

**North View**

**Church of Christ**

**Deacon Programs**

## Preface

The elders have identified and defined “local church wide” programs of work as ministries at the North View church of Christ. The elders have assigned these programs of work to deacons of the congregation for coordination and follow -up. Each area of work will have a basic purpose and general list of duties that will be the responsibility of the assigned deacon. Deacons will coordinate these programs and carry out all the duties utilizing members of the congregation as much as possible. Deacons will be encouraged to keep the elders informed of the progress of the work including any difficulties, challenges and/or accomplishments. May God richly bless these program work ministries of the North View church of Christ. Deacons will give periodic updates in the assigned work during the quarterly Deacons Meetings.

### ***I Timothy 3:8-13 (NKJV)***

- V.8** *Likewise deacons must be reverent, not double-tongued, not given to much wine, not greedy for money,*
- V.9** *holding the mystery of the faith with a pure conscience.*
- V.10** *But let these also first be tested; then let them serve as deacons, being found blameless.*
- V.11** *Likewise, their wives must be reverent, not slanderers, temperate, faithful in all things.*
- V.12** *Let deacons be the husbands of one wife, ruling their children and their own houses well.*
- V.13** *For those who have served well as deacons obtain for themselves a good standing and great boldness in the faith which is in Christ Jesus.*



# North View Church of Christ

## Programs of Work

**Deacon Program of Work:** *Building Maintenance*

**Deacon Coordinator:** Thomas Riley

**Deacons:** Wayne Hardison, Johnny Steele

### **Purpose of work:**

*Work under the oversight of the elders assuring proper maintenance, service and repair to the critical infrastructure of the church building including heating & air, plumbing, and electrical services.*

### **Key Responsibilities:**

- *monitor the heating & air, plumbing, baptistery and electrical equipment for proper operation*
- *assure bldg.(restrooms, floors, walls, windows) are cleaned and maintained*
- *expedite and assure cost effective repairs and service where necessary*
- *inform the elders committee of any necessary expense for services*
- *inform the elders of any improvement or changes to the systems*
- *participation in scheduled business meetings when requested*
- *support all other deacon works where possible*
- *carry out other requests made by the elders*
- *submit a monthly report on program of work to the elders*

**Deacon Program of Work:** *Benevolence/Disaster Relief*

**Deacon Coordinator:** Robert Wheeler

**Deacons:** Boyd Gilliam, Garret Dean, Charlie Spires, Johnny S.

**Purpose of work:**

*Work under the oversight of the elders to evaluate and fulfill the immediate needs of those individuals (members and/or non-member) who have contacted the church for such. This will also include coordination of any disaster relief approved by the eldership.*

**Key Responsibilities:**

- *follow up on any benevolent cases presented to the church office*
- *assure the guidelines for benevolent cases are current and approved*
- *coordinate the assistance for disaster relief approved by the elders*
- *participation in scheduled business meetings when requested*
- *support all other deacon works where possible*
- *carry out other requests made by the elders*
- *submit a quarterly report on program of work to the elders*

**Deacon Program of Work:**            *Deacon Involvement*

**Deacon Coordinator:**            Kerry Harris

**Purpose of work:**

*Work under the oversight of the elders assuring that all approved deacon programs are current and assigned to a deacon for coordination*

**Key Responsibilities:**

- *maintain a listing of all the approved deacon programs, coordinators, purposes, and duties*
- *work closely with the elders to assure all deacon programs of work are current*
- *work closely with the elders coordinating deacon involvement in areas directed by the elders*
- *work closely with the elders to assure all current and new deacons have an area of assigned work*
- *participation in scheduled business meetings when requested*
- *support all other deacon works where possible*
- *carry out other requests made by the elders*
- *submit a quarterly report on program of work to the elders*

**Deacon Program of Work:** *Education*

**Deacon Coordinator:** *Paul Waller*

**Deacon & Preachers:** Rob Johnson, Gregg Elrod & Joel Love

**Purpose of work:**

*Work under the oversight of the elders assuring the education program is sound, effective and biblical*

