

DEACON JOB DESCRIPTION

Duties:

1. Participate regularly in a LIFE Group, either as a worker or a member.
2. Attend Sunday morning worship services and Wednesday night activities, unless providentially hindered.
3. Actively serve in some ministry in the life of the church.
4. Be supportive of the overall ministry of the church.
5. Participate in all scheduled Deacon Body activities, unless providentially hindered.
6. Carry out Offertory Prayer, Prayer Room, and Prospect Visitation assignments as scheduled, and submit reports of completion.
7. Assist in preparing and serving the Lord's Supper as scheduled.
8. Minister to his assigned widows and submit monthly reports of this ministry.
9. Select a Yokefellow to serve and attend monthly meetings with him.
10. Practice personal evangelism of the lost as opportunities arise.
11. Attend beneficial training sessions as available, unless providentially hindered.
12. Pray for and be supportive of the Pastor, Pastoral Staff, and Deacon Body Leadership.

I have read and understand the duties of a Deacon as outlined above, and, if affirmed by the church, will perform them to the best of my abilities.

Please PRINT your name

Signature

Date

DEACON QUALIFICATIONS

The office of deacon is one of ministry and service to Jesus Christ through His church. Any other understanding of this office does disservice to the New Testament record. This is not an office or position given to someone to honor him. To be eligible for this respected position, a deacon must have been a member of this church at least one year, be a male over 25 years of age, and must seek to consistently meet the following qualifications:

1. He is **full of the Holy Spirit** (Acts 6:3,5) - Such men are spiritually minded and submissive to God's leadership.
2. He is **full of wisdom** (Acts 6:3) - Such men have spiritual knowledge and understanding that provide sound direction for the ministry of the church.
3. He is also **full of faith** (Acts 6:5) - Spiritual men walk by faith and not by sight because they know and trust the God of the Word and believe in the Word of God.
4. He has a **good reputation** (Acts 6:3) - Such a man demonstrates integrity and honesty to others. He has a believable Christian life.
5. This man should be **grave or dignified and worthy of respect** (1 Tim. 3:8) - Such a man faces life seriously and there is a certain stateliness about him that commands respect.
6. He is a man who is **not double-tongued, but is sincere in his speech** (1 Tim. 3:8) - Such a man should speak with verbal honesty and integrity, not saying one thing to one person and something else to another.
7. This man **abstains from the use of addictive drugs for other than medicinal purposes, and from the sale and use of alcoholic beverages** (1 Tim. 3:8) He realizes the importance of his Christian influence and is willing to limit his liberty for the sake of others.
8. He is **not a greedy person** (1 Tim. 3:8) - Such a man is free from the love of money and other earthly possessions.
9. This man has **a deep Biblical commitment** (1 Tim. 3:9) - This man holds to the truths of the Christian faith with a clear conscience. He is not easily swayed from the truth because he strives to live what he knows.
10. He must first be **tested and proven** (1 Tim. 3:10) - This man must have proven over time that he is faithful and that his walk is credible.
11. He must also be **beyond reproach and blameless** (1 Tim. 3:10) - Such a man must display a lifestyle free from continual patterns of Scriptural disobedience. There should be nothing in his life for which he could be accused and thus disqualified.

12. This **man's wife** should be a woman worthy of respect, not a malicious gossip, but temperate and faithful in everything. (1Tim3:10) - The spouse should be devoted to God and yielded to the Holy Spirit.
13. He should be the **husband of one wife** (1 Tim. 3:12) - This man should have never been divorced. He should be devoted and faithful to his wife.
14. He must **manage his children and his household well** (1 Tim. 3:12) - Such a man should demonstrate leadership in his home life. He should have a well-ordered family life, and well-behaved children (still under his authority).
15. He must **recognize God-given spiritual leadership** that is incumbent upon the office of a pastor and seek to submit to his leadership (Heb. 13:7, 17).
16. He shall **practice "storehouse tithing"** of his family income (Mal. 3:10).
17. He should **do all he can to create and preserve unity and harmony in the church** (Eph. 4:1-3).

DEACON DOCTRINAL STATEMENT

Please check YES or NO for each statement, then sign and date.

