

SERVE ONE ANOTHER IN LOVE

GALATIANS 5:13 NIV



Diaconate Handbook

St. Mark Presbyterian Church Mission Statement

To serve God by serving others, both within and beyond this community of faith, through ministries that provide support, care, love, compassion and prayer, following the example of Jesus Christ

TABLE OF CONTENTS

<u>REPORT</u>	<u>PAGE</u>
GENERAL INFORMATION ABOUT THE DIACONATE	3
DEACON ROLE DESCRIPTIONS	5
APPENDIX I: HOLY COMMUNION PROCEDURE	13
APPENDIX II: DEACON CONTACT LIST	16

GENERAL INFORMATION ABOUT THE DIACONATE

There are 10 Deacon positions. Each deacon serves a term of three years, with classes being replaced each year. A moderator shall have at least one year's prior experience serving as a Deacon before being elected as the moderator. An assistant moderator can be appointed or volunteer. The moderator conducts all meetings, which are currently held the first Monday of even months in the FLC at 6:30pm. In the absence of the moderator, the assistant moderator will conduct the meeting. The pastor and an elder serving as liaison with the Session of the church also attend.

The deacon(s) assigned to an area will co-ordinate the duties and activities assigned, getting help and assistance from others in the church as needed. The deacon(s) is responsible for ensuring duties are done. However, he/she is not responsible for doing all the duties, but rather to ask for help from others.

Current Diaconate Ministries

Moderator	Meals, Baptism/Memorial	Card Ministry
Communion	Clerk, Relief, Flowers	Driver Assistance
Prayer Chain	Member Follow-Up	Visitor Follow-Up
	Member Care	

- See Appendix II: Deacon Contact List for a list of deacons assigned to each ministry

Sharing of Information

St. Mark Members and/or other immediate family members who experience, or are aware of an accident, injury or serious illness will generally notify an individual associated with St. Mark when such an event occurs. This first "direct" contact may be addressed to the Pastor, Youth Minister, Church Staff, an Elder, Deacon or, in asking for a prayer request, a member of the Prayer Chain. It is essential, at this point in time, that communications regarding this event occur systematically so that all who may need to have any involvement in the process are notified. If confidentiality is requested prayer goes only to prayer chain and office staff and will be marked "CONFIDENTIAL NO PASTORAL PRAYER, NO BULLETIN, NO BOARD."

Any deacon hearing of a care giving need should notify the moderator . The moderator, in turn, will notify all who need to be involved, ensuring completion of the communication process. Updates will be provided by those involved as deemed necessary. Effective communication is extremely important to our care giving process. Do not assume someone knows something; make sure. It is better to "over-communicate" than "under-communicate". If each Deacon

assumes responsibility for being a part of the process we will be much less likely to have someone fall through the cracks.

Diaconate Handbook

It will be the responsibility of the Clerk of the Deacons to update the contents of the Deacon Handbook just prior to the change of classes each January/February. Ministers will be contacted regarding any changes that have occurred during the existing year and these changes will be documented in the appropriate handbook page. Copies of the updated handbook will be presented to all Deacons at the first meeting of the year (February).

DEACON ROLE DESCRIPTIONS

DEACON MODERATOR

Mission/Purpose: The Moderator is elected by the Diaconate to perform all management of Diaconate activities. The Moderator is the primary point of contact between the Diaconate, the Pastor, Session, and the other church leadership.

The Moderator: Sets the agenda and facilitates the Deacon meetings:

- Makes certain the clerk is present to record minutes during the meeting.
- Encourages full participation of all members present. It is more important to have meetings that are relevant and useful to the deacons than to follow Robert's Rules of Order. It is not necessary to hold a meeting each month if you feel there is no business to be conducted.
- Supports all the various ministries of the Diaconate. The care needs of the congregation are assessed, with attention to what needs to be done.
- Makes adjustments in the number of deacons assigned to each ministry as required.
- Helps guide individuals into service areas where they are most needed and best suited.
- Serves as a helping hand or extra ministry member as needed. Ministries being duplicated by another Ministry in the church might be handed over to that group if appropriate, or as needs change.
- Evaluates and/or vetoes proposed projects on the basis of appropriateness to the Deacon's role as stated in the Mission Statement.
- Works closely with the Pastor on "the state of the church", getting and giving information, and exploring the best way to meet needs that fall under the Diaconate Mission.
- Is responsible for the annual Report to the Congregation in January of each year.
- Assists in the training during New Member classes as requested.
- Prepares the annual budget for the Deacons and approves monthly expenditures. Voucher forms for ministry expenses are located in the church office. A completed form, with expense receipts attached, is given to the deacon liaison for approval and reimbursement.

