

## Deacon Responsibilities

Role	Who	Category - Team	Period	Task
All	All	Core	Monthly/Varies	Assigned Relationship (frequency and method managed by deacon)
All	All	Core	As Needed	Initiate/Respond to group communications (SMS/Email)
All	All	Core	As Needed	Distribute Gifts
Chair(s)	Dave/Bill V	Lord's Supper	November	Obtain next calendar year Lord's Supper schedule
Chair(s)	Dave/Bill V	Planning	July	Ask deacons about continuing/replacing chairmen
Chair(s)	Dave/Bill V	Planning	Annual	Coordinate Christmas Gift distribution to listed widows and shut-ins
Chair(s)	Dave/Bill V	Planning	Annual	Develop on-call list for next calendar year
Chair(s)	Dave/Bill V	Meeting	Quarterly	Attend Ministry Coordination Team meeting
Chair(s)	Dave/Bill V	Meeting	Quarterly	Attend Ministry Action meeting
Chair(s)	Dave/Bill V	Admin	Quarterly	Obtain updated membership list from church secretary
Chair(s)	Dave/Bill V	Admin	Bi-monthly	Provide CABC Communicator content (on call list and other info)
Chair(s)	Dave/Bill V	Admin	Monthly	Call and prepare for deacon meeting
Chair(s)	Dave/Bill V	Laundry	Weekly	Review worship guide for baptisms
Chair(s)	Dave/Bill V	Admin	August	Budgeting, Budget Planning Cycle (August)
Chair(s)	Dave/Bill V	Admin	Quarterly	Accountability to leadership (communications)
Chair(s)	Dave/Bill V	Admin	As Needed	Widow(er)s, Shut-ins list management
Chair(s)	Dave/Bill V	Admin	As Needed	Record dates of deacons resigning
Individual	Dan	Laundry	As Needed	Table cloths and baptisms
All	All	Lord's Supper	Monthly	Establish Lord's Supper preparer and service captains (In Monthly Meeting)
Lead	Captain	Lord's Supper	Monthly	Lord's Supper server availability poll
Lead	Captain	Lord's Supper	Monthly	Review worship guide for Lord's Supper order of service (serving method - choir)
Lead	Richard	Lord's Supper	As Needed	Manage Lord's Supper inventory and re-ordering
Team	Jim/Don	Hospital	As Needed	Visit hospitalized
Team	Bob	Welcome	Quarterly	Contact new members give welcome packets
Team	Dave/Ross/Jared	Crisis/Bereavement	As Needed	Contact, offer prayer/help

### Resignations since By-Laws amended 7-9-2023

12/31/2024	Withdraw (medical)	Middlekauff, Bill
10/7/2025	Withdraw Accepted Pastoral Position	Wearda, Michael
11/1/2025	Withdrew by written notice email	Hall, Ernest

**See 2nd, 3rd and 4th pages**

## Deacon Responsibilities Pivot (Role)

### By Category - Team

#### All

##### All

- Monthly
  - Establish Lord's Supper preparer and service captains (In Monthly Meeting)
- As Needed
  - Distribute Gifts
  - Initiate/Respond to group communications (SMS/Email)
- Monthly/Varies
  - Assigned Relationship (frequency and method managed by deacon)

#### Chair(s)

##### Dave/Bill V

- Annual
  - Coordinate Christmas Gift distribution to listed widows and shut-ins
  - Develop on-call list for next calendar year
- Quarterly
  - Accountability to leadership (communications)
  - Attend Ministry Action meeting
  - Attend Ministry Coordination Team meeting
  - Obtain updated membership list from church secretary
- Bi-monthly
  - Provide CABC Communicator content (on call list and other info)
- Monthly
  - Call and prepare for deacon meeting
- Weekly
  - Review worship guide for baptisms
- As Needed
  - Widow(er)s, Shut-ins list management
  - Record dates of deacons resigning
- November
  - Obtain next calendar year Lord's Supper schedule
- July
  - Ask deacons about continuing/replacing chairmen
- August
  - Budgeting, Budget Planning Cycle (August)

#### Individual

##### Dan

- As Needed
  - Table cloths and baptisms

#### Lead

##### Richard

- As Needed
  - Manage Lord's Supper inventory and re-ordering

##### Captain

- Monthly
  - Review worship guide for Lord's Supper order of service (serving method - choir)
  - Lord's Supper server availability poll

