



## **CALVARY CHAPEL BUHL AMENDED AND RESTATED DEACON BOARD GUIDELINES AS OF JULY 9, 2020**

### **INTRODUCTION/HISTORY:**

There are three passages in the New Testament that are commonly cited concerning the office of deacon: Acts 6:1-7, Philippians 1:1, and I Timothy 3:8-12. The word for deacon in the New Testament originally described a servant who “stirred up dust while waiting on tables.” A deacon’s major attention must be given to serving God under the leadership of the Senior Pastor in the practical ministry of the church.

The general concept of deacon as a servant of the church is well established in both the Bible and church history. The deacon is intended to serve as a model to the local church through the character of his life as well as through his involvement in ministry. The role of deacon is not intended to be sought after for personal honor, but rather it is to be viewed as a call to a greater commitment of service. The desire and willingness to live the life of a servant is a critical qualification for deacon selection.

The role of deacon in the New Testament is indeed somewhat ambiguous. As it has been stated previously, the word literally means *servant*, but the word can also be translated as *minister* and there is no further elaboration of the office given. Some believe that the role of deacon is not a church office at all but rather a mistranslation of scripture and only describes an appointed servant or servant at large in the church. Further, they believed that the “office” of deacon has been handed down through church tradition and not prescribed by scripture. In the early years of the church, a difference of opinion arose about the role of deacons. Some church officials argued that no spiritual function had been assigned to deacons. But others insisted that deacons were a vital part of a church's ministry, with official duties to perform. Through the centuries, deacons generally have served as assistants to the clergy in the service of the sanctuary.

### **ROLE OF THE DEACON:**

The role of deacon in the Christian Church is generally associated with service of some kind, but the type of service rendered by the deacons varies among theological and denominational traditions. Some may argue that the deacons administrated the physical



needs of the church because of the example of the seven men selected in Acts 6. While the word *deacon* is used in v. 1 (*ministry or distribution*), and the verb form is used in v.2 (*to serve*) the noun form is also used in v. 4 to refer to the apostle's proclamation (ministry of the word). Therefore, an argument can be made that the deacon's role is that of administration and not ministry in the same sense as that of Pastors and Elders.

Deacons are usually thought of as *under-shepherds* who were responsible for shepherding a smaller group of people within the local church, while the elders were responsible for the overall leadership of the church. Deacons are to be under the authority of the elders, which is evident from the fact that they are always mentioned after the elders, and also because the requirements for deacon are slightly less strict than for elders.

In the modern church deacons exist as a distinct lower order of the clergy in the Roman Catholic Church, the Church of England, the Episcopal Church, the United Methodist Church, and other liturgical churches. In other denominations, including Baptist, Presbyterian, and Congregational, deacons are ordained laymen who carry out a variety of practical and spiritual ministries that assist the pastor. Deacons are often given administrative and financial duties, such as reviewing budgets and recommending new church programs and personnel.

It should also be noted that the position of deacon, which is described in Acts 6 is an elected position. This means that although the deacon should certainly feel led to serve in that position; however, the initiation of the commitment rests in the hands of the congregation of the church. Therefore, the position of deacon is not a position to which one appoints oneself.

## QUALIFICATIONS OF A DEACON

### Spiritual Qualifications:

**Acts 6:1-7** (v.1) *In those days when the number of disciples was increasing, the Grecian Jews among them complained against the Hebraic Jews because their widows were being overlooked in the daily distribution of food. (v. 2) So the Twelve gathered all the disciples together and said, "It would not be right for us to neglect the ministry of the word of God in order to wait on tables. (v. 3) Brothers, choose seven men from among you who are known to be full of the Spirit and wisdom. We will turn this responsibility over to them (v. 4) and will give our attention to prayer and the ministry of the word."* (v. 5) *This pleased the whole group. They chose Stephen, a man full of faith and of the Holy Spirit; also, Philip, Procorus, Nicanor, Timon, Parmenas, and Nicolas, from Antioch, a convert to Judaism. (v. 6) They presented these men to the apostles, who prayed and laid their hands on them. (v.*



7) So the word of God spread. The number of disciples in Jerusalem increased rapidly, and a large number of priests became obedient to the faith.