**Key Responsibilities:**

- *maintain current education program manual( classes, teachers, ...)*
- *work closely with the elders to assure all literature is approved and biblical prior to use*
- *maintain an approved teachers list, updated annually*
- *recruit teachers for approval by the elders*
- *assure bible class are available to meet the needs of the congregation and each age groups*
- *order all needed approved bible literature*
- *coordinate any special classes the elders have approved*
- *plan & coordinate vacation bible school*
- *work closely with the finance committee concerning the education department budget*
- *work with the youth director in periodic recognition events (graduation, perfect attendance...)*
- *plan and coordinate the annual appreciation banquet*
- *work closely with the elders on any teaching, literature, instruction, personnel, discipline, etc... issues that may occur for timely response and address*
- *participation in scheduled business meetings when requested*
- *support all other deacon works where possible*
- *carry out other requests made by the elders*
- *submit a quarterly report on program of work to the elders*

**Deacon Program of Work:** *Finance / Budget*

**Deacon Coordinator:** *Wayne Hardison*

**Deacons:** *Jason Abbott, Chis Hight, Kerry Harris*

**Purpose of work:**

Work under the oversight of the elders assuring all financial matters and record reporting are being accurately maintained

**Key Responsibilities:**

- *submit an annual budget to the elders*
- *keep treasure informed of deposit*
- *work with the elders to assure systems are in place to handle all the financial matters of the church*
- *participation in scheduled business meetings when requested*
- *support all other deacon works where possible*
- *carry out other requests made by the elders*
- *submit a semi-annual report on program of work to the elders*

**Deacon Program of Work:** *Finance / Money Counting*

**Deacon Coordinator:** *Johnny Steele*

**Deacons:** *Kerry Harris, Marty Tyree*

**Purpose of work:**

Work under the oversight of the elders assuring all financial matters and record reporting are being accurately maintained

**Key Responsibilities:**

- *money counting*
- *meet in the money counting room prior to the Sunday AM contribution*
- *work with the money counters to assure all contributions are counted, secured and deposited on Monday.*
- *record the contribution on the board in front of auditorium*
- *keep all information confidential*
- *maintain a list of members approved by the elders to count the contribution*
- *coordinated the weekly deposit of the Sunday contribution*
- *keep treasure informed of deposit*
- *participation in scheduled business meetings when requested*
- *support all other deacon works where possible*
- *carry out other requests made by the elders*

**Deacon Program of Work:** *Grounds Maintenance*

**Deacon Coordinator:** *Thomas Riley*

**Deacon:** *Garrett Dean, Chris Hight*

**Purpose of work:**

*Work under the oversight of the elders assuring that the outside church grounds are well maintained coordinating special workdays when necessary*

**Key Responsibilities:**

- *coordinate special work days to maintain the outside grounds(spring)*
- *monitor the watering and life of the shrubs and trees*
- *actively involved in the outside grounds upkeep (trash, clutter, shrubs, trees...)*
- *inform the elders of necessary grounds work that needs done*
- *participation in scheduled business meetings when requested*
- *support all other deacon works where possible*
- *carry out other requests made by the elders*
- *submit a quarterly report on program of work to the elders*

**Deacon Program of Work:** *Message Sign*

**Deacon Coordinator:** *Mike Joyce*

**Deacons:** *Garrett Dean & Marty Tyree*

**Purpose of work:**

*Work under the oversight of the elders changing the front message*

**Key Responsibilities:**

- *post appropriate Biblical information phrases on the outside message sign*
- *rotate the message every 2 weeks.*
- *change out the message on the church sign*
- *maintain good operation of the sign and information letters*
- *work with the elders on any special information communication efforts to the community*
- *participation in scheduled business meetings when requested*
- *support all other deacon works where possible*
- *carry out other requests made by the elders*

**Deacon Program of Work:** *Literature/Tracts/Library*

**Deacon Coordinator:** Library: Matt Shirel  
Literature/Tracts: Robert Wheeler

**Member:** TBD

**Purpose of work:**

*Work under the oversight of the elders to assure that only sound and Biblical tracts and literature are available for distribution for members and visitors. Deacon / Member assures library books continue to be maintained and logged correctly so our members can check them out.*