Statement	Yes	No
<p>1. <u>THE SCRIPTURES:</u> I believe that the entire Bible, all 66 books of the combined Old and New Testaments are verbally inspired by God and are inerrant in the original writings. Through the providence of God, the Word of God has been protected and preserved and is the only infallible and authoritative rule of faith and practice (2 Timothy 3:16-17; 2 Peter 1:20-21).</p>		
<p>2. <u>GOD:</u> I believe that there is only one true, living sovereign, holy, and eternally existent God. He exists in three co-equal persons - Father, Son, and Holy Spirit - each being a distinct person and with a distinct function, but all of one essence and all possessing the same nature, perfection, and attributes.</p>		
<p>3. <u>JESUS CHRIST:</u> I believe that Jesus Christ is God. He was conceived by the Holy Spirit, born of a virgin, lived a sinless life, performed many miracles, shed His blood on the cross as a vicarious substitute, was buried, bodily resurrected, ascended to the right hand of the Father, and will return literally, visibly, and personally in glory and power (John 1:1-3,14; Matthew 1:18-25; Philipians 2:5-9; Colossians 1:15; 1 Corinthians 15:1-8; Acts 1:11).</p>		
<p>4. <u>HOLY SPIRIT:</u> I believe that the Holy Spirit is God, co-equal and co-existent with the Father and the Son. He is the chief convictor of sin, the chief agent of regeneration and sanctification. The Holy Spirit indwells every believer and empowers every believer to live a godly life (John 14:16-19; 16:7-15; 1 Corinthians 6:19-20; Romans 8:9,11; Titus 3:5).</p>		
<p>5. <u>MANKIND:</u> I believe that in the beginning God created mankind in His image. Mankind was originally created with the ability to live perfectly for God's glory (Genesis 1:27,31).</p>		
<p>6. <u>SIN:</u> I believe that Adam, the first man, sinned by disobedience. This act resulted in the fall of all mankind, therefore, all people have sinned and lost their ability to live for the glory of God. Mankind's fall has incurred both physical and spiritual death on all until there is forgiveness and salvation by the grace of God. (Genesis 3:1-24; Romans 3:10-23; 5:12-21; 6:23).</p>		

DEACON DOCTRINAL STATEMENT

Please check YES or NO for each statement, then sign and date.

Statement	Yes	No
<p>7. <u>SALVATION:</u> I believe the salvation of lost and sinful mankind is a free gift of God's grace apart from human works, based solely upon Christ's vicarious and atoning death, effected by the regenerating work of the Holy Spirit and received only through faith in the person and finished work of Jesus Christ on the cross (Ephesians 2:8-9).</p>	<input type="checkbox"/>	<input type="checkbox"/>
<p>8. <u>THE CHURCH:</u> I believe that the church is the body of Christ and the family of God. It is made up of saved and baptized believers who regularly join together on the Lord's day for worship, fellowship and ministry (Matthew 16:18; 1 Corinthians 12:12-14; Hebrews 10:25).</p>	<input type="checkbox"/>	<input type="checkbox"/>
<p>9. <u>EVANGELISM:</u> I believe that it is the responsibility and privilege of every Christian to proclaim the good news of Jesus Christ and to seek to make growing disciples (Matthew 28:18-20; Acts 1:8).</p>	<input type="checkbox"/>	<input type="checkbox"/>
<p>10. <u>THE HOME:</u> In addition to these important beliefs, I also believe that God has given the parents and the home the responsibility to bring up their children in the nurture and admonition of the Lord (Ephesians 6:4; Proverbs 22:6).</p>	<input type="checkbox"/>	<input type="checkbox"/>

ANY COMMENTS?

Please PRINT your name

Signature

Date

OUR COVENANTS

1. **MEMBERSHIP**: *A commitment to believe in Christ and to belong to His family (Ephesians 2:19, Romans 12:4-5).*
 - a. *I have committed my life to Jesus Christ as Savior and Lord.*
Date _____ Place _____
 - b. *I have been baptized by immersion after committing my life to Christ.*
Date _____ Place _____
 - c. *I have presented myself as a Candidate for Membership.*
Date _____
 - d. *I have completed "Deciding My Church Membership".*
Date _____
 - e. *I commit to abide by the **First Family Membership Covenant**.*

2. **MATURITY** - *A commitment to the basic habits needed for spiritual growth (2 Peter 3:18). Realizing that my Lord and Savior Jesus Christ wants me to grow and mature as a Christian, and having completed the Membership Class requirements of First Baptist Church/Orlando, as a fully functioning follower of Jesus Christ I commit myself to the following covenant:*
 - a. **Obedience**. I covenant to seek to consistently obey the Lordship of Jesus Christ.
 - b. **Time**. I covenant to regularly spend time alone with God in Bible study and prayer.
 - c. **Possessions**. I covenant to generously give a love gift to the Lord through my local church.
 - d. **Fellowship**. I covenant to loyally attend Sunday worship and Bible study.
 - e. **Witnessing**. I covenant to faithfully share my faith in Christ when opportunities arise.