- **Full of the Holy Spirit** – The word “full” means “covered in every part, thoroughly permeated with, complete, lacking nothing” concerning God’s Holy Spirit. Deacons are to be completely dedicated to the presence and guidance of God’s Spirit in their personal life and in their daily work.
- **Full of wisdom** – The word “wisdom” means the deacon, because of a relationship to God’s Spirit, knows how to both choose and act wisely in all matters. Common sense is certainly a part of the meaning.
- **Full of faith** – This is not specifically stated as a requirement, but is inferred from the selection of Stephen (v.5). It means the deacon should be clear in his understanding of his own faith, and he should be strong first in its proclamation, and then, if need be, strong in its defense as he carries out his responsibilities.

#### **Moral Qualifications:**

***1 Timothy 3:8-12.** (v. 8) Deacons, likewise, are to be men worthy of respect, sincere, not indulging in much wine, and not pursuing dishonest gain. (v. 9) They must keep hold of the deep truths of the faith with a clear conscience. (v. 10) They must first be tested; and then if there is nothing against them, let them serve as deacons. (v. 11) In the same way, their wives are to be women worthy of respect, not malicious talkers but temperate and trustworthy in everything. (v. 12) A deacon must be the husband of but one wife and must manage his children and his household well.*

- **Worthy of respect** – The deacon is to be a person whose moral and spiritual character evokes esteem from others; a person that is considered honorable or noble. He should be a person that has a respectful reputation especially in spiritual matters.
- **Sincere** – The deacon is to be truthful and trustworthy. He should not say one thing to one person and something different to another. A deacon’s word must be honest; not a person that takes part in gossip, tale bearing, idle talking, or slander and does not use manipulative, insincere, or deceitful speech. He is not a liar.
- **Not indulging in much wine** – For the deacon, there is to be no abuse or dependence on any drug – may include the regular use of alcohol even though not getting drunk, if inappropriate dependence is demonstrated. There should be a demonstrated freedom



not to drink. Paul is prohibiting the abuse of wine or any other substance that could damage a deacon's testimony and make ineffective his Christian witness.

- **Not pursuing dishonest gain** – Not willing to manipulate or resort to illegitimate means for personal gain, either for money or for recognition, especially in the area of ministry. The person demonstrates a proper values system, including a willingness to give up money making opportunities for the sake of the gospel. The deacon is not to be controlled by a greedy obsession to obtain all the material possessions he can.
- **Must keep hold of the deep truths of the faith with a clear conscience** – The words “keep hold” speaks of knowing the Word of God and “clear conscience” speaks of doing the Word of God. This simply means that a deacon's life must be consistent with Christian doctrine. The deacon should believe in sound doctrine, and should hold firm to his convictions. His spiritual integrity is beyond reproach.
- **Must first be tested** – The deacon must demonstrate his spiritual qualifications before being elected to serve in the position of deacon. His daily attitude, speech, and conduct should be observed for an appropriate period by the elders of the church. The deacon should have a proven ability to do the work of shepherding and service effectively and without any grounds of accusation.
- **The husband of one wife** – Literally, a “one-woman man”, this means specifically that there is at most only one wife in the deacon's life. It means in principle that the deacon has his sexuality resolved and under control. This should not be interpreted to mean that a man must be married in order to serve as a deacon or that a man that has been divorced is ineligible to serve as a deacon.
- **Manages his children and household well** – The primary application is to married men meaning that their family life is good. The deacon should act as a responsible Christian father, husband, and household manager providing for his family financially, emotionally, and spiritually in an active ever-present role through example and service. One key measurement when evaluating a man's household management is the behavior of his wife and children. Because the home is often referred as a microcosm of the church, it is imperative a deacon is able to care for his family before he can care for the church of God. In the case of the unmarried, it means that they have close relationships and that those relationships are generally healthy and stable. A pattern of broken relationships suggests an inability to get along with others (especially his family and friends) and should disqualify him to serve as a deacon.



### **Qualifications for the wife of the Deacon:**

*1 Timothy 3:11 - In the same way, their wives are to be women worthy of respect, not malicious talkers but temperate and trustworthy in everything.*

It has been suggested that the wives of church leaders are a big factor in their husband's success. The deacon's wife must meet special requirements as well, because she will often need to support her husband in his many delicate duties. Any reproach on the part of the wife, reflect on the work of her husband. The qualifications for the deacon's wife are given in 1 Timothy 3:11.

