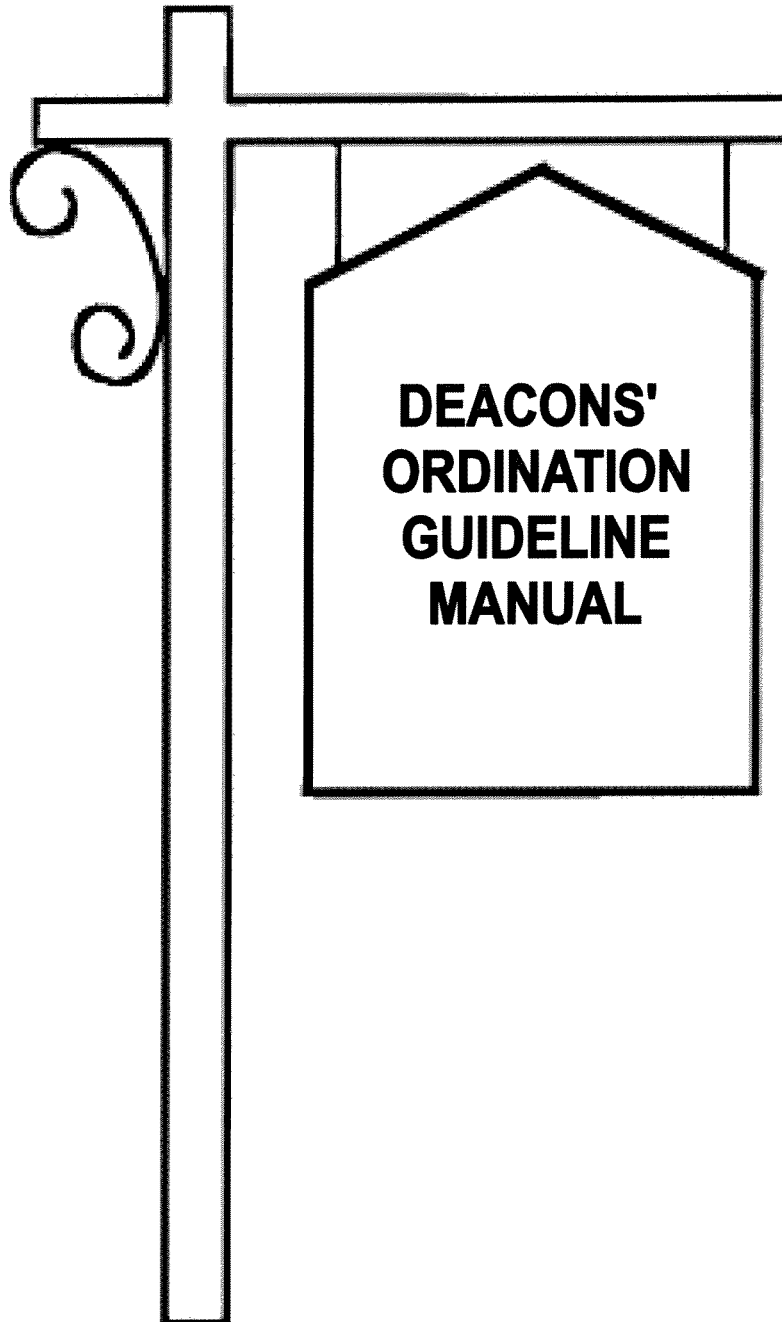


DEACONS CONFERENCE of RICHMOND and VICINITY



"100 Years: Partners With Pastors For Greater Ministry"

**Deacon Donald M. Holman, President
December, 2002**

DEDICATION

DEACON JAMES H. TAYLOR, JR.

Making a difference in the lives of many

Deacon James H. Taylor has been a member of the Deacons' Conference of Richmond and Vicinity for the past thirty years. Deacon Taylor served as chairman of the Education Committee for a number of years. Deacon Taylor understands the importance of education and believes that instruction is a vital part of this conference; helping deacons to become more proficient and better able to serve their pastors and congregants.

Deacon Taylor has served as President of the local conference, as well as president of the state and national conventions.

He has devoted much of his time to this organization, striving to promote awareness, knowledge and understanding among the Diaconate Ministry instilling pride, dignity, and inspiration in those who identify directly with this organization. His fervent prayer is that the major thrust of training for deacons in the conference will reflect an attitude of partnership with pastors.

One of Deacon Taylor's favorite scriptures is Proverbs 3:5-6, "Trust in the Lord with all thine heart; and lean not unto thine own understanding. In all thy ways acknowledge Him, and He shall direct thy paths."

ACKNOWLEDGMENTS

I give GOD praise for the Holy Spirit's guidance in the preparation of this manual. Special "Thank You" to the Deacons Conference of Richmond and Vicinity 2002 Education Committee Members and Facilitators:

Deacon George P. Armistead, III	Mt. Carmel Baptist Church
Deacon Juanita B. Armistead	Mt. Carmel Baptist Church
Deacon Evangeline C. Brooks	First Baptist Church (South Richmond)
Deacon Estelle A. Davis	Fifth Street Baptist Church
Deacon Norma J. Hudgins	Quioccasin Baptist Church
Deacon Teresa G. H. Mason	The Saint Paul's Baptist Church
Deacon Gloria E. Washington	Westwood Baptist Church

.....For your commitment and faithfulness to the work of this ministry. Each one of you brought something special to the **team** and **made a difference**.

Let us continue to **pray** together:

Lord, I am only one, but I am one.

I cannot do everything, but I can do something.

What I can do, I ought to do; and what I ought to do I will do, in the strength of Christ my Lord. Amen.

