

**TRINITY BIBLE CHURCH**  
**DEACONESS GUIDELINES AND JOB DESCRIPTIONS**  
**(2009)**

**I. PRAYER CHAIN COORDINATOR: Carole**

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Responsibilities include:

- A. Developing, maintaining, and updating (as needed) an effective network of callers and pray-ers;
- B. Posting and periodically inviting new members and attenders to join the prayer chain.

**II. COMMUNION PREPARATION: Marje, Georgia, Rachel, Jamie**

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Responsibilities include:

- A. Preparing the bread and cups for all Communion services, according to the number that are expected to be served;
- B. Monitoring and replenishing the Communion supplies as needed;
- C. Supervising the care and cleaning of all trays, cups, tablecloths, utensils, etc., as required.

**III. KITCHEN SUPERVISION AND CARE: Whitney, Esther, Marje**

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Responsibilities include:

- A. Supervising the organization and maintenance of all kitchen supplies, utensils, cups, coffee makers, food, etc.;
- B. Supervising weekly monitoring and cleaning of all kitchen supplies and food areas, including the refrigerator, micro-wave and sink. Coffee makers should be cleaned immediately after use to prevent permanent damage.
- C. Replenishing kitchen supplies when needed;
- D. Noting when there is a need for cupboards, tables, or repairs, and bringing that need to the attention of the Deacons.

**IV. COORDINATOR OF CHURCH FELLOWSHIPS:**

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Responsibilities include:

- A. Planning, scheduling (through the Elders), coordinating and supervising the "all-church" socials and fellowships, such as;
1. Valentine's Banquet -- speaker, food, tickets, facility, etc.;
  2. Assisting the Deacons with the 4th of July (or midsummer) all-church picnic;
  3. TBC Anniversary Celebration (near Sept. 8th) -- responsible for dinner arrangements only, closely coordinated with the Elders who are responsible for the rest of the celebration.
  4. Thanksgiving dinner (or dessert fellowship if a Christmas dinner is planned);
  5. Christmas dinner (or dessert fellowship if there was a dinner at Thanksgiving);
  6. Special occasion fellowships (dinner, snack or dessert) as requested by the Elders, except for those sponsored by the Missions Committee or the Women's Ministry;

NOTE: The general idea is to have some kind of fellowship every 4-6 weeks. A rough schedule is as follows:

January -- Possible pot-luck coordinated with the annual meeting;

February -- Valentine's Banquet or dessert

March / April -- Easter Breakfast

May -- Dessert Fellowship.

June -- Ice cream social

July -- Church Picnic -- Deacons are responsible, assisted by Deaconesses as needed.

August -- Dessert Fellowship

September -- Anniversary Celebration;

October -- Family Fellowship --

November -- Thanksgiving Dinner or Dessert Fellowship;

December -- Christmas Party or Dessert Fellowship;

NOTE: Since planning must be done in advance, please plan to continue in this position through next year's Valentine's Banquet.

**V. NURSERY COORDINATOR: Janet, Whitney**

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Responsibilities include:

- A. Developing and maintaining a rotating volunteer staff to serve in the nursery during all regular services of the church, and during special events when requested. These times include the 9:00 AM Sunday School hour, the 10:30 AM Worship Service, and the 6:00 PM Evening Service;
- B. Monitoring and upgrading as needed all nursery supplies, toys, etc.;
- C. Developing all nursery policies, subject to Elder Board approval, and providing all necessary training of staff.

**VI. CARE MINISTRY COORDINATOR: Candace**

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In close cooperation with the Pastor, this Deaconess' responsibilities include:

- A. Coordination of "helping hands" for serving those in need of food, rides, etc.;
- B. Sending cards and flowers (on behalf of the church) to members and friends of TBC who are seriously ill, hospitalized, or otherwise in need of special encouragement;
- C. Visitation of members and friends (as appropriate) to bring comfort, encouragement and prayer;
- D. Maintaining close contact with the Pastor and the Care Ministry Deacon to ensure that all relevant pastoral care needs are met.

**VII. VISITATION COORDINATOR:**

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Responsibilities include:

- A. Developing a ministry (through calls, cards, and/or visits) to all women who visit the church, regardless of marital status, and regardless of other contacts made by the Pastor, Elders or Deacons. The intent is for every woman who visits TBC to be contacted by a woman in a warm and personal way, and invited not only back to church but to any other activities we may have going at the time. It is important to be a friend to the visitor, not necessarily to preach to her (unless she is obviously open to it, of course). The visitor's lists will be available weekly in the Deaconess' box in the church office.
- B. Following up on women who regularly attend services but are unexpectedly absent for whatever reason. The purpose is to assist the Pastor and the Elders with knowing when there may be special needs or concerns requiring attention. This ministry should be coordinated with the Care Ministry Coordinator.

**IX. ADDITIONAL POSITIONS:**

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- A. Chairman of the Deaconesses (appointed by the Elders) -- overall responsibility for coordinating and directing the meetings, for seeing to the fulfillment of all Deaconesses' responsibilities, and for being the informational conduit between the Pastor/Elders, Deacons and Deaconesses.

The Chairman for 2009 is Whitney Jordan.

- B. **Secretary of the Deaconesses:** Jamie

-- responsible for taking minutes of all Deaconess meetings, with copies to the Elders.

- C. **Missions Committee Liaison:** Whitney

- D. **Women's Ministry Liaison:** Carole, Georgia, Marje

- E. **Baptism Assistance Coordinator:** Rachel

responsible for towels, robes (someday) and assisting where needed when women are baptized.

- F. **MISCELLANEOUS DUTIES:**

1. Nursing Home: Diana Fennell
2. Samaritan's Purse: Whitney
3. Joyboxes: Georgia
4. Christmas Decorating: Whitney
5. College Boxes: Esther, Jamie

NOTE: Several of the positions described (such as Fellowships, or Visitation, for example) may require two or more Deaconesses -- and sometimes even the development of a committee, including non-Deaconesses also. However, each position is to be chaired by the one Deaconess who is responsible for the fulfillment of the job description.

**X. GENERAL INSTRUCTIONS:**

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- A. All Deaconesses should be as available as possible to Pastor Manuel and/or the Elders to assist as needed in any area in the care of the flock and the ministries of the church.
- B. The Deaconesses should plan to meet as needed (usually monthly), for prayer, devotions, and coordination of responsibilities. Quarterly meetings are to be jointly held with the Deacons for further coordination and mutual input helpful to the ministry of the church. The Deacons will be responsible for organizing these meetings.
- C. Minutes should be taken at all meetings and copies made available to the Elders.
- D. All expenses incurred as Deaconesses are reimbursable. See Eldon Titherington.

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*"For God is not unjust so as to forget your work and the love which you have shown toward His name, in having ministered and in still ministering to the saints"*  
(Hebrews 6:10, NASB).