- **Worthy of respect** – This refers in the same manner as the qualification of the deacon. The wife of the deacon should be truthful and trustworthy. She also should be a person that has a respectful reputation especially in spiritual matters.
- **Not a malicious talker** – Similar to the deacon the wife should be forthright in her speech; not participating in gossip or slander. She should not use manipulative, insincere, or deceitful speech. He is not a liar. The wife of a deacon should not be one who is loose with the tongue.
- **Temperate** – This usually refers to someone who is sober-minded and calm. A temperate person is one who is collected, well composed, and not easily excited. The temperate person is possessed with balanced judgment.
- **Trustworthy in everything** – The wife of the deacon must be faithful and reliable in all things. She needs to be a person that can be depended upon. She must be faithful to her husband, to her family, to the church, and above all, to Jesus Christ.

To summarize, then, the qualifications of the deacon's wife include holding a serious view of life, avoiding the spreading of gossip, striving to maintain a balanced sense of judgment, and dependability in every area of life. A wife such as the one described can be a real asset to any man, especially to the deacon who has official responsibilities in the church of God.



## A Comparison of the Qualifications of Bishops and Deacons 1 Timothy 3:1-13

### **Bishops (Pastors)/Elders**

1. First, have the desire  
(Is called of God, thus has the desire)
2. Blameless
3. Husband of one wife.
4. Vigilant
5. Sober
6. Of good behavior
7. Given to hospitality
8. Apt to teach
9. Not given to wine
10. No striker
11. Not greedy of money
12. Patience
13. Not a brawler
14. Not covetous
15. Rules his house well\*
16. Not a novice
17. Have good report in community
18. Grave
19. Not double tongued
20. Holding faith, and a good conscience (1 Tim. 1:19)

### **Servants (Deacons)**

1. Not mentioned  
(Is appointed by the assembly - no call!)
2. Blameless
3. Husband of one wife.
4. Not mentioned
5. Not mentioned
6. Not mentioned
7. Not mentioned
8. Not mentioned
9. Not given to much wine
10. Not mentioned
11. Not greedy of money
12. Not mentioned
13. Not mentioned
14. Not mentioned
15. Rules house/children in subjection\*
16. Must be proved
17. Not mentioned
18. Not mentioned
19. Not mentioned
20. Holding the mystery of the faith in a pure conscience

## DUTIES OF A DEACON

### **PRACTICAL DUTIES UNIQUE TO A DEACON:**

- Must be committed to the church's Statements of Faith, Vision and Purpose
- Loyal support of the pastor and the pastoral staff
- Faithful attendance at the services of the church



- Regular attendance at the meetings of the Board of Deacons
- Assist in the ministering of the gospel to believers and unbelievers
- Demonstrate Christ-like consecration, loyalty, prayer support, and faithfulness to the church body
- Assist in visiting the sick and needy of the church
- Assistance with new attendee assimilation
- Participation as a Team Leader for at least one of the Deacon Ministry Teams as may be required.

#### **SPECIFIC DUTIES UNIQUE TO A DEACON:**

- Cooperate with the Senior Pastor in the preparation for and the observance of the ordinances of the Church:
  - Monthly Communion
  - Baptism
  - Such other events as needed
- Perform such duties as assigned, requested, or directed by the Senior Pastor and/or Elder Board, from time to time, which may include, but are not limited to, the following:
  - Prepare annual church financial budgets for approval by the Senior Pastor and Elder Board.
  - Receive tithes and donations at each service, count all collections and prepare deposits for the church bookkeeper.
  - Advise Pastoral Staff and Board of Elders on a regular basis of financial condition of the church
  - Manage the distribution of Benevolence Funds to provide financial relief to attendees or others suffering financial hardships in accordance with the Benevolence Fund Policy.
  - Provide Advice and counsel Senior Pastor and Elder Board regarding new proposed expenditures for staff, programs and/or other items not previously incorporated and approved in current budgets.
- Perform all such duties (to be determined) relating to church management and administration as needed, thereby relieving pastoral staff and Elders from performing such duties.



## **ORGANIZATION AND STRUCTURE OF THE BOARD OF DEACONS**

**Size of the Board** – The Board of Deacons must consist of at least Six (6) members. Additional Deacons may be added depending on work load demands and the Deacon Boards ability to adequately meet the needs of the congregation.

**Selection of Deacons** – In order to remain in compliance with the only model for selection of deacons' scripture provides (Acts 6: 1-7), the following election procedures will be followed:

1. Excepting the initial startup year of 2019, the congregation shall nominate a minimum of four (4) Deacon Candidates each March
2. Each nominee will be contacted by the Deacon Chairman to determine their willingness to serve.
3. Each nominee, willing to accept their nomination, will be interviewed and evaluated during the month of April by the Elder Board to ensure that the nominees are qualified to serve per Biblical standards.
4. From those congregational nominees that are determined to be qualified to serve, the Elder board will select (6) Deacons initially, and two (2) Deacons each year thereafter.
5. The newly elected Deacons will be installed on the 1<sup>st</sup> Sunday in May of the New Year.