3. **MINISTRY** - *A commitment to discover and dispense your God-given gifts and abilities in serving God and others (1 Peter 4:10). Having committed myself to membership and the habits for growing in spiritual maturity, and being in agreement with the First Family's Ministry Statement, I agree:*
 - a. That God saved me, is growing me and has called me to faithfully serve Him.
 - b. To discover my unique design and use it to serve the Body of Christ in the area(s) of ministry God reveals to me.
 - c. To continue improving my ability to serve by participating in helpful A.C.T.S. classes.
 - d. To demonstrate a servant's heart in additional ministries needed in the Body of Christ.
 - e. To cooperate with other ministries and seek to place the far greater good of the whole Body over the needs of my ministry.
 - f. To submit to my God-given spiritual leaders.
 - g. To give a minimum of a tithe (10%) to my Lord Jesus Christ through my local church.

Please PRINT your name

Signature

Date

POTENTIAL DEACON QUESTIONNAIRE

*This document is CONFIDENTIAL after it has been completed.
It is available only to the Pastor, appropriate Staff, and current members of
the Deacon Nominating Committee.*

Name: _____

Address: _____

Home Phone: _____ Work Phone: _____

Cell Phone: _____

E-Mail Address: _____

PERSONAL BACKGROUND

1. Date of Birth: _____ Place of Birth: _____

2. Marital Status: Single ___ Married ___ Widowed ___ Divorced ___ Separated ___

3. If married - wife's name: _____

4. Do you and your wife attend church regularly together? _____

5. Which Worship service do you attend? 9:00 AM _____ 10:45 AM _____

6. Which LIFE Group are you enrolled in, either as a worker or member? _____

7. Have you ever been divorced? If yes, explain:

8. Has your wife ever been previously married? If yes, please explain:

9. Name and ages of children:

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SPIRITUAL BEGINNINGS:

10. When did you become a Christian? _____

11. Give a brief testimony of when and how you came to know Jesus Christ as your personal Lord and Savior (use separate page if necessary):

12. Were you baptized by immersion after salvation? _____

When/Where? _____

PERSONAL WALK:

13. Do you have a regular quiet time of Bible study and prayer? Briefly explain.

14. Do you know what your spiritual gifts are? Please list.

15. If someone asked you how to become a Christian, would you and could you help them?

16. What are your greatest weaknesses in your Christian walk?

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COMMUNITY INVOLVEMENT:

17. Are you a member of any civic organization or club? (e.g. Rotary, Jaycees, Masons, etc.)

AFFILIATION WITH FIRST ORLANDO:

18. How long have you been a member of our church? _____

19. Why did you decide to become a member of this church?

20. Please check any ministries that you have been involved in since becoming a member of our fellowship:

- | | | |
|---|--|--|
| <input type="checkbox"/> Department Director | <input type="checkbox"/> Discipleship | <input type="checkbox"/> Prayer Ministry |
| <input type="checkbox"/> Bible teacher | <input type="checkbox"/> Missions Ministry | <input type="checkbox"/> Choir |
| <input type="checkbox"/> Evangelism Explosion | <input type="checkbox"/> Yokefellow | <input type="checkbox"/> Drama |
| <input type="checkbox"/> Financial Counseling | | |

Other (define) _____

21. Have you been previously ordained as a deacon or as a minister? If yes, explain:

22. Have you previously served as a deacon at First Orlando? Yes _____ No _____

Please PRINT your name

Signature

Date

INTERVIEW FOR PROSPECTIVE DEACON

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Name of Candidate		
<p><i>The office of Deacon provides important service to the life of the church. It is critical that any man holding this office meet certain Biblical qualifications and selected church standards. Please answer the following questions honestly according to the normal pattern of your Christian life. It is realized that no man could live up to every aspect all the time.</i></p>		
<p><i>Record the candidate's response to each question by checking either the YES or NO box.</i></p>	Yes	No
1. Our records show your DOB is _____. Is this correct?		
2. Our records show your membership date is _____. Is this correct?		
3. Do you attend a LIFE Group, unless providentially hindered?		
4. Do you enjoy a good reputation because of consistent integrity and honesty, especially in the community?		
5. Do you seek to live a life consistently controlled by the Holy Spirit?		
6. Do you consider yourself to be a man growing in spiritual knowledge and understanding?		
7. Will you seek to perform your deacon duties and ministry with a servant's heart?		
8. Are you a man of dignity and worthy of respect because your walk with Christ is authentic and unquestioned by your peers?		
9. Are you a man whose word can be trusted?		
10. Are you willing to exercise the self-control to limit your Christian liberty and abstain from questionable things (like alcohol) for your testimony and the sake of others?		
11. Does your life reveal that you are free of greed, and that you do not practice questionable or unethical tactics to gain money?		
12. Do you have a clear conscience because you have a basic knowledge and convictions based upon Biblical truth, and you live a life that is consistent with them? Do you know what you believe, why you believe it, and do you seek to live it?		
13. Do you think that over time you have proven to be faithful to the Lord and have a believable Christian life?		
14. If married, is your wife devoted to the Lord and yielded to the control of the Holy Spirit?		
15. If married, are you completely faithful and devoted to your wife? If single, are you following the scriptural mandate of sexual purity?		

