24. Compare themselves with the holiness of God and feel desperate for mercy.
25. Continually sense their need for a fresh encounter with the filling of the Holy Spirit.
A Servant’s Hands and Feet— the Deacon’s Service

For even the Son of Man did not come to be served, but to serve, and to give his life as a ransom for many.”

Mark 10:45

Attendance

- Deacons are to model church attendance on a consistent basis. Worship participation, Sunday school attendance, mid-week prayer meetings, and special events all represent expected occasions where a deacon could and should attend. Obviously, 100% attendance at all possible services is unrealistic, but so is expecting our church and membership to grow without deacons leading the charge.

Deacon’s Meetings

- Deacon’s meetings may be held at a variety of days and times, but deacons are expected to not only attend, but participate. These meetings are held so the staff can communicate with the deacons, and thus the church body. They are a time of spiritual renewal through prayer and fellowship for the deacon body as well.

Visitation/Hospital Visits

- Visitation does not come naturally for every church member, including deacons. However, it is an important church activity that connects us with our surrounding community. Luke 5 sets the example for us when Jesus called his early disciples to become “fishers of men.” The deacon should plan on participating in church visitation as scheduled.
- Hospital visits are a meaningful way for deacons to serve both the church member and the staff. The size of our church has made it strenuous for the staff to reach all members that may be sick or ill, yet members want and expect to be supported. We ask that the deacon make hospital visits as assigned by their Deacon Hospital Visitation Group leader, and as part of their Deacon Care Group Ministry Plan. (see below)

Deacon Care Group Ministry Plan

- Introduce yourself to your new class in October, and then visit regularly.
- Make sure to put your name on the class communication list (directory, email, etc.)
- Pick up a class directory from teacher or church office.
- Communicate with teacher regularly to share information on class members.
- Based on feedback from above items, minister to members in their time of need.
Election of Deacons

1. In May, the church will publicize in the monthly newsletter the upcoming deacon selection, including the criteria set forth by the church. During the first two Sundays in May, education on the deacon election process and the deacon’s role will be delivered to all Sunday School classes aged Youth and above.

2. The May monthly newsletter will list those deacons currently serving who will not be eligible for nomination. On the last Sunday in May, nominations will be made by the church. Before the June deacons meeting, the Deacon Chairman will review the list nominated and verify that all criteria are met for selection. This list will then be compiled and submitted to the deacons at the June meeting.

3. If there are any concerns, these should be made known to the Chairman. The submitted list will be divided equally among all deacon officers during the meeting. Each officer will be responsible for calling each man on their list and ascertaining each man’s willingness and eligibility for service. The subdivided list will be arranged according to number of nominations received from highest to lowest. Those men previously ordained shall complete the Questionnaire For Ordained Deacon Returning to Active Status (see Appendix A) form. Those men who have been not previously ordained shall complete the Questionnaire For Prospective Deacon (see Appendix B) form. These forms shall be returned to the Pastor or Chairman.

4. Once responses have been received back and the list updated to include only those who are willing to serve and meet the list of qualifications, those men who have not yet been ordained will be invited to attend a meeting with the Deacon body for a time of information and prayer to further explain the role/duties of a deacon and to explain the deacon’s relationship to the Pastor and Ministerial Staff.

5. After this process, this final list will be submitted to the entire church for confirmation the last Sunday of July.

6. Newly elected deacons will rotate on the active body on the first Sunday in October. Election of Deacon Officers shall be held in the October meeting.

Deacon Service

1. A deacon shall remain in active service status as long as he annually indicates his desire and commitment to serve, is regular in attendance at the deacons’ meetings and participates in the ministries of the deacon body. If a deacon is absent for three (3) consecutive deacons’ meetings without acceptable explanation, he will be declared inactive by the Deacon Officers.

2. There are some instances when a deacon feels it is necessary to become inactive for a period of time. As long as his inactive service does not exceed one (1) year, he will be given the opportunity to reactive himself at the appropriate time following completion of the Questionnaire For Ordained Deacon Returning to Active Status form.

3. If a deacon desires to serve actively again after exceeding a year of inactive service, he will be required to go through the deacon selection process in order to resume active status.

