

HANDBOOK FOR THE
BOARD OF DEACONS
OF
NATIONAL CITY
CHRISTIAN CHURCH
(DISCIPLES OF CHRIST)

Written by:
Gary Lewis
Chairperson
2011

This handbook is available at:
www.nationalcitycc.org/deacons
Current schedules, rosters, minutes and
other useful information can
be found on the Deacon page as well

National City Christian Church

Deacon's Handbook

Introduction Historical Foundation

*"You have joined the ranks of an ancient and honorable order of servants whose beginnings germinated in the New Testament times when the Spirit was molding Christ's body on earth and when deacons were a crucial component in his work." **

Deacons (the Greek form = *Diakonos*) is used in Hellenistic Greek (defined as post classical Greece from the death of Alexander the Great in 323 B.C.E. to the accession of Augustus in 27 B.C.E.). The Greek meaning translates to: "a table waiter" or "servant".

By the New Testament times the word is beginning to be used in a more specific meaning as a title for some kind of local church position. The book of Acts refers to deacons serving as evangelists and witnesses. In Acts 6:2-9 seven were chosen, among them Stephen, to take care of business that the twelve apostles did not feel called to.

Deacons' appointments came as a response to the complaint that the widows were being neglected in the daily distribution of food. References in Philippians and First Timothy show that by mid 60s C.E. the office of deacon was part of the church's servant life.

First Timothy 3:8-13 continues the list of characteristics from the book of Acts for a deacon and sets the standard for those who would serve in that capacity. This passage also makes clear that the office of deacon is fulfilled by both men and women.

* Gary Straub and James Trader II, *Your Calling as a Deacon* (St. Louis, Mo., Chalice Press, 2005), 14.

In later years, the office of deacon evolved into one of direct assistance to the bishop (aka: minister, priest) in both social outreach and liturgy. Deacons are the hands and eyes of the “bishop” for ministering to the needs of the poor and those who need special attention.

By 380 the Council of Nicea placed the deacon at the bottom of the list under bishop and presbyter or priest. The deacon was given the role of overseer of the physical needs of the congregation.

Little is known about the diaconate between 700 C.E. and the Protestant Reformation except that the office served as a stepping-stone for the priesthood. Protestant churches reexamined the roles of the deacons and myriad understandings came about. Some churches saw deacons as a stepping stone to becoming a priest. Others: table server; working with homebound members; up keeping worship houses; ministering to the poor, widowed and orphaned. With the Christian Church (Disciples of Christ) almost all these understandings can be found.

Most churches perceive the primary role of deacons as that of servants. The deacon's responsibilities invariably include seeing to the physical needs of the church and the members. **

“Being a deacon requires both commitment and discipline.

Discipline is a spiritual muscle requiring regular workouts.

The more often you exercise a discipline the easier it will become; and if you skip a workout, you will miss it.”

** Gary Straub and James Trader II, *Your Calling as a Deacon* (St. Louis, Mo., Chalice Press, 2005), 16 – 21.

Deacon Roster

National City Christian Church

Class of 2011

1. Tom Beacham	tommybeacham@yahoo.com	703-875-8910
2. Mary Paradise (VCh)	m.a.paradise@comcast.net	571-265-5726
3. James Ferguson	ferguson2james@yahoo.com	410-689-9831
4. Nick Bullock	nicholasbullock@hotmail.com	202 270-5690
5. George Ashton	geasht111@yahoo.com	301 610-7837
6. John Arterberry	jd.arterberry@starpower.net	202 966-6510
7. Gary Lewis (Ch)	garylewis51@hotmail.com	202 667-6283

Class of 2012

1. Julian High	julianhigh@msn.com	202 341-9978
2. Ron Moser	ronmoser1@gmail.com	704-277-3164
3. Dale Rowland	dercrew@yahoo.com	301-214-7873
4. Steve Schacht	steve_schacht@hotmail.com	202 244-0549
5. Bill Stewart	w2bsa@verizon.net	703-642-8942
6. Alan Williams (Sec)	alaneanwilliams@gmail.com	202 285-3994
7. Warren Brooks		202 210-4108
8. Willie M. Alexander	malexanderwillie@aol.com	202 234-8634

Class of 2013

1. David Walker	dlw3ky@verizon.net	703-560-0008
2. John Sparkman	johnsparkman@msn.com	202 682-9496
3. Doug Cook		301-229-2142
4. Tawanna Lloyd		202 450-5436 c: 202 660-3964
5. Terry Tullia	tullia@mindspring.com	202 427-3040
6. Kathleen Simpson	simpska@gmail.com	
7. Paul Guequierre	guequierre@hotmail.com	202 276-0613
8. Darrell Ertzberger	darrell23@aol.com	703-548-3366

Class of 2014

1. Tawanna Lloyd		202 660-3964
2. Willie M. Alexander	malexanderwillie@aol.com	202 234-8634
3. John Kroll	kralljohn@comcast.net	317-506-3875
4. Will Lang	wlang@comcast.net	202 215-1131
5. Tom Beacham	tommybeacham@yahoo.com	703-967-3552
6. Philip Gentle	pcgentle@gmail.com	202 332-3736
7. Matthew Murphy	mmurph914@gmail.com	202 234-5346

Expectations and Responsibilities

We must realize that the deacon qualifications as specified in 1 Timothy 3:8-13 is a dream list. NO individual will ever be able to fulfill perfectly all the qualifications listed there. What is important, however, is that we strive to be the best we can be, to understand the gifts we do have, and to use them to the best ways possible.