**Key Responsibilities:**

- *maintain appropriate Biblical tracts in the church foyer*
- *assure only Biblical and appropriate books / magazines are distributed for the membership*
- *Log in and place all new / donated books in the library in a timely manner*
- *Routinely monitor those books checked out for use*
- *maintain organized and documented system for maintaining all library books*
- *assist in keeping library organized*
- *participation in scheduled business meetings when requested*
- *support all other deacon works where possible*
- *carry out other requests made by the elders*

**Deacon Program of Work:** *Member Involvement*

**Deacon Coordinator:** Mike Joyce

**Deacons:** Matt Shirel, George Fowler

**Purpose of work:**

*Work under the oversight of the elders coordinating activities and events to involve as many members as possible*

**Key Responsibilities:**

- *contact and meet every new member of North View church of Christ within first week*
- *coordinate (annual) new comers fellowship events with elder approval*
- *communicate involvement opportunities to new members (classes/activities)*
- *assure new member packet are circulated to new members*
- *work with leaders of various groups to help get others involved*
- *work with elders to determine which members are not involved*
- *identify new opportunities for member involvement*
- *participation in scheduled business meetings when requested*
- *support all other deacon works where possible*
- *carry out other requests made by the elders*
- *submit a quarterly report on program of work to the elders*

**Deacon Program of Work:** *Missions*

**Deacon Coordinator:** Andy Pogue

**Deacons & Members:** George Fowler, Wayne Hardison, Kerry Harris  
& Doug Taylor

**Purpose of work:**

*Work under the oversight of the elders coordinating the mission ministry and keeping the congregation informed*

**Key Responsibilities:**

- *be actively involved in the missions*
- *be willing to visit mission works*
- *attend mission workshops when possible*
- *keep the congregation updated on mission work (presentations, news letters, bulletin boards, announcements, weekly bulletin)*
- *work as a liaison with local mission works*
- *inform elders of new mission opportunities*
- *assist in addressing the needs/issues of mission works*
- *participate in local mission new efforts*
- *participation in scheduled business meetings*
- *support all other deacon works where possible*
- *carry out other requests made by the elders*
- *submit a monthly report on program of work to the elders*

**Deacon Program of Work:** *Seniors/Widows/Shut-ins*

**Deacon Coordinator:** Andy Pogue

**Deacons:** Mike Joyce, Matt Shirel

**Purpose of work:**

*Work under the oversight of the elders coordinating activities and addressing the particular needs of the Senior age group (+ 60 years of age) and widows.*

**Key Responsibilities:**

- *maintain a current list from the church office of widows and shut-ins*
- *assure shut-ins/widows are routinely contacted(phone, cards, visit program)*
- *provide an avenue of worship for the Senior group(work with shut ins)*
- *utilize the Senior experience and knowledge resource to teach and encourage younger Christians*
- *organize efforts to address the needs of the widows of the congregation*
- *facilitate a means of ministering to one another's needs*
- *organize events for the Senior age group to promote fellowship and spiritual growth*
- *participation in scheduled business meetings when requested*
- *support all other deacon works where possible*
- *carry out other requests made by the elders*
- *submit a quarterly report on program of work to the elders*

**Deacon Program of Work:** *Sound & Technology/Bldg. Equipment*

**Deacon Coordinator:** Mike Joyce

**Members & Deacon:** Matt Shirel, Thomas Riley, Clay Henson, Robbie Roberts

**Purpose of work:**

*Work under the oversight of the elders coordinating and directing all activities involving sound and technology & bldg. Equipment in the church building*

**Key Responsibilities:**

- *assure all the sound and technology equipment & building equipment is maintained and working properly*
- *coordinate all monitoring operations of the sound and technology & building equipment*
- *keep the elders informed on new ways of performing the sound and technology duties*
- *inform elders of any issues regarding sound/technology/building equipment*
- *work closely with the finance committee and treasurer on any expenses*
- *participation in scheduled business meetings when requested*
- *support all other deacon works where possible*