Responsible Deacon: Pat Anderson (elected at 1/3/2022 Deacon Meeting).

CARD MINISTRY

Cards are sent out to church members on behalf of the church for birthdays and expressing sympathy. Expenses for cards and stamps are submitted to the moderator who will sign and submit for reimbursement.

Responsible Deacon: Bobbie Pfeil

DRIVER ASSISTANCE MINISTRY

The Deacon responsible for Driver Assistance maintains a list of shut-ins or other members who are not able to drive to church, doctor appointments or to take care of other urgent needs, and a list of volunteers willing to assist with providing rides. These rides will only include pick-ups and deliveries within the immediate Boerne area. The Deacon coordinates these needs, matching up willing volunteers with individuals needing rides.

Responsible Deacon: Ruben Trono

MEALS COORDINATION, BAPTISM RECEPTION AND MEMORIAL/WEDDING SUPPORT MINISTRY

The Deacons responsible for Meals Coordination, Baptism Reception and Memorial/Wedding Support provide for the physical nourishment of church families during times of need and stress, as well as the church's physical support to individuals during times of celebration. This is primarily a coordination role wherein the need for support is identified and church members are recruited to fulfill those needs. Identification of the need for family meal support comes through monitoring of Prayer Chain Requests, as well as congregational referrals. The Deacon contacts the family and determines whether meal support is required and what the needs are. They then identify members of the congregation interested in supporting this ministry to provide and deliver these meals. The Meal Train application is utilized to facilitate this process. For Memorial/Wedding support, the church's Wedding/Funeral coordinator works with the family to identify the needs for support (water, coffee, etc.) and provides that information to the Deacon who arranges for these needs to be met.

Responsible Deacon: Wanda Eckersley, Elizabeth Smith

MEMBER FOLLOW-UP MINISTRY

The Deacon responsible for this Ministry coordinates with the Office Administrator to identify and contact by phone those who have not attended church recently. The purpose is to ascertain whether they need any help, encourage them to return to church, and answer any questions they might have. As needed, this person will make referrals to other Deacons for follow-up support from other ministry areas.

Responsible Deacon: Nalga Mebane

VISITOR FOLLOW-UP MINISTRY

Church visitors are offered a visitor card which is completed and deposited in the offering plate and then forwarded to the Church Office. The Deacon responsible for this Ministry welcomes these individuals when they see them at church, obtains contact information from the Office Administrator on a weekly basis and contacts visitors thanking them for their visit, asking whether we can answer any questions for them, and encouraging them to return. As appropriate (without being intrusive) the Deacon will make additional follow-up calls. This Deacon seeks to “recruit” individuals interested in joining the church and works with them through the Next Step Program and other follow-up activities, ultimately leading to them becoming members.

Responsible Deacon: Melanie Doppenberg

MEMBER CARE MINISTRY

The Deacons for the Member Care Ministry make calls/visits to home-bound members, or others with limited mobility or other needs, who can benefit from ongoing extra care and attention. Most visits are brief and include an offer of prayer. Referrals are provided to other Deacons as needed. The Pastor should be updated frequently.

Responsible Deacon: Pat Anderson, Crystal McElhenny

PRAYER CHAIN FOLLOW-UP SUPPORT MINISTRY

The Prayer Chain Follow-Up Support Deacon serves as the backup to ensure Prayer Chain requests are published promptly in the event the primary Prayer Chain publisher is unavailable, and monitors and reports back to the Diaconate on the activities of the Prayer Chain Ministry. In addition, this Deacon contacts church members and friends by phone who have been in the hospital and have returned home, or have gone to a Rehab facility, to let them know our church family is thinking of them and to note if they have any needs. They also make a second follow-up call after two weeks to see if the individual has been making progress as expected. The Prayer Chain Follow-Up Support Deacon makes any needed referrals to the other Deacon ministries when appropriate.