EXPECTATIONS

1. Promote the growth and welfare of the church
Work hand in hand with Pastors, elders and leaders of the church.
Be positive about the church in speaking and working with its members.
2. Assist the Elders in giving congregational care to others.
Give care and support to the congregational life. Be open and willing to grow spiritually yourself. Assist in shepherding individuals and families.
3. Give thoughtful consideration to policies of the church that will enable it to fulfill its mission.
Be a responsible member of the Board of Deacons by attending meetings. Monthly Board meetings are usually the third Sunday monthly following the 11:00 am service. You will be notified with the necessary information.
4. Encourage by EXAMPLE and WORD the missionary, evangelistic, educational and stewardship responsibilities of the church.
5. Serve at the Lord's Table.
Term of service: Twelve times a year (Two concurrent Sundays bi-monthly). A year's schedule will be provided. FYI: Should you be unable to serve on your scheduled Sunday, reach out for a replacement (via email) or call the scheduling supervisor. If you find a replacement communicate that to the chairperson.

6. Serve with JOY.
Serve with JOY at the Lord's Table; serve with JOY during other duties as assigned; JOYOUSLY tithe your time and financial resources to move forward the mission of National City Christian Church.

RESPONSIBILITIES

1. Worship regularly at National City Christian Church.
2. Pray for the growth and building up of the people of God.
3. Serve with a committee, task force, missionary project or mission opportunity.
4. Practice generous stewardship of financial resources.
5. Promote peace and unity within the congregation.

National City Christian Church 2012 Deacon Schedule

Group 1
Tawana Lloyd
Julian High
Ron Moser

Group 2
Alan Williams
John Sparkman
Kathleen Simpson
Will Lang

Group 3
Willie Alexander
Terry Tullia
Paul Guequierre
Tom Beacham

Group 4
Warren Brooks
James Ferguson
Darrell Ertzberger
Matthew Murphey

1-Jan
8-Jan

15-Jan
22-Jan

29-Jan
5-Feb

12-Feb
19-Feb

26-Feb
5-Mar

12-Mar
19-Mar

26-Mar
2-Apr

9-Apr
16-Apr

23-Apr
30-Apr

7-May
14-May

21-May
28-May

4-Jun
11-Jun

18-Jun
25-Jun

2-Jul
9-Jul

16-Jul
23-Jul

30-Jul
6-Aug

13-Aug
20-Aug

27-Aug
3-Sep

10-Sep
17-Sep

24-Sep
1-Oct

8-Oct
15-Oct

22-Oct
29-Oct

5-Nov
12-Nov

19-Nov
26-Nov

3-Dec
10-Dec

17-Dec
24-Dec

31-Dec

2013 Deacon Schedule

Group 1
Tawana Lloyd
Will Lang

Group 2
John Sparkman
Kathleen Simpson
Matthew Murphey
Class of 2015

Group 3
Willie Alexander
Terry Tullia
Paul Guequierre
Class of 2015

Group 4
Tom Beacham
James Ferguson
Darrell Ertzberger
Class of 2015

6-Jan-2013
13-Jan-2013

20-Jan-2013
27-Jan-2013

3-Feb-2013
10-Feb-2013

17-Feb-2013
24-Feb-2013

3-Mar-2013
10-Mar-2013

17-Mar-2013
24-Mar-2013

31-Mar-2013
7-Apr-2013

14-Apr-2013
21-Apr-2013

28-Apr-2013
5-May-2013

12-May-2013
19-May-2013

26-May-2013
2-Jun-2013

9-Jun-2013
16-Jun-2013

23-Jun-2013
30-Jun-2013

7-Jul-2013
14-Jul-2013

21-Jul-2013
28-Jul-2013

4-Aug-2013
11-Aug-2013

18-Aug-2013
25-Aug-2013

1-Sep-2013
8-Sep-2013

15-Sep-2013
22-Sep-2013

29-Sep-2013
6-Oct-2013

13-Oct-2013
20-Oct-2013

27-Oct-2013
3-Nov-2013

10-Nov-2013
17-Nov-2013

24-Nov-2013
1-Dec-2013

8-Dec-2013
15-Dec-2013

22-Dec-2013
29-Dec-2013

If you are unable to serve, please trade with someone.

