



**GILLIAM** *SPRINGS*  
BAPTIST CHURCH

# Deacon Ministry

Policies and Procedures

January 2025

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## **PURPOSE**

This document serves as a guide to all Deacons regarding the expectations and responsibilities of Deacons serving Gilliam Springs Baptist Church in Arab, Alabama. It also provides guidelines regarding the general expectations, responsibilities, and functions of the Deacon body to the church, staff, and fellow Deacons.

## **QUALIFICATIONS**

Biblical qualifications for Deacons and their wives are found in Acts 6:1-6 and 1 Timothy 3:8-13.

Gilliam Springs requires Deacons to meet the below additional requirements:

- Must be married, not divorced, or married to a divorcee
- 25 years old or older
- Must be a church member for at least two years prior to the date of election
- Abstain from alcohol and illegal drugs

The Deacon Election Committee will provide reasonable assurance as described in Appendix A of this handbook that Deacon nominees are qualified according to the qualifications set forth above.

## **GENERAL RESPONSIBILITIES OF DEACON BODY**

The duties of the Deacons are described in Article IV Section 4 of the Constitution and Bylaws of Gilliam Springs Baptist Church.

## **SPECIFIC EXPECTATIONS AND RESPONSIBILITIES OF A DEACON**

- Support the staff and Church through word and deed in the achievement of the church's mission
- Actively promote and pursue the core values of Gilliam Springs Baptist Church through:
  - Leading Discipleship, (Sunday School, Life Group, D Group)
  - Mission Activity
  - Worship
  - Generosity
  - Humble Service
  - Relentless Pursuit of Unity
  - Visitation in Home, Hospital or Nursing Home
  - Benevolence with spouse when required
  - Advise and counsel with Pastor and Staff
  - Witnessing
  - Prayer
  - Discipleship of Men
  - Ushering & Greeting

- Faithful attendance at church services
- Regular attendance at Deacons meetings
- Actively serve on assigned Deacon committees
- Submit to a background check
- Actively serve during worship services or events as assigned by the Deacon Chairman
- Adhere to the Bylaws of Gilliam Springs Baptist Church

## **APPENDIX A – NOMINATION, ELECTION, TERM OF SERVICE FOR DEACONS**

The number of Deacons will not be a fixed number but based on ministry needs and church membership, not exceeding 5% of the average Sunday school attendance from October 1 of the previous year to September 30 of the current year. Deacons will serve a three (3) year term, beginning January 1. After completing a term of service, an individual shall be eligible for reelection after the lapse of at least one (1) year.

### **A. Deacon Nomination Process**

- a. During the month of July, Deacons will advertise that church members may submit nominations throughout the month of August.
- b. The nomination period will end on the last Sunday of August.
- c. Nomination forms will be available for church members to complete (as described in the Bylaws of Gilliam Springs Baptist Church).
  - i. Nomination forms will indicate men who are not eligible for nomination due to current active status as Deacon.
  - ii. Nomination forms must be signed by the church member for it to be valid.
- d. The Deacon Election Committee will develop a list of men receiving at least five (5) valid, non-family member nominations and present it to the Senior Pastor for consideration.
- e. Based on the Senior Pastor's recommendation, the Deacon Election Committee will investigate each non-ordained nominee to determine if he is qualified.

### **B. Deacon Election Committee (DEC)**

- a. Composition
  - i. Deacon Chairman
  - ii. Deacon Vice Chairman
  - iii. Four Deacons at-large appointed by the Chairman during July
- b. The DEC will provide reasonable assurance that nominees for Deacon are qualified according to the Biblical qualifications found in Acts 6:1-6 and 1 Timothy 3:8-13.
- c. The DEC will provide each nominee a copy of the Deacon Nominee Questionnaire located in Appendix B. The questionnaire may be modified as deemed appropriate by the DEC, but must address the Biblical qualifications set forth in this document.
- d. All men who complete and return the questionnaire and indicate their willingness to serve as Deacon will be scheduled for an interview with the DEC.
- e. During the interview, the DEC will ask the nominee Doctrinal questions agreed upon by the Deacon body and approved by the Senior Pastor.
- f. The DEC will prepare a list of those men who are deemed reasonably qualified

for Deacon service following the interview process. This list will be provided to the church by the first Sunday in November.