Responsible Deacon: Linda Jerdet

DIACONATE CLERK, RELIEF SUPPORT, AND FLOWER DELIVERY MINISTRY

The Diaconate Clerk, Relief Support, and Flower Delivery Ministry Deacon has primary responsibility for providing administrative support for the Diaconate. This includes developing meeting minutes for regular and called meetings of the Diaconate and maintaining a notebook containing meeting minutes and any other diaconate related documents that should be retained. This person also checks each Monday with the Office Administrator to ensure altar flowers from the previous day's service have been taken by the person who provided the flowers and, if not, locates a local senior center or nursing home willing to take the flowers and delivers them to that location. In addition, in the event one of the other Deacons is unable to perform their duties for more than a week or two due to illness, extended vacation, etc., this Deacon will perform the critical functions for that individual's ministry until they are able to resume their responsibilities.

Responsible Deacon: Monica Phillips

COMMUNION TO MEMBERS UNABLE TO ATTEND CHURCH

Purpose: The Presbyterian Book of Order says, "The Lord's Supper may be observed in connection with the visitation of the sick and those isolated from

public worship as a means of extending the church's ministry to them....Even though such a celebration may involve only a few members of the congregation, nevertheless it is not to be understood as a private ceremony or devotional exercise, but as an act of the whole church....The session is responsible for authorizing all observances of the Lord's Supper in the life of a particular church and shall ensure regular and frequent celebration of the Sacrament, in no case less than quarterly....

St. Mark Presbyterian Church will make every effort to accommodate communion requests from members who are unable to attend church. Communion will be served when requested by member.

Procedure

- Communion Coordinator maintains record of Pastor/elder/deacon volunteers, members requesting communion. Communion schedule.
- Communion coordinator maintains communion supplies.
- There are 5 portable communion serving sets and supplies located in the kitchen cabinets across from the Fellowship Hall. They are located in the lower far cabinet on the left opposite the sink. The set should be picked up and returned promptly.
- Provides copies of scripts when needed.
- Communion can be administered by a pastor, 2 elders and/or deacons. The pastor will handle special requests for communion as seen fit.
- Communion can be administered following the congregational observance of the Lord's Supper, as soon as possible after the service (ordinarily on the same day).
- Grape juice or wine must be used for the drink. Any type of bread or crackers is acceptable. If communion is administered on communion Sunday, the bread and juice from the church service should be used. If communion is administered on another day, there is a small supply of crackers and grape juice for this purpose in the cabinet with the serving sets.
- There is no protocol for disposing of the left over bread and juice.

Elder Liaison: Chris Snyder

**** See Appendix for example of Service**

PRAYER CHAIN

Mission/Purpose: to communicate requests for prayer, thereby initiating prayers by the volunteers who compose the group. Prayers can be requested

by anyone for conditions that are stressful (i.e. illness, accident, surgery, death, emotional crisis, etc.)

Protocol Overview

- Requests to the Prayer Chain are made by emailing prayerchain@stmarktx.org. Emails can be sent by 1) an individual requesting prayer, 2) the office, 3) anyone aware of a prayer need
- Individual for whom request made must give permission for prayer to be on prayer chain. Prayers should be edifying and not of a gossiping nature
- Prayer recipient does not have to be a member of St. Mark
- Leader will email prayer request(s) to prayer chain members within 24 hours using Blind carbon copy (bcc), concealing private email addresses from the other recipients
- Leader will email a prayer chain invitation to each future Deacon, Elder, Pastor and office staff not already on mailing list for purpose of communication of possible needs
- Leader may request prayer updates. When received, updates will be emailed in same fashion
- Leader may ask prayer recipients if they require a visiting Deacon, Pastor or Stephen Minister; keep leadership contact information updated regularly
- Leader will keep prayer chain volunteer contact information updated & provide a backup copy for co-leader
- Leader will indicate the backup co-leader when not able to use email for more than 24 hours
- Leaders will notify prayer chain volunteers and office of the new and/or temporary contact when needed
- Leader will refrain from political prayers; those could divide, not unite the Body of Christ
- Leader will refrain from sending any solicitations for funding i.e. Go Fund Me accounts that could possibly become a nuisance to our prayerful purpose
- Leader will immediately notify pastor in any case of an emergency of a member or their family. A phone call may be necessary. Examples of emergency: anything that could teeter on life/death situations, sudden surgeries, severe auto accident, etc.
- If approved/requested by prayer recipient, staff may place name of St. Mark member/pastor/staff on the board in the office and in the church bulletin for two weeks (this is not for the community at large)
- Some members do not want public notice of bulletin, board, pastoral prayers. (See confidential prayer requests)