4. We realize that deacons come from varying stages of life – from young adulthood to retirees – each stage brings with it certain time constraints and commitments. While we do not expect deacons to “do everything,” it is in the best interests of the church membership if they see deacons supporting ministries of the church and modeling their stated duties.
Deacon Leadership
The deacons shall be organized as a unit, electing officers to serve for the current year at the October meeting. The officers shall serve for a term of one (1) year and shall be eligible for re-election for one (1) additional year. A deacon officer shall not be eligible to serve for more than two (2) consecutive years for the same office. These officers are:

1. Deacon Chairman
Chosen by the Deacon Body, this person serves as the motivational and organizational leader of the deacon body. His duties include, but are not limited to, the following:
   - Plan, conduct and evaluate deacon meetings.
   - Lead the deacons in becoming an effective ministry team and in developing their ministry plans.
   - Lead in providing deacons with adequate training and resources for doing their work.
   - Work closely with the Pastor and Church Staff to facilitate an effective ministry partnership.
   - Work with other deacon officers to identify deacon sub-committees and ministry opportunities.

2. Vice-Chairman
The active Deacon Body elects the Vice-Chairman. His duties include, but are not limited to, the following:
   - Conduct the deacon meetings in the absence of the chairman.
   - Assist the chairman in planning and executing his responsibilities.
   - Assist the chairman in developing sub-committees and ministry opportunities.

3. Secretary
Elected by the Deacon Body, the duties of the Secretary include, but are not limited to, the following:
   - Keep accurate minutes of deacon meetings and records of deacon ministry opportunities.
   - Maintain accurate attendance records of all meetings.
   - Prepare official correspondence for the deacon body.
   - Assist the Chairman and Vice-Chairman in deacon ministry opportunity planning.

4. Care Group Ministry Coordinator
Elected by the Deacon Body, the duties of the Care Group Ministry Coordinator include, but are not limited to, the following:
   - Organize and coordinate the Deacon Sunday School Class Care Group Ministry and the Widow and Homebound Ministries.
   - Assist the Chairman and Vice-Chairman in deacon ministry opportunity planning.
5. **Security Coordinator**
Elected by the Deacon Body, the duties of the Security Coordinator include, but are not limited to, the following:
- Recruit, train, and schedule security personnel for church services and special events as needed.
- Identify security issues and needs.

6. **Social Leaders (Two men)**
Elected by the Deacon Body, the duties of the Social Leaders include, but are not limited to, the following:
- Plan and coordinate annual Widows banquet.
- Plan and coordinate any other social events as needed.

7. **Lord’s Supper Team (Four men)**
Elected by the Deacon Body, the duties of the Lord’s Supper Team include, but are not limited to, the following:
- Prepare the elements for the observation of the Lord’s Supper.
Deacon Emeritus

The office of Deacon Emeritus is one of honor and special service.

A Deacon Emeritus is:

- An ordained Southern Baptist deacon and an active member of Southside Baptist Church.
- A deacon who finds himself no longer able to participate in the deacon ministry on a regular basis but wishes to be available for consultation and special service.
- Ineligible to hold an office in the deacon ministry.
- Invited to attend deacon meetings if able, but will not be permitted to vote on business issues.
- Required to have given distinguished, outstanding, meritorious, and loyal service to the church and to the deacon ministry.
- To have fulfilled all the requirements of a deacon set forth in Acts 6:1-7 and 1 Timothy 3:8-13.

His tenure in office continues for life unless sooner terminated:

- By transfer of membership to another church.
- By vote of the church.
- Or at the request of the Deacon Emeritus.

Deacon Emeritus Nominations:

- Nominations may be made by any deacon at any deacons meeting.
- Should any deacon become disabled, whether physical or mental, he may be nominated for the office of Deacon Emeritus.

Once nominated and with the consent of the nominee, he will be presented to the deacons for approval.

- If the nominee is approved by the deacon body, he shall be presented to the church for approval during the next scheduled business conference. Election to the office of Deacon Emeritus will be by a majority vote of the church members present.
APPENDIX A

QUESTIONNAIRE FOR ORDAINED DEACON RETURNING TO ACTIVE STATUS

Name: ____________________________________________ Date of Birth: ________________________

Address: ________________________________________________________________________________

Home Phone: ________________________________ Cell Phone: ________________________________

Email address: ____________________________________________________________________________

Occupation: ________________________________ Employer: ______________________________________

Business Address _________________________________________________________________________

Single____ Married ____ Widower ____ Have you or your wife ever been divorced? ______________

Wife’s Name and Age _________________________________________________________________

Name(s) of Child(ren) and Age(s) _____________________________________________________________

_____________________________________________________________________________________

When did you join Southside Baptist Church? _______________________________________________