#### Team

##### Jim/Don

- As Needed
  - Visit hospitalized

##### Bob

- Quarterly
  - Contact new members give welcome packets

##### Dave/Ross/Jared

- As Needed
  - Contact, offer prayer/help

## Deacon Responsibilities Pivot (Person)

By Person	
<b>All</b>	
<b>All</b>	<ul style="list-style-type: none"> <li>Monthly/Varies <ul style="list-style-type: none"> <li>Assigned Relationship (frequency and method managed by deacon)</li> </ul> </li> <li>Monthly <ul style="list-style-type: none"> <li>Establish Lord's Supper preparer and service captains (In Monthly Meeting)</li> </ul> </li> <li>As Needed <ul style="list-style-type: none"> <li>Distribute Gifts</li> <li>Initiate/Respond to group communications (SMS/Email)</li> </ul> </li> </ul>
<b>Dan</b>	
<b>Individual</b>	<ul style="list-style-type: none"> <li>As Needed <ul style="list-style-type: none"> <li>Table cloths and baptisms</li> </ul> </li> </ul>
<b>Jim/Don</b>	
<b>Team</b>	<ul style="list-style-type: none"> <li>As Needed <ul style="list-style-type: none"> <li>Visit hospitalized</li> </ul> </li> </ul>
<b>Richard</b>	
<b>Lead</b>	<ul style="list-style-type: none"> <li>As Needed <ul style="list-style-type: none"> <li>Manage Lord's Supper inventory and re-ordering</li> </ul> </li> </ul>
<b>Dave/Bill V</b>	
<b>Chair(s)</b>	<ul style="list-style-type: none"> <li>July <ul style="list-style-type: none"> <li>Ask deacons about continuing/replacing chairmen</li> </ul> </li> <li>Annual <ul style="list-style-type: none"> <li>Coordinate Christmas Gift distribution to listed widows and shut-ins</li> <li>Develop on-call list for next calendar year</li> </ul> </li> <li>Quarterly <ul style="list-style-type: none"> <li>Accountability to leadership (communications)</li> <li>Attend Ministry Action meeting</li> <li>Attend Ministry Coordination Team meeting</li> <li>Obtain updated membership list from church secretary</li> </ul> </li> <li>Bi-monthly <ul style="list-style-type: none"> <li>Provide CABC Communicator content (on call list and other info)</li> </ul> </li> <li>Monthly <ul style="list-style-type: none"> <li>Call and prepare for deacon meeting</li> </ul> </li> <li>Weekly <ul style="list-style-type: none"> <li>Review worship guide for baptisms</li> </ul> </li> <li>As Needed <ul style="list-style-type: none"> <li>Widow(er)s, Shut-ins list management</li> <li>Record dates of deacons resigning</li> </ul> </li> <li>November <ul style="list-style-type: none"> <li>Obtain next calendar year Lord's Supper schedule</li> </ul> </li> <li>August <ul style="list-style-type: none"> <li>Budgeting, Budget Planning Cycle (August)</li> </ul> </li> </ul>
<b>Bob</b>	
<b>Team</b>	<ul style="list-style-type: none"> <li>Quarterly <ul style="list-style-type: none"> <li>Contact new members give welcome packets</li> </ul> </li> </ul>
<b>Captain</b>	
<b>Lead</b>	<ul style="list-style-type: none"> <li>Monthly <ul style="list-style-type: none"> <li>Lord's Supper server availability poll</li> <li>Review worship guide for Lord's Supper order of service (serving method - choir)</li> </ul> </li> </ul>
<b>Dave/Ross/Jared</b>	
<b>Team</b>	<ul style="list-style-type: none"> <li>As Needed <ul style="list-style-type: none"> <li>Contact, offer prayer/help</li> </ul> </li> </ul>

## Deacon Responsibilities Pivot (Period)

By Period
<b>Annual</b>
<b>Chair(s)</b> Dave/Bill V Coordinate Christmas Gift distribution to listed widows and shut-ins Develop on-call list for next calendar year
<b>July</b>
<b>Chair(s)</b> Dave/Bill V Ask deacons about continuing/replacing chairmen
<b>August</b>
<b>Chair(s)</b> Dave/Bill V Budgeting, Budget Planning Cycle (August)
<b>November</b>
<b>Chair(s)</b> Dave/Bill V Obtain next calendar year Lord's Supper schedule
<b>Quarterly</b>
<b>Chair(s)</b> Dave/Bill V Accountability to leadership (communications) Attend Ministry Action meeting Attend Ministry Coordination Team meeting Obtain updated membership list from church secretary
<b>Team</b> Bob Contact new members give welcome packets
<b>Bi-monthly</b>
<b>Chair(s)</b> Dave/Bill V Provide CABC Communicator content (on call list and other info)
<b>Monthly</b>
<b>All</b> All Establish Lord's Supper preparer and service captains (In Monthly Meeting)
<b>Chair(s)</b> Dave/Bill V Call and prepare for deacon meeting
<b>Lead</b> Captain Review worship guide for Lord's Supper order of service (serving method - choir) Lord's Supper server availability poll
<b>Monthly/Varies</b>
<b>All</b> All Assigned Relationship (frequency and method managed by deacon)
<b>Weekly</b>
<b>Chair(s)</b> Dave/Bill V Review worship guide for baptisms
<b>As Needed</b>
<b>All</b> All Distribute Gifts Initiate/Respond to group communications (SMS/Email)
<b>Chair(s)</b> Dave/Bill V Widow(er)s, Shut-ins list management Record dates of deacons resigning
<b>Individual</b> Dan Table cloths and baptisms
<b>Team</b> Jim/Don Visit hospitalized Dave/Ross/Jared Contact, offer prayer/help
<b>Lead</b> Richard Manage Lord's Supper inventory and re-ordering