We also understand that things happen so if we are short a Deacon we may ask you to help out

Duties of the Chairman of the Board of Deacons (Apart from those specified in the By-Laws)

1. 10:30 am: Programs on hand at Atrium entrance and Narthex
2. Badges – Located in cabinet inside double doors (left rear Sanctuary). Place box on table in back of Sanctuary by door (left rear).
3. Administer Acolytes (see Acolyte procedures).
4. 10:30 am: Light candles – By Apex and rear sanctuary. (Candle lighters in drawer of table by stairs leading to balcony). If Acolytes are used, see Acolyte Procedures.
5. Stay in back to greet late arrivals.
6. Offering/Communion Line up – Deacons (see chart on back table)
7. Extinguish candles
8. After Postlude – Roll communion cart to Communion kitchen behind Apse.
9. Remove used communion cups – Deacons start at back and work forward. Deacon's 1 and 2 coordinate rows.
10. During sermon count attendees + ministers + choir (B. Collins will give the number). Record number in record book at atrium desk.
11. Walk about after all duties finished to firm up.
12. Conduct Board meetings third Sunday monthly.
13. Administer the web page (nationalcitycc.org/deacons). Edit/add content, etc.

Suggested Template for Board meeting Minutes -- Format that the Secretary or Recorder to use in preparing the official record of monthly Board meetings.

National City Christian Church
Board of Deacons
[Location]

Meeting Minutes
May 30, 2011

Opening: The regular meeting of the Board of Deacons was called to order at [time] on [date] by [Bd. Chair].

Present: [List of Attendees]
Absent: [List of Absentees]

A. Approval of Minutes

The minutes of the previous meeting were unanimously approved as distributed.

C. Old Business

Summarize the discussion for each existing issue, state the outcome, and assign any action item.

D. New Business

Summarize the discussion for new issues, state the next steps, and assign any action item.

E. Agenda for Next Meeting

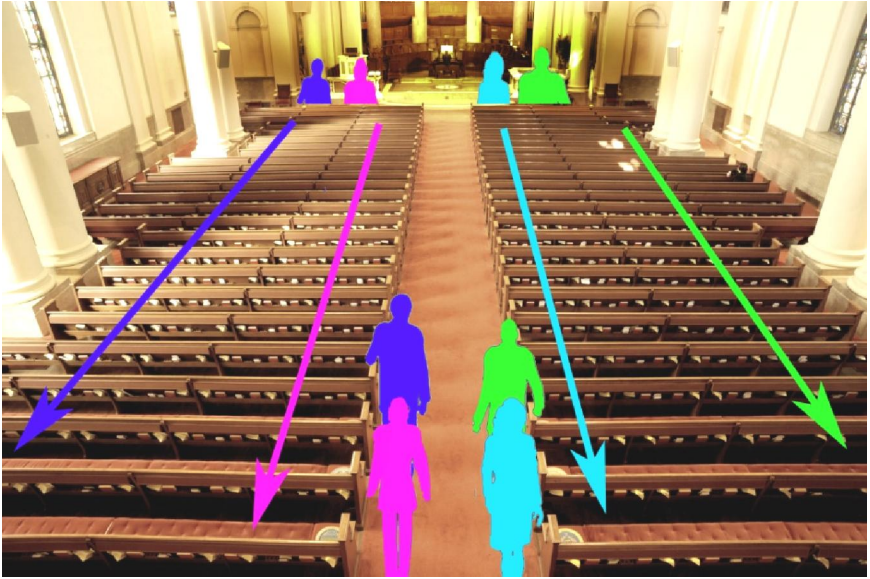
List the items to be discussed at the next meeting.

Adjournment:

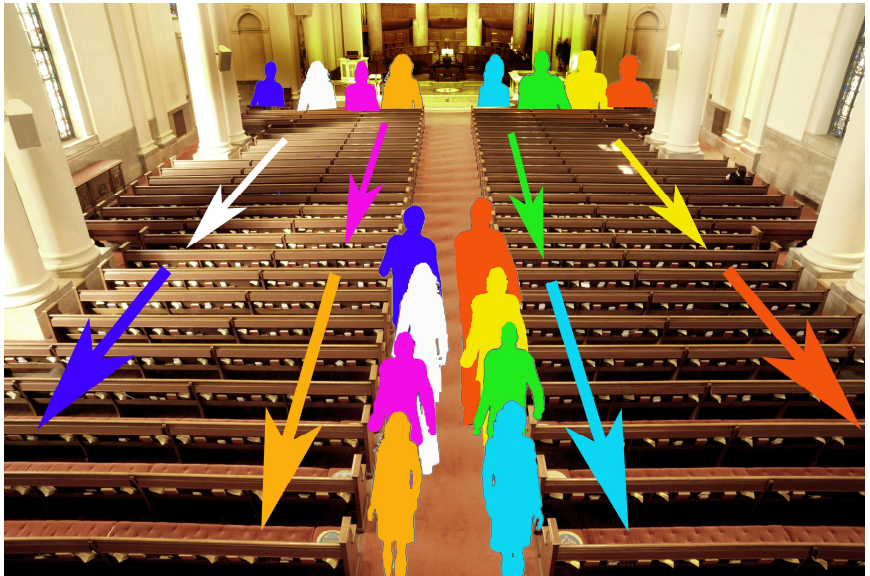
[Person] moved to adjourn the meeting and was seconded by [Person]. The motion to adjourn was approved at [time]. The next meeting will be announced by [Bd. Chair].

Minutes submitted by: [Type name here]
Approved by: [Type name here]

Serving Patterns



Serving Positions for Four Deacons



Serving Positions for Eight Deacons