C. Election

- a. The church will conduct a business meeting in November to elect Deacons.
- b. The DEC may recommend to the Church that all qualified nominees be affirmed as a group if their number does not exceed the vacancies shown on the ballot or their number does not exceed 5% of the average Sunday School attendance for the previous year.
- c. If the number of qualified nominees exceeds 5% of the average Sunday school attendance, ballots will be distributed to church members to elect the required number of nominees.
- d. Deacons will collect the ballots.
- e. The DEC will oversee the counting of the ballots.
- f. The DEC will inform all men on the ballot the results of the vote prior to the results being released to the church.
- g. In the event of a tie for the final spot, all those tied will serve.

D. Term of Service

- a. Once elected or affirmed, Deacons serve for a period of three (3) years.
- b. If a Deacon cannot fulfill his term, he is not eligible for reelection until one (1) full year later. His position on the Deacon body will remain vacant until the next Deacon election.
- c. If a Deacon resigns his position, he is expected to discuss this decision with the Deacon officers and senior pastor as well as appear before the Deacon body.

## **APPENDIX B – DEACON NOMINEE PACKET COMPOSITION & QUESTIONNAIRE**

The Deacon Nominee Packet will include:

1. A copy of the current Deacon Ministry Policies & Procedures
2. A separate copy of the Deacon Nominee Questionnaire to be completed and returned to the Deacon Election Committee
3. A one-page Instructions for Prospective Active Deacon Nominee
4. A copy of the Deacon Service Declination Questionnaire (only for previously ordained Deacons)

## DEACON NOMINEE QUESTIONNAIRE

You are receiving this questionnaire because members of Gilliam Springs Baptist Church nominated you to serve as a Deacon and believe you are a man of good reputation, full of the Spirit and wisdom, and a man of dignity. Your answers to the following questions will help the Deacon Election Committee reasonably affirm you meet the Biblical qualifications of a Deacon put forth in Acts 6:1-6 and 1 Timothy 3:8-13. We encourage you to at least answer the first question, which asks if you are willing to serve. If your answer is “no”, please indicate as such and return the questionnaire to us. If you answer “yes”, please continue to answer the remaining questions, and return the questionnaire to us. If you are willing to serve, we will contact you to set up an additional interview to go over the questionnaire. Please, prayerfully consider this opportunity.

Name:

Date:

Date of Birth & Age:

Date Joined Gilliam Springs Baptist Church:

Street Address:

Mailing Address (if different):

Cell Phone Number:

Email Address:

Wife's Name:

1. Are you willing to serve as a Deacon?  Yes  No
2. Have you ever been ordained as a Deacon?  Yes  No
  - a. If yes, provide church name: \_\_\_\_\_
3. Are you willing to regularly attend the Deacons meetings?  Yes  No
4. Are you willing to serve on a Deacon committee, if assigned?  Yes  No
5. Are you willing to serve during worship services or events as assigned by the Deacon Chairman or his appointee?  Yes  No

For questions 6-15, please consider “you” to refer to yourself and your wife.

6. Have you read the qualifications of a Deacon in Acts 6:1-6 and 1 Timothy 3:8-13, and the Gilliam Springs Deacon Ministry Policies & Procedures?  Yes  No
7. Are you a person of your word?  Yes  No
8. Do you strive to stop gossip and disruptive speech that harms unity (including in your social media accounts)?  Yes  No
9. Are you willing to abstain from alcohol and illegal drugs?  Yes  No
10. Are you honest on your taxes and in your business ventures?  Yes  No
11. Are you faithful to your spouse?  Yes  No
12. Do you struggle with pornography?  Yes  No
13. Do you teach your children to honor God and honor you?  Yes  No
14. Are you faithful in your tithe to Gilliam Springs Baptist Church?  Yes  No
15. Will you support the Church staff through word and deed in the achievement of the church’s mission?  Yes  No

Signature: \_\_\_\_\_

Thank you for taking the time to complete this questionnaire. Please return it to any member of the Deacon Election Committee. During your interview, the Deacon Election Committee may ask for clarification on any of the questions above and will also ask that you share your salvation experience. We look forward to meeting with you soon.