Confidential Prayer Requests

- Confidential prayer requests may be sent anonymously with the permission of the recipient. No names will be typed on the emailed anonymous prayer request
- Prayer recipients may request only church leadership be notified of the request. This can be done with or without naming the recipient
- In rare emergency situations when permission cannot be granted by ill/injured St. Mark member(s) only the pastor(s) & deacons should be notified to ensure member's needs are met. These private matters should be marked confidential/not for prayer chain

Responsible Elder: Lynn Bellow

Appendices

APPENDIX I: HOLY COMMUNION PROCEDURE

Administered by: Pastor or Elder/Elder or Elder/Deacon

1. CALL TO WORSHIP

OFFICER A: *The peace of the Lord be always with you.*

RESPONSE: *And also with you.*

OFFICER A - Use one of the following five scripture readings:

- A.** *Come to me, all of you that are weary and are carrying heavy burdens, and I will give you rest. Take my yoke upon you, and learn from me; for I am gentle and humble in heart, and you will find rest for your souls. (Matthew 11:28,29)*
- B.** *I am the bread of life. Whoever comes to me will never be hungry, and whoever believes in me will never be thirsty. Everything that the Father gives me will come to me, and anyone who comes to me I will never drive away. (John 6:35,37)*
- C.** *For where two or three are gathered in my name, I am there among them. (Matthew 18:20)*
- D.** *Blessed are those who hunger and thirst for righteousness, for they will be filled. (Matthew 5:6)*
- E.** *Behold, I stand at the door and knock; if you hear my voice and open the door, I will come in to you and eat with you, and you with me. (Revelation 3:20)*

2. CALL TO CONFESSION

OFFICER A: *In the Lord's Supper, Christ is present by the power of the Holy Spirit, and offers us his body, broken for our sake, and his Blood, shed for the forgiveness of our sins. As we prepare to receive this great gift, let us confess our sin and hear the promise of forgiveness.*

ALL: *Merciful God, we confess that we have sinned against you in thought, word, and deed, by what we have done, and by what we have left undone. We have not loved you with our whole heart and mind and strength; we have not loved our neighbors as ourselves. In your mercy, forgive what we have been, help us amend what we are, and direct what we shall be, so that we may delight in your will and walk in your ways, to the glory of your holy name. Let us silently confess our sins.*

(Pause for silent confession)

OFFICER A: *Amen*

3. DECLARATION OF FORGIVENESS

OFFICER A: *I declare the assurance of God's forgiving grace.*

OFFICER B: Use one of the following:

- A. The mercy of the Lord is from everlasting to everlasting. I declare to you, in the name of Jesus Christ, you are forgiven. May the God of mercy, who forgives you all your sins, strengthen you in all goodness, and by the power of the Holy Spirit, keep you in eternal life. Amen*
- B. Hear the good news! Who is in a position to condemn? Only Christ, and Christ died for us, Christ rose for us, Christ reigns in power for us, Christ prays for us. Anyone who is in Christ is a new creation. The old life has gone; a new life has begun. Know that you are forgiven and be at peace. Amen*

4. SCRIPTURE READING AND BRIEF SERMON

(Use one scripture reading and summarize a sermon from church)

OFFICER B: Read the scripture.

OFFICER A: Summarize the sermon.

5. INVITATION TO THE LORD'S TABLE

OFFICER A: *According to Luke, when our risen Lord was at the table with his disciples, he took the bread and blessed and broke it, and gave it to them. Then their eyes were opened and they recognized him.
(Luke 24:30, 31)*

Great Thanksgiving!!! Holy God, we praise you. Let the heavens be joyful, and the earth be glad. We bless you for creating the whole world, for your promises to your people Israel, and for Jesus Christ in whom your fullness dwells.