INTERVIEW FOR PROSPECTIVE DEACON

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<i>Record the candidate's response to each question by checking either the YES or NO box.</i>	Yes	No
16. Have you ever been divorced?		
17. As the leader and manager of your household, do you maintain a well-ordered household, healthy family life, and are your children well-behaved?		
18. Does your family support you becoming a deacon?		
19. As a potential spiritual leader, do you think you know the importance of the local church, and will you be committed to this local church?		
20. Are you willing to submit to the leadership of the Pastoral Staff and serve the church the best you can?		
21. Are you willing to practice faithful storehouse tithing by giving at least 10% of your income through First Orlando?		
22. Are you willing to faithfully support the Sunday and Wednesday activities of the church?		
23. You have signed the <u>Deacon Job Description</u> . Are you willing to accept the terms of this document?		
24. You have signed the <u>Deacon Doctrinal Statement</u> . Are you willing to accept the terms of this document?		
25. You have signed the document titled <u>Our Covenants</u> . Are you willing to accept the terms of this document?		
26. You have completed and signed the <u>Deacon Questionnaire</u> . Is the information you provided accurate to the best of your knowledge?		
<i>Thank you for your time and willingness to serve. The Pastor, appropriate Staff, and our Committee will review this information and provide you a written response as soon as possible.</i>		

COMMITMENT

I have received Jesus Christ as my personal Savior, and am committed to try to follow Him as the Lord of my life. I have to the best of my ability honestly answered this questionnaire. If elected as a Deacon, I will serve the office faithfully. If for any reason I am no longer able or willing to meet the qualifications and standards, I will submit my resignation in writing to the Chairman of Deacons.

Please PRINT your name

Signature

Date

Interviewed By _____ Date _____

(Date)

Mr. John Candidate
1234 Anywhere Dr
Orlando, FL 32805

Dear John,

Congratulations! You have been nominated to serve as a deacon at First Orlando. The office of deacon is a tradition as old as the church itself, and is one of a servant/leader. It is a spiritual ministry, and should not be entered into lightly.

Please review the Deacon Qualifications, Job Description, and Accountability enclosed with this letter. We ask that you consider these requirements carefully as you pray for God's direction about this opportunity for service. If you accept the nomination, and are affirmed by the church, your term of service would be for three years, beginning on January 1, 2007.

A member of the Deacon Nominating Committee will contact you in a few days to ask if you are interested in proceeding with your nomination.

In His Service,

Charles Wade
Chairman
Deacon Nominating Committee

Jimmy Knott
Staff Director

JK/gw
Enclosure

DEACON QUALIFICATIONS

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15. He must **recognize God-given spiritual leadership** that is incumbent upon the office of a pastor and seek to submit to his leadership (Heb. 13:7, 17).
16. He shall **practice "storehouse tithing"** of his family income (Mal. 3:10).
17. He should **do all he can to create and preserve unity and harmony in the church** (Eph. 4:1-3).

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4. Be supportive of the overall ministry of the church.
5. Participate in all scheduled Deacon Body activities, unless providentially hindered.
6. Carry out Offertory Prayer, Prayer Room, and Prospect Visitation assignments as scheduled, and submit reports of completion.
7. Assist in preparing and serving the Lord's Supper as scheduled.
8. Minister to his assigned widows and submit monthly reports of this ministry.
9. Select a Yokefellow to serve and attend monthly meetings with him.
10. Practice personal evangelism of the lost as opportunities arise.
11. Attend beneficial training sessions as available, unless providentially hindered.
12. Pray for and be supportive of the Pastor, Pastoral Staff, and Deacon Body Leadership.

DEACON ACCOUNTABILITY

Now it is required that those who have been given a trust must prove faithful (1 Cor 4:2.)