## **APPENDIX C – DEACON ORDINATION**

- A. Any elected man who has not been previously ordained as a Deacon will sit before an Ordination Council.
- B. The Ordination Council is composed of ordained men.
- C. A moderator will be elected to lead the Ordination Council.
- D. Men put forth for consideration may be asked questions regarding their beliefs and lifestyle.
- E. Once all questions or comments are complete, the moderator will call for a vote of affirmation for each man to be ordained as Deacon.
- F. If affirmed, there will be a time of prayer and laying on of hands over each man.
- G. The Deacon Chairman and Senior Pastor will coordinate a time for an ordination service for those who are affirmed.
- H. If not affirmed, there will be a time of prayer over the man who was not affirmed, and the Deacon officers will determine the appropriate follow up for discipleship purposes and to appropriately inform the church.

## **APPENDIX D – ELECTION AND RESPONSIBILITIES OF DEACON OFFICERS**

- A. Responsibilities Beyond Normal Deacon Responsibilities
  - a. Deacon Chairman
    - i. Establish regular meeting dates for Deacons
    - ii. Provide agenda for meetings
    - iii. In consultation with the Pastor, appoint Deacons to serve as:
      - 1. Training Coordinator
      - 2. Assistant Training Coordinator
      - 3. Social Coordinator
      - 4. Assistant Social Coordinator
      - 5. Ministry Coordinator
      - 6. Assistant Ministry Coordinator
    - iv. Prepare schedules and roles for Deacon responsibilities during services and events, such as Benevolence duty and Usher duty
    - v. Moderate church business meetings
    - vi. Serve on other administrative committees within the Church in a capacity deemed appropriate by the Church
    - vii. Lead the formation of any ad hoc committees as deemed appropriate or needed by the Senior Pastor
    - viii. Be active in the Church Discipline process as detailed in Matthew 18:15-20 and Article III of the Bylaws of Gilliam Springs Baptist Church
    - ix. Oversee the election process of Deacon officers
    - x. Oversee training of new Deacons
    - xi. Serve as Staff Liaison to the Pastor

- b. Deacon Vice Chairman
    - i. Fill the position of Chairman should the Chairman be unable to complete his term
    - ii. Temporarily carry out the duties of the Chairman in his absence
    - iii. Carry out assignments delegated by the Chairman
    - iv. Serve as Staff Liaison to the Pastor
  - c. Secretary
    - i. Record and maintain the minutes of all Deacon meetings
    - ii. Furnish copies of approved Deacons meeting minutes to the Deacon body
    - iii. Coordinate official correspondence of the Deacon body
    - iv. Function as Chairman in the absences of both the Chairman and Vice Chairman
    - v. Carry out assignments delegated by Chairman or Vice Chairman
    - vi. Maintain records of attendance
- B. Election of Officers
- a. Chairman:
    - i. The Deacon elected Vice Chairman in the previous year, will automatically assume the role of Chairman
  - b. Vice Chairman:
    - i. Must have previously served at least one full three-year term as a Deacon at Gilliam Springs Baptist Church.
    - ii. Cannot be in his final (third) year of his current term
    - iii. Election will take place during the first meeting in January
    - iv. All active Deacons are eligible to participate in this process
  - c. Nomination Process: Nominations will be made from the floor, with any eligible Deacon willing to serve being considered.
  - d. Voting Procedure: A blind ballot will be conducted, during which each voting Deacon will write down one name from the list of nominees.
  - e. Ballot Counting: The Chairman will appoint three Deacons to count the ballots.
  - f. Selection of Vice Chairman: The Deacon receiving the most votes will assume the role of Vice Chairman for that year.
  - g. Secretary:
    - i. The Deacon elected Assistant Secretary in the previous year, will automatically assume the role of Secretary
  - h. Assistant Secretary:
    - i. The same process will be followed as with the Vice Chairman
    - ii. The Vice Chairman process will occur first and the name of the man elected Vice Chairman will be stricken from the ballot.

