

# Board of Deacons

The Board of Deacons focuses on being the heart and hands of our beloved Highland Church. The vision statement we created focuses on the witness and service to others.

Size: 18 Highland members

Time commitment: Monthly meeting on the 3<sup>rd</sup> Tuesday of the month and approximately 4-8 hours a month of work. There is usually no meeting in July.

## Individual Tasks:

1. **Visit** 2 Highland members who are unable to attend church (between 1 and 2 times a month) – a wonderful opportunity to make new and lasting friends with Highland members you may not know.
2. Deliver and arrange **chancel flowers** to members in spiritual need approximately 6 weekends a year. At Easter unload and deliver lilies and at Christmas unload and deliver poinsettias for the church.
3. Be a **Caring Deacon** (2 times a year) – a way on Sundays to reach out to Highland members who have an immediate need that falls within the scope of the Deacon ministries.
4. **Spiritual Growth** - prepare a devotion and prayer for the beginning of a Deacon meeting to inspire our growth so that we may nurture others.
5. Participate in a specific Deacon ministry.

## Deacon Ministries:

1. *Caring Deacon*—Be available on Sundays to Highland members with immediate needs that can be met by Deacon ministries. (Members will be able to identify a Caring Deacon by the stole that is worn.) The Caring Deacon will notify the chair of the appropriate Deacon ministry for action on the request.
2. *Chancel Flowers*—Create a chart for member sign-up, give weekly tally to church secretary, manage supplies and set the schedule for Deacons to weekly deliver flowers to specific members.
3. *Comfort Meals*—Deliver meals to those members needing some support.
4. *Digital Church*—Provide an auditory CD for those members unable to get to church who request a CD.
5. *Job Networking*—Create a place on Highland's website where people searching for jobs can post their resumes, list their qualifications and draw the congregation's attention to what sort of job they are seeking. The purpose of this ministry is to provide an interactive site for job networking. (It is not to be an employment agency.)

6. *Memorial Flowers*—Order lilies for Easter and poinsettias for Christmas, arrange for delivery and Deacon decoration of the church, coordinate Deacon delivery of these flowers to shut-ins.
7. *Prayer Shawls*—Keep track of quantity and ask congregation to make shawls, coordinate delivery to members going through a difficult transition or illness.
8. *“Upper Room”*—Order regular and large print versions of this publication, place in narthex.
9. *Visitation*—Coordinate the list of homebound members of Highland and arrange for Deacon visitation, contact Deacons who are rolling off to find out if they will continue to visit their assigned members. Work with Associate Pastor for Congregational Care on the “Pastoral Care Pilot Program”—maintain a list of “key contacts” at retirement communities where Highland members live, call “key contacts” yearly.
10. *Volunteer Recognition*—Organize a yearly celebration for a different volunteer group at Highland that helps the congregation to function.

Representatives are sent from the Deacons to the following church committees: Congregational Nurture Team, Highland Fund, Nominating Committee.

Vision Statement:

A ministry of Sympathy, Witness and Service. Our Board of Deacons provides an assertive ministry of sympathy, witness, service and prayer following the example of Jesus Christ. To do this, we respond to individual needs, joys, and concerns, and seek to strengthen the bond of the Christian community at Highland.

Structure:

- The Board is comprised of 18 Highland Presbyterian Church members. Each member serves a term of 3 years. A member can serve up to 2 consecutive terms.
- A group of 6 members is nominated yearly by the HPC Nominating Committee, voted on by the congregation, examined by church leaders, ordained and accepted by HPC.
- The Board of Deacons is governed by a moderator, an associate moderator and budget coordinator, and a secretary. The members in these positions can change yearly.

Goals:

- Meet the needs of Highland members as they travel through a time of difficulty.
- Involve more of the congregation in our ministries. Two specific examples: invite members to deliver Chancel Flower arrangements to someone needing

cheer; reach out to HPC members in retirement communities via the “Pastoral Care Pilot Program”.

- Continue to pursue our own Spiritual Growth monthly to fill our souls with the Word and Love of Jesus Christ.
- Pursue the focus of the missional church to spread the Good News of Jesus Christ beyond our walls.

Revised 9/25/2017