Born of Mary, he shares our life. Eating with sinners, he welcomes us. Guiding his children, he leads us. Visiting the sick, he heals us. Dying on the cross, he saves us. Raised from the dead, he gives new life. Living with you, he prays for us.

With thanksgiving we take this bread and this cup and proclaim the death and resurrection of our Lord. Receive our sacrifice of praise. Pour out your Holy Spirit upon us that this meal may be a communion in the body and blood of our Lord. Make us one with Christ and with all who share this feast.

Unite us in faith, encourage us with hope, and inspire us to love, that we may serve as your faithful disciples until we feast at your table in glory.

We praise you, eternal God through Christ your Word made flesh, in the holy and life-giving Spirit, now and forever. Amen

And now, with the confidence of the children of God, let us pray the prayer Jesus taught his disciples.

ALL: ***Our Father, who art in heaven, hallowed be thy name, thy kingdom come, thy will be done, on earth as it is in heaven. Give us this day, our daily bread, and forgive us our debts, as we forgive our debtors; and lead us not into temptation, but deliver us from evil, for thine is the kingdom, and the power, and the glory, forever. Amen***

6. THE FRACTURE

OFFICER A: (Take the bread and break it.)

The Lord Jesus on the night of his arrest, took bread, and after giving thanks to God, he broke it, and gave it to his disciples, saying: Take, eat. This is my body, given for you. Do this in remembrance of me.
(1 Cor. 11:23-26, Luke 22:19-20)

(Lift the cup and pour into it)

In the same way he took the cup saying: This cup is the new covenant sealed in my blood, shed for you for the forgiveness of sins. Whenever you drink it, do this in remembrance of me.

Every time you eat this bread and drink this cup, you proclaim the saving death of the risen Lord, until he comes.

APPENDIX II: DEACON CONTACT LIST

Ministry Listing	Responsible Deacon	Cell Phone	Home Phone	Email Address	Class	Best Way to Contact
Moderator	Pat Anderson	(210) 232-4541	(830) 368-4394	timsfordlake@msn.com	2022	Cell/Text
Card Ministry	Bobbie Pfeil	N/A	(830) 336-2809	pfeilranch@gmail.com	2023	Home Phone
Diaconate Clerk, Relief Support, and Flower Delivery Ministry	Monica Phillips	(210) 394-8679	N/A	monicaphillips@gvtc.com	2024	Cell/Text
Driver Assistance Ministry	Ruben Trono	(979) 777-2828	(830) 995-3129	rubentrono@gmail.com	2024	Cell/Text
Meals Coordination, Baptism Reception, and Memorial/Wedding Support Ministry	Wanda Eckersley	(832) 771-5683	(830) 336-3807	wanderingfriend@att.net ; reckersley@sbcglobal.net	2022	Cell/Text
Meals Coordination, Baptism Reception, and Memorial/Wedding Support Ministry	Elizabeth Smith	(210) 857-4358	N/A	smithe@gvtc.com	2022	Cell/Text
Member Care Ministry	Pat Anderson	(210) 232-4541	(830) 368-4394	timsfordlake@msn.com	2022	Cell/Text
Member Care Ministry	Crystal McElhenney	(512) 203-6774	(830) 336-2330	crystal@guadalupebend.com	2024	Text
Member Follow-up Ministry	Nalga Mebane	(281) 639-7800	(830) 755-8050	npmebane@gvtc.com	2022	Cell/Email
Prayer Chain and Follow-up Support Ministry	Linda Jerdet	(210) 241-2433	N/A	jerdet_linda@yahoo.com	2023	Text
Visitor Follow-up Ministry	Melanie Doppenberg	(229) 224-3186	N/A	melanie.doppenberg@gmail.com	2024	Text
Session Liaison to Deacons	Chris Snyder	(210) 288-8419	N/A	chriss@gvtc.com		Cell/Text/Email
Pastor	Ann Marie Quigley-Swanson	(281) 468-9831	N/A	pastor@stmarktx.org		Cell/Text