**Term of Office** - Deacons are elected for a term of three years (each year shall be from May 1<sup>st</sup> to April 30<sup>th</sup>) and at the end of his three-year term, he may be re-nominated and elected to serve a second three-year term. The Deacon must then leave the Board of Deacons and he cannot be elected to serve another three-year term until one year has lapsed.

**Board Meetings** – Deacon Board Meetings are held each month. The meetings are usually held on the first Thursday of each month and the meetings usually begin around 6:00 p.m. The Meeting Agenda and the Minutes from the previous Board Meeting are sent out to each member via email prior to the monthly board meeting.

**Officers of the Board** – The Board of Deacons has two officers: Chairman and Secretary. Each year the Senior Pastor selects from among the board members someone to serve as the Chairman, which the Board must ratify by a unanimous vote. The Senior Pastor and the Chairman of the Bard then select the other officer for the Board.

**Duties of the Chairman** – The Chairman is the primary liaison between the Pastoral Staff and the Board of Deacons and meets with the Senior Pastor and Elder Board on a regular basis to keep informed of current church business.



On an annual basis the Chairman shall conduct a “State of Calvary Chapel Buhl” financial report to the Congregation on or before the last Sunday each January.

He is responsible for creating the monthly Board Meeting Agenda along with the Senior Pastor. The chairman is responsible for conducting the monthly board meeting. He is also responsible for serving on various Church Committees as needed, i.e.:

- Nominating Committee,
- Endowment Committee,
- Board of Trustees,
- Finance Committee,
- Pastoral Search Committee
- Etc.

**Duties of the Secretary** – The Secretary is responsible for keeping accurate minutes of the Board of Deacons Meetings as well as other meetings involving the deacons. He is responsible for recording the meeting minutes during the meeting then preparing them for distribution to the other deacons on the Board. The Secretary will also be responsible for reading any official correspondence for the Board.

**Ministry Teams** – The Board of Deacons is responsible for serving the congregation and the pastoral staff through various ministry teams. Each team will consist of a deacon who will serve as team chairmen and several church members that have agreed to serve on the ministry team. The idea of the team is to reduce the burden the ministries create on a few deacons and to allow more members to receive God’s Blessing through serving others. This method allows church members who do not have the time or the energy to serve on a continuous basis the opportunity to serve occasionally at their convenience, which means more will have the opportunity to serve without the service becoming burdensome to anyone. The Ministry Teams include but are not limited to the following:

- Ushers and Greeters – This team shall acknowledge all attendees arriving for services on Sundays, Wednesdays and/or scheduled dates. They will assist with attendees in locating seating, especially after service/worship has begun or when the church is reaching capacity. At the appropriate time they shall collect tithes and offerings, count same in minimum of double custody and prepare weekly deposits for the church bookkeeper.
- *Prayer Team* – The prayer team is responsible for ensuring the Board and the church body are involved in praying for the pastoral staff, the sick and injured, the needy, our country, and our community. Along with the Elders, they shall make



themselves available to pray with attendees after service or any other time prayer is requested.

- *Communion Team* – The Communion Team is responsible for preparing the elements to be served and to participate in the serving of the elements to the congregation during communion services. The Communion Team is also responsible for serving communion to those who are considered “shut-ins” and unable to attend the communion service at the church. The co-chairmen of the Communion Team are responsible for ensuring there are church members available to serve communion and that each member has been adequately trained in serving communion.
- *Baptism Team* – The Baptism Team is responsible for preparing the baptismal area and assisting the candidates for baptism. The team’s members will help the candidate to a room where he or she can change his or her clothes, pray with the candidates when requested, help each candidate up and down the steps leading to and from the baptismal, and giving the candidate a dry towel after leaving the baptismal. After the baptismal service, the team members are responsible for cleaning the baptismal area. The Baptismal Team are responsible for ensuring there are enough members of the baptismal team available to assist the candidates and to ensure the team members are adequately trained.
- *Financial Counseling Team* – The Financial Counseling Team members are responsible for meeting with individuals in the congregation that request financial counseling. Those requesting counseling may be someone who is requesting funds from the Benevolence fund or it may be someone is would like information or assistance in setting up a home budget. The Financial Counseling Team are responsible for ensuring that there are team members available to counsel with those making requests and that the team members are adequately trained in financial counseling.