When a man agrees, and is set aside to serve as a deacon, he assumes the responsibility for faithfully discharging his duties. A system of accountability is in place to measure each deacon's fulfillment of his responsibility.

(Date)

Mr. John Candidate
1234 Anywhere St
Orlando, FL 32805

Dear John,

We praise God for your decision to proceed with your nomination as a deacon at First Orlando! Enclosed are personal information forms which are required for further processing of your nomination. Please complete and return them to us within 10 days of receipt. The forms may be mailed to the Deacon Secretary, using the enclosed envelope, or placed in her mailbox in the Deacon Room, WC-141, which is located at the bottom and to the right of the first flight of stairs between Welcome Center B and the Worship Center.

(This paragraph included only if the nominee is not already ordained, or has never served as a deacon at First Orlando).

The next requirement on your part is to attend a meeting at 3:00 PM on Sunday, October 29, 2006. At this meeting, we will give you an orientation on the duties and responsibilities of the deacon ministry at First Orlando, and also conduct a personal interview with you. You must attend this meeting to continue with your nomination. Your wife is invited to attend.

If you have any questions, please feel free to call Steve Williams, your contact on the Deacon Nominating Committee, at 407-555-1212, or Gloria Wade, Deacon Secretary, at 407-555-5555.

Sincerely,

Charles Wade
Chairman
Deacon Nominating Committee

Jimmy Knott
Staff Director

JK/gw

Enclosures

Job Description
Doctrinal Statement
Covenants
Questionnaire

(Date)

Mr. John Candidate
1234 Anywhere St
Orlando, FL 32805

Dear John,

We are pleased to inform you that you are being recommended by the Deacon Nominating Committee to become an active deacon for the next three years. Here are some dates that you need to put on your schedule:

- **Sunday, November 5th**. Your name will be presented to the congregation for an official vote in both AM services. Your attendance for this vote is optional.
- **Sunday, November 12th**. You will be (*ordained*) (*installed*) during the 6:00 PM service in Henry Chapel. You and your wife should be there by 5:30 PM for pictures. (*If being ordained* – You must attend this service to complete your ordination.) (*If being installed* – Please notify Gloria Wade if you are unable to attend.)
- **Sunday, January 7th**. Your first Deacon's meeting is at 4:00 PM in WC-134. You must attend this meeting to receive detailed instructions regarding your deacon ministry.

You should also begin to pray about a man to serve with you as a Yokefellow, and if possible, enlist him as soon as your nomination is affirmed by the church. The qualifications for a Yokefellow are enclosed with this letter. Please notify Gloria Wade, Deacon Secretary, at 407-514-4266, as soon as you make your selection.

Welcome to the deacon ministry at First Orlando! It will be an exciting and rewarding pilgrimage as you serve and minister to our family of believers.

In His Service,

Charles Wade
Chairman
Deacon Nominating Committee

Jimmy Knott
Staff Director

JK/GW

Enclosure

YOKEFELLOW MINISTRY

"I ask you true yokefellow, help these....who have labored side by side with me....whose names are in the Book of Life". Philippians 4:3

Organization

The Yokefellow Director is the Deacon officer responsible for the overall direction of the Yokefellow program. A Yokefellow is a man who assists the Deacon in the ministry of shepherding at First Orlando.

Selection

Each active Deacon should select one Yokefellow to serve with him, and then notify the Deacon Secretary of his selection. A deacon who knows of additional men who are interested in serving as a Yokefellow should pass the names on to either the Yokefellow Director or the Deacon Secretary.

Responsibilities

1. In the absence of, or at the request of his Deacon, perform any ministry that normally would be that of a deacon.
2. Pray for his Deacon.
3. Assist his Deacon in ministering to his Deacon's assigned widows.
4. Lead in prayer as assigned in the evening Worship Services.
5. Assist in preparation, serving, and cleanup of the Lord's Supper.
6. Attend Deacon/Yokefellow meetings.
7. Make prospect visits/contacts with his Deacon.
8. Participate with his Deacon in prayer room assignments during the first Worship Service.
9. Serve as a resource person for specially requested ministries.

Qualifications

- Must be a member of First Orlando.
 - Must honor Christ in his lifestyle.
 - Must meet all Qualifications listed below.
 - Must be willing to carry out the Responsibilities listed above.
 - Must be able to work harmoniously with his deacon.
1. **He is full of the Holy Spirit (Acts 6:3,5)** - Such men are spiritually minded and submissive to God's leadership.
 2. **He is full of wisdom (Acts 6:3)** - Such men have spiritual knowledge and understanding that provide sound direction for the ministry of the church.
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