With Jesus' Joy,

Deacon Teresa G. H. Mason
2002 Education Committee Chairperson
First Vice President
Deacons Conference of Richmond and Vicinity

Deacons Conference of Richmond and Vicinity
DEACONS' ORDINATION GUIDELINE MANUAL

Table of Contents

A. Introduction	
B. Description of Baptist Deacon	1
C. Local Purpose of Deacons.....	4
D. Selection of Deacons.....	5
E. Definition of Ordination	6
F. Planning and Preparing for Ordination	7
G. Guideline for the Order of Worship for Deacons' Ordination.....	12
H. Ordination Council Participants.....	14
I. The Act of Ordination (Suggested Models):	
- Charge to the Candidates	17
- Ordination Prayer & The Laying On of Hands	19
- Right Hand of Fellowship	20
- Charge to the Church	22
- Presentation of the Bible (optional)	24
- Presentation of the Hymnal (optional)	26
- Presentation of the Certificates	
J. Role of Worship Leader.....	27
K. Deacons' Protocol.....	28
L. References.....	32

INTRODUCTION

A leader by definition, is one who has been prepared for office either by training, experience or a combination of both. Men and women, having achieved the standards of study and service are afforded the opportunity and responsibility, to share with others through servanthood. Servanthood, is not a position or role to be taken lightly. And those responsible for ushering or leading a servant into servanthood have an even greater responsibility to ensure that the training, preparation, and induction are in accordance with the standards of service as outlined in the bible; which outlines the ultimate guidelines for service.

This manual is designed as a tool to assist in the ordination and to be used as a tool for ministry. It is simply a guideline to assist deacons in an ordination service, that it will be done to glorify God and not man or woman.

DESCRIPTION OF BAPTIST DEACON

- ◆ **Requisites** – that which is required, indispensable, essential:
 - 1) Convicted
 - 2) Redeemed
 - 3) Baptized By Immersion
 - 4) Conversant With The Holy Bible
 - 5) Person With A Prayer Life
 - 6) Person Who Worships
 - 7) Example

- ◆ **Qualifications** – those essential characteristics of Christians-dealings with others:
 - 1) Serious
 - 2) Not Double-Tongued
 - 3) Not Addicted To Wine
 - 4) Not Greedy
 - 5) Personal Faith
 - 6) A Proved One
 - 7) Marital Status
 - 8) Efficiency At Home
 - 9) Devoted To Their Task
 - 10) Posses Wisdom
 - 11) Judicious Use Of Time
 - 12) Spiritual Business Person

- ◆ **Position Description:**
 - 1) Walking in the light, wrestling against evil, etc.
 - 2) Putting on the whole amour of God.
 - 3) Looking for a Christian who is willing to tend to the needs of the widows.
 - 4) Willing to work long hours without pay.
 - 5) Putting the needs of others ahead of your own.
 - 6) Loving your enemy.
 - 7) Being in constant prayer.
 - 8) Must be able to teach.
 - 9) Given to hospitality.
 - 10) Willing to help the pastor, help the church.

◆ **Duties of Deacons:**

- 1) Responsibility for the temporal affairs of the church.
- 2) Pastoral Care.
- 3) Counseling of sick and needy members.
- 4) Working with the pastor in implementing the general work of the church in both its vast material and spiritual areas.

◆ **Salary:**

.....No pay on earth for this position.

.....Non-negotiable.

.....His Lord said unto him, Well done, thou good and faithful servant. Thou hast been faithful over a few things, I will make Thee ruler over many things: Enter thou into the Joy of the Lord.

**PURPOSE
Of The
DEACON IN THE LOCAL CHURCH**

The purpose of the deacon in the local church is multi-faceted. The following list is not at all inclusive by any means:

1. To serve the church by **Godly example**.
2. To assist the pastor in the spiritual ministry of shepherding and caring for the flock of God, thus freeing the pastor for the ministry of prayer, preaching, and training.
3. To communicate God's word through evangelism.
4. To teach, preach, and educate God's people.
5. To demonstrate God's love through ministry.
6. To assist in the growth and development of new converts.
7. To serve sacraments to congregation and sick and shut-ins.
8. To assist with baptismal services.
9. To visit and pray for the sick.
10. To maintain personal devotion to God by prayer and study the Word of God.
11. To provide financially, when possible, for those in need.

To Serve Others.....

SELECTION OF DEACONS

The congregation usually does deacons' selection. According to Acts 6:1-3, when the need for deacons arose, the multitude/congregation was instructed to "look ye out among you." When a congregation is in the process of selecting deacons, the Word instructs you to look for certain qualifications. These qualifications include the following:

The Word	Scripture	Explanation
A Man Of Honest Report	Acts 6:13	Good reputation among those in the church as well as those outside the church.
Full Of The Holy Spirit	Acts 6:3	Bigness of character in spiritual outlook and personal dedication.
Full Of Wisdom	Acts 6:5	An ability to discern right or wrong and to stand for personal convictions.
Full Of Faith	Acts 6:5	Like Stephen; a deacon's faith requires him to risk himself and his possessions.
Grave	1 Timothy 3:8	Possesses Christian purpose and has great reverence for spiritual matters; his word carries weight.
Not Double-Tongued	1 Timothy 3:8	Temperate in living, steward of good influence, does all to the glory of God.
Not Given To Much Wine	1 Timothy 3:8	Dependable and honest in relating to all persons publicly and privately.
Not Greedy Of Filthy Lucre	1 Timothy 3:8	Right attitude toward material possessions, never exploiting others for personal gain.
A Holder Of The Faith	1 Timothy 3:9	Gives strength to the church fellowship and possesses spiritual integrity beyond reproach.
Tested And Proven	1 Timothy 3:10	Demonstrates his commitment to the ministry before being elected to serve as a deacon.
Blameless	1 Timothy 3:10	Person against whom no charge of wrongdoing can