- C. Incomplete Terms of Office
  - a. If the Chairman cannot complete his term, the Vice Chairman will immediately move into the Chairman position and the active Deacons will elect a new Vice Chairman.
  - b. If the Secretary cannot complete his term, the Assistant Secretary will immediately move into the Secretary position and the active Deacons will elect a new Assistant Secretary.
  - c. If the Vice Chairman and/or the Assistant Secretary cannot complete their term, the active Deacons will elect a new Vice Chairman and/or Assistant Secretary using the normal election procedure.
  - d. The incomplete term will not count as a term served for the purpose of rotating out of office. For example, the new Chairman would serve out the remainder of the incomplete term of the previous Chairman, then execute his elected term of service the following year before rotating out.

## **APPENDIX E – SUBCOMMITTEES**

- A. The Benevolence Committee rotation will be established each year by the Secretary and approved by the Chairman.
- B. Ad Hoc Committees
  - a. At the discretion of the Deacon Officers, Senior Pastor, or Deacon Body, ad hoc committees may be formed to address areas of concern within the church that are impeding the responsibilities of the ministerial staff to equip the saints of the Church
  - b. Any ad hoc committees will be given a purpose, assigned a Chairman, and expected to report back to the Deacon body at regular meetings

## **APPENDIX F – TRUSTEES NOMINATION PROCESS**

- A. In accordance with Article IV, Section 8 of the Bylaws, Deacons will nominate one Trustee per year considering the Core Values of Gilliam Springs Baptist.
- B. Nominees will be voted on by the Deacon body in a scheduled Deacons meeting which will allow for the nominee to be presented to the Church in November.

## **APPENDIX G – CHURCH DISCIPLINE**

- A. Matthew 18:15-20 determines the appropriate steps for church discipline
- B. Deacons will follow the Bylaws of Gilliam Springs Baptist Church should church disciplinary responsibilities fall to them
- C. Deacons will follow the Bylaws of Gilliam Springs Baptist Church should the involuntary resignation of the Senior Pastor be necessary
- D. Any active Deacon may be discharged by a three-fourths vote of the church sitting in a duly called and held business meeting for any cause the church deems advisable

provided the Deacon is given an opportunity to defend himself either before or during such meeting.

## **APPENDIX H – STAFF LIAISON**

- A. The Senior Pastor will be assigned three Deacons, including the Deacon Chairman and Vice Chairman. All other members of the ministerial team will be assigned two Deacons.
- B. Deacons will be the primary point of contact for their ministerial team member
- C. The purpose of this assignment is to:

- i. **PRAY** for the staff and their families in line with Romans 15:30-31.

I appeal to you, brothers, by our Lord Jesus Christ and by the love of the Spirit, to strive together with me in your prayers to God on my behalf, that I may be delivered from the unbelievers in Judea, and that my service for Jerusalem may be acceptable to the saints.

- ii. **PROJECT THE VISION** of Proverbs 29:18.

Where there is no vision, the people perish.

- iii. **BE SUPPORTIVE IN ATTITUDE & ACTION** in accordance with Hebrews 13:17.

Obey your leaders and submit to them, for they are keeping watch over your souls, as those who will have to give an account. Let them do this with joy and not with groaning, for that would be of no advantage to you.

- iv. **ENCOURAGE THE MINISTERS** as in 1 Thessalonians 5:11.

Therefore encourage one another and build one another up, just as you are doing.

- v. **PROTECT AND PROVIDE FOR THE MINISTERS AND THEIR FAMILIES** from 1 Timothy 5:17-19.

Let the elders who rule well be considered worthy of double honor, especially those who labor in preaching and teaching. For the Scripture says, 'You shall not muzzle an ox when it treads out the grain,' and, 'The laborer deserves his wages.' Do not admit a charge against an elder except on the evidence of two or three witnesses.

- vi. **PROVIDE WISE COUNSEL** as found in Proverbs 15:22.

Without counsel, plans fail, but with many advisers they succeed.

- vii. **PROMOTE UNITY AND HARMONY** as in Ephesians 4:3.

(Be) eager to maintain the unity of the Spirit in the bond of peace.

So then let us pursue what makes for peace and for mutual upbuilding.

*and*

Romans 15:5-6. Live in such harmony with one another, in accord with Christ Jesus, that together you may with one voice glorify the God and Father of our Lord Jesus Christ.