

# BIRCHMAN DEACON COMMITTEES

APPROX # OF  
MEMBERS (based on  
36 active deacons)

COMMITTEE NAME  
>> COMMITTEE RESPONSIBILITIES

10

## WIDOWS COMMITTEE

- >> Assign widows to new deacons
- >> Orient the new deacons to the widow-ministry
- >> Maintain the Widow-Assignment list
  - Monitor status-changes in widows and deacons
  - Monitor transportation arrangements for widows to banquet
- >> Organize the Deacon-led Workdays (May and October)
- >> Organize supplemental workdays as needed
- >> Support the Helping Hands Ministry and communicate its service to the deacon body
- >> Encourage and monitor service to widows
- >> Communicate with widows concerning our ministry to them
- >> Continually assess the widows' needs & to gauge our service to them
- >> Contribute yearly Handbook updates to the Deacon Secretary
- >> Meet at least monthly and report to the deacons monthly
- >> Plan any needed advertising and delegate its publishing to the Communications Committee
- >> If at all possible, CARF dates for next year's events

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## COMMUNICATIONS COMMITTEE

- >> Create & maintain a Birchman Deacon-website (incorporating public- and private-sections) that:
  - Promotes current and upcoming meetings and activities
  - Maintains a display-calendar of all deacon events as gathered from the other committees
  - Displays advertising and communications from other Deacon Committees
  - Explains to the church body the areas of deacon-service
  - Displays current deacon contact-information (and photos)
  - Provides a login-feature to communicate sensitive issues:
    - > Current widow information (widow-assignments, contact-info., photos)
    - > Prayer needs
    - > The Deacon Handbook
    - > Minutes from past deacon meetings
    - > Communications to active deacons
    - > Communications to reserve deacons
- >> At the direction of other committees, create advertising (print, online, email, etc.) for deacon events
- >> Maintain contact information and a plan to provide a "Hot-Line" to & from deacons
- >> At the direction of other committees, send communications to the deacon body
- >> Contribute yearly Handbook updates to the Deacon Secretary
- >> Meet at least monthly and report to the deacons monthly

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## FELLOWSHIP COMMITTEE

- >> Plan deacon-to-deacon social events
- >> Organize the yearly Deacon & Widow Banquet
- >> Oversee the Flower & Card Fund (ministry to fellow deacons)
- >> Organize activities to educate, train & motivate deacons (Bible-studies, seminars, retreats, etc.)
- >> Conduct a yearly inventory of each deacon's skills & interests (for use in ministry and in filling committees)
- >> Promote accountability among deacons (monitor attendance and committee participation)
- >> Contribute yearly Handbook updates to the Deacon Secretary
- >> Meet at least monthly and report to the deacons monthly
- >> Plan any needed advertising and delegate its publishing to the Communications Committee

>> If at all possible, CARF dates for next year's events

## **BIRCHMAN DEACON COMMITTEES**

(continued)

<b>APPROX # OF MEMBERS (based on 36 active deacons)</b>	<b>COMMITTEE NAME &gt;&gt; COMMITTEE RESPONSIBILITIES</b>
10	<p><b>OUTREACH COMMITTEE</b></p> <ul style="list-style-type: none"><li>&gt;&gt; Encourage deacons' participation in visitation</li><li>&gt;&gt; Explore and plan other ministry opportunities (special work sessions) designed to serve:<ul style="list-style-type: none"><li>-- Singles (especially older singles or those with special needs)</li><li>-- Widowers or elderly who don't fall into the "widow" category</li><li>-- Other groups</li></ul></li><li>&gt;&gt; Explore ways to support the Pastor and Staff</li><li>&gt;&gt; Organize our participation in the Lord's Supper:<ul style="list-style-type: none"><li>-- Obtain a calendar of upcoming Lord's Supper observances</li><li>-- Use the Deacon Handbook ("Lord's Supper" section) to:<ul style="list-style-type: none"><li>&gt; Plan the number &amp; placement of men</li><li>&gt; Train the participants in the preferred method of administering the Lord's Supper</li></ul></li><li>-- Communicate with Church Lord's Supper Committee re dates of upcoming-observances and the number and location of plates needed</li><li>-- Communicate with support-staff concerning required movement of furnishings (Lord's Supper table, side-chairs, etc)</li><li>-- Recruit deacon participants for each observance and assign positions</li></ul></li><li>&gt;&gt; Oversee the Deacon Prayer Ministry</li><li>&gt;&gt; Contribute yearly Handbook updates to the Deacon Secretary</li><li>&gt;&gt; Meet at least monthly and report to the deacons monthly</li><li>&gt;&gt; Plan any needed advertising and delegate its publishing to the Communications Committee</li><li>&gt;&gt; Communicate with Communications Committee concerning any needed advertising</li><li>&gt;&gt; If at all possible, CARF dates for next year's events</li></ul>
3	<p><b>HANDBOOK COMMITTEE (temporary)</b></p> <ul style="list-style-type: none"><li>&gt;&gt; Create a Deacon Handbook that contains:<ul style="list-style-type: none"><li>-- The deacon's scriptural responsibilities</li><li>-- Specific Birchman information (flexible, "how-to" documents on topics such as:<ul style="list-style-type: none"><li>&gt; Lord's Supper (the placement of men and the process of administering the Lord's Supper)</li><li>&gt; Widow assignments (the process of assigning and the maintaining the list)</li><li>&gt; Guidelines for the relationship between the deacon and his assigned widow(s)</li><li>&gt; Flower &amp; Card Fund (ministry to fellow deacons)</li><li>&gt; Deacon meetings</li><li>&gt; Helping Hands Ministry</li><li>&gt; Deacon &amp; Widows Banquet</li><li>&gt; Deacon-Led Workdays</li><li>&gt; Responsibilities of active and reserve deacons</li><li>&gt; Accountability among deacons</li><li>&gt; Support of pastor and staff</li><li>&gt; Healing (the laying on of hands)--what our church believes</li><li>&gt; Deacon Prayer Ministry</li><li>&gt; A guide to deacon nominations, screening and elections</li><li>&gt; Visitation</li><li>&gt; Reprint and include the current Constitution &amp; By-Laws</li><li>&gt; Current contact-information for deacons, widows, staff, etc.</li></ul></li><li>-- The goal of this committee is to complete the Handbook within one year</li></ul></li></ul>