**Deacon Program of Work:** *Transportation/Vehicles*

**Deacon Coordinator:** Charlie Spires

**Members:** Jay Smith

**Purpose of work:**

*Work under the oversight of the elders to assure the buses are being maintained and operated by licensed / approved drivers.*

**Key Responsibilities:**

***Drivers***

- *maintain a list for the elders approval of licensed drivers (at least 12 names on list)*
- *maintain a secondary list of potential (future) drivers for backup*
- *constantly recruit drivers*
- *assure all drivers submit license number for insurance purposes*
- *instruct drivers how to inspect before driving*
- *instruct drivers how to buy and sign for gasoline*
- *contact each driver(2 weeks in advance) on schedule to assure driver is available*
- *routinely meet with all the approved bus drivers for updates/issues*
- *offer training opportunities to approved bus drivers when necessary*

***Vehicle***

- *assure the buses are well maintained, serviced and clean*
- *assure current license, tags, registration and insurance cards are properly placed in the vans for all drivers.*
- *inform the elders of any van maintenance issues*
- *report to the elders any van or transportation issues*
- *participation in scheduled business meetings when requested*
- *support all other deacon works where possible*
- *carry out other requests made by the elders*

**Deacon Program of Work:** *Worship Assignments*

**Deacon Coordinators:** George Fowler

**Deacons:** Johnny Steele & Marty Tyree

**Members:**

**Purpose of work:**

*Work under the oversight of the elders on tasks related to North View worship services*

**Key Responsibilities:**

- *assure current list of men to serve in worship approved by elders*
- *assure the list of men willing to serve in worship is periodically submitted to the elders for review and approval*
- *assist elders in coordinating items of worship*
- *assist elders in any aids to worship: sound, PowerPoint*
- *deliver feedback from congregation to the elders*
- *monitor nursery, cry room, building, parking lot for any issues*
- *assist guest speaker requests ( gospel meetings, missionaries*
- *participation in scheduled business meetings when requested*
- *support all other deacon works where possible*
- *carry out other requests made by the elders*

**Deacon Program of Work:** *Youth - Junior High*

**Coordinator:** *Joel Love*

**Deacons:** *Chris Hight, Rob Johnson, Brian Oakley*

**Purpose of work:**

When requested *Work under the oversight of the elders coordinating activities of the Junior High age group*

**Key Responsibilities:**

- *organize & plan events for the junior high age group to promote fellowship and spiritual growth*
- *assist in transportation to youth activities and devotionals*
- *assure communication of activities*
- *participate in activities for the junior high age group*
- *encourage parental involvement and hosting events*
- *support, assist and offer feedback to the youth minister*
- *serve on the youth committee*
- *intermittent monthly meetings*
- *work to involve as many junior high students as possible within the Jr. High group*
- *mentor all junior high students toward the becoming and remaining Christians*
- *teach the junior high classes to stay familiar with issues and students*
- *be available and approachable to help students with any problems*
- *participation in scheduled business meetings when requested*
- *support all other deacon works where possible*
- *carry out other requests made by the elders*
- *submit a monthly report on program of work to the elders*

**Deacon Program of Work:** *Youth - Senior High*

**Coordinator:** *Joel Love*

**Deacons:** *Chris Hight, Rob Johnson, Brian Oakley*

**Purpose of work:**

*Work under the oversight of the elders coordinating activities of the Senior High age group*

**Key Responsibilities:**

- *organize & plan events for the senior high age group to promote fellowship and spiritual growth*
- *participate in activities for the senior high age group*
- *assist in transportation to youth activities and devotionals*
- *assure communication of activities*
- *encourage parental involvement and hosting events*
- *support, assist and offer feedback to the youth minister*
- *intermittent monthly meetings*
- *serve on the youth committee*
- *work to involve as many senior high students as possible within the sr. hi. group*
- *mentor all senior high students toward the becoming and remaining Christians*
- *teach the senior classes to stay familiar with issues and students*
- *be available and approachable to help students with any problems*
- *participation in scheduled business meetings when requested*
- *support all other deacon works where possible*
- *carry out other requests made by the elders*
- *submit a monthly report on program of work to the elders*