1. Southside Baptist Church is, by choice, a member of the Southern Baptist Convention. Will you cooperate with our church’s support of that relationship? ____________________________________________________________________________________________

2. As a cooperating member of the Southern Baptist Convention we are fully supportive of the Baptist Faith & Message 2000. Please review the Baptist Faith & Message at www.sbc.net/bfm and share any points of disagreement you may have or questions. ____________________________________________________________________________________________

I have read the Baptist Faith & Message 2000 and have no issues or disagreements with this confession of faith (please initial): _____________


4. Since your last term as an active deacon, are there any events in your life or changes in your doctrinal beliefs that would come in conflict with your ability to perform the duties required of a deacon at Southside Baptist Church? ______________

If selected to return to active status, I commit to perform to the best of my ability the duties and responsibilities incumbent with the office of deacon at Southside Baptist Church.

(Please Sign) ____________________________________________________________
APPENDIX B

QUESTIONNAIRE FOR PROSPECTIVE DEACON

Name: ___________________________________________ Date of Birth: ____________________________

Address: _______________________________________________________________________________________

Home Phone: ___________________________ Cell Phone: _____________________________________________

Email address: ________________________________________________________________________________

Occupation: ___________________________ Employer: ________________________________________________

Business Address: ______________________________________________________________________________

Single____ Married____ Widower____ Have you or your wife ever been divorced?

Wife's Name and Age: __________________________________________________________________________

Name(s) of Child(ren) and Age(s): ________________________________________________________________

______________________________________________________________________________________________

When did you join Southside Baptist Church? _______________________________________________________

Have you been baptized by immersion?____ When and where?_______________________________________

Previous church membership(s): _________________________________________________________________

Member of (yes or no): Sunday School ____ Choir ____ Other __________________________________________

Pertinent Christian education experience: __________________________________________________________

______________________________________________________________________________________________

Position(s) of responsibility held in the church (present and past): ________________________________

______________________________________________________________________________________________

Committee(s) or Ministry Team of service (past or present): _______________________________________

______________________________________________________________________________________________

Regularly attend (yes or no):    Sunday School ____ Wednesday evening opportunities ____
                                          Sunday services ______

Are you currently an ordained deacon? ____ If so, date ordained:__________________________________

Church of service? ___________________________________________________________________________

Please comment briefly on each question below using the space provided. Upon completion, please return the form to the Pastor's Office in the envelope provided, and be sure to seal it to insure confidentiality. All information contained herein is for the express use of the Deacon Selection Committee.
1. Do you believe the Bible is the inspired and inerrant Word of God? __________________________
   What is the purpose of scripture for believers?___________________________________________

2. What is your understanding of the importance of the virgin birth, the resurrection and
   the literal return of Christ?_____________________________________________________________

3. What is the purpose of Christ's death on the cross? _______________________________________

4. How does one obtain salvation?_________________________________________________________

5. Do you believe a Christian can lose his salvation? Why or why not? __________________________

6. Explain how you share and live your faith in Christ as a way of life. When was the last
   time you shared the Gospel with someone? _____________________________________________

7. What is your understanding of tithing and giving offerings to God? Do you practice
   this as a member of the body of Christ at Southside Baptist Church? ________________

8. Please share your views on the use and sale of alcoholic beverages.________________________

9. What is your understanding of the Pastor's primary responsibility in the body of Christ? _______
   What about the responsibility of the member? ____________________________________________

10. Who is responsible for leadership in the body of Christ?_______________________________

11. What is your understanding of the deacon's primary responsibilities and duties in the
    body of Christ?____________________________________________________________________

12. Why are harmony and unity important in the body of Christ? _____________________________

13. Southside Baptist Church is, by choice, a member of the Southern Baptist Convention.
    Will you cooperate with our church's support of that relationship? _______________________

14. As a cooperating member of the Southern Baptist Convention we are fully supportive of the Baptist
    Faith & Message 2000. Please review the Baptist Faith & Message at www.sbc.net/bfm and share
    any points of disagreement you may have or questions. _________________________________

    I have read the Baptist Faith & Message 2000 and have no issues or disagreements with this
    confession of faith (please initial): _____________

15. Do you believe that **Acts 6:1-6** and **I Timothy 3:1-13** clearly outline the qualifications
    for the office of deacon? ______________________________________________________________

Please share your personal testimony of your salvation experience. ______________________________
____________________________________________________________________________________
____________________________________________________________________________________
____________________________________________________________________________________

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