**Deacon Program of Work:** *Pictures*

**Deacon Coordinator:** *Garrett Dean*

**Members:** *John Lovett*

**Purpose of work:**

*Work under the oversight of the elders coordinating the photographing of new members for various publication of the local congregation*

**Key Responsibilities:**

- *coordinate photographing new members for bulletins & directories*
- *serve as a resource for photographing church activities and event for the church library and bulletin boards*
- *participation in scheduled business meetings when requested*
- *support all other deacon works where possible*
- *carry out other requests made by the elders*

**Deacon Program of Work:** *Singing*

**Deacon Coordinator:** *Andy Pogue, Mike Joyce & Matt Shirel*

**Purpose of work:**

*Work under the oversight of the elders coordinating the song leaders for the congregational singing in worship*

**Key Responsibilities:**

- *coordinate song leaders and schedules*
- *communicate elder request to the song leaders as necessary*
- *coordinate funeral service singing as needed*
- *work to enhance singing in worship*
- *assist in conducting singing classes*
- *assist the elders in identifying capable song leaders for their approval*
- *participation in scheduled business meetings when requested*
- *support all other deacon works where possible*
- *carry out other requests made by the elders*

**Deacon Program of Work:** *Visitation*

**Deacon Coordinator:** *Charlie Spires & Marty Tyree*

**Deacon:** *Matt Shirel*

**Purpose of work:**

*Work under the oversight of the elders to assure a visitation program (new comers, absentees, special physical needs) is active and ongoing.*

**Key Responsibilities:**

- *actively involved with the church visitation program*
- *assure there is an active ongoing visitation program*
- *participation in scheduled business meetings when requested*
- *support all other deacon works where possible*
- *carry out other requests made by the elders*
- *submit a quarterly report on program of work to the elders*

**Deacon Program of Work:** *New Horizons*

**Deacon Coordinator:** *Mike Joyce*

**Deacons:** *Andy Pogue & Thomas Riley*

**Purpose of work:**

*Work under the oversight of the elders coordinating the activities of the New Horizons (a group of male members dedicated to helping other members unable to help themselves- i.e. yard work, home repairs...)*

**Key Responsibilities:**

- *coordinate New Horizons meetings and activities*
- *assist elders in identifying members needing help from the New Horizons*
- *actively involved in New Horizon activities*
- *work to involve as many members in the New Horizon group as possible*
- *participation in scheduled business meetings when requested*
- *support all other deacon works where possible*
- *carry out other requests made by the elders*
- *submit a quarterly report on program of work to the elders*

**Deacon Program of Work:** *Safety & Security*

**Deacon Coordinator:** Charlie Spires & Johnny Steele

**Member:** Doug Taylor

**Purpose of work:**

*Work under the oversight of the elders coordinating efforts to assuring the building and occupants' safety, meeting various regulatory/insurance facility requirements, and informing the congregation of necessary safety & security policies.*

**Key Responsibilities:**

- *establish safety and security plans in conjunction with local requirements (i.e. inclement weather conditions, fire, building & property security, and safety,)*
- *keep the congregation informed of various safety & security plans*
- *monitor and inspect the facility on a periodic basis to assure safety & security requirements are being met*
- *routinely evaluate the North View insurance policy coverage for adequacy*
- *participation in scheduled business meetings when requested*
- *support all other deacon works where possible*
- *carry out other requests made by the elders*
- *submit a quarterly report on program of work to the elders*

**Deacon Program of Work:** *Web Site Ministry*

**Deacon Coordinator:** *Mike Joyce*

**Member:** *Gregg Stewart*

**Purpose of work:**

*Work under the oversight of the elders coordinating web site format and information.*

**Key Responsibilities:**

- *coordinate data entry and information on web site*
- *routinely review the web site information to ensure accuracy and current information*
- *review and obtain elder approval on any significant web site changes and/or modifications*
- *make periodic reports to the elders on web site changes*
- *participation in scheduled business meetings when requested*
- *support all other deacon works where possible*
- *carry out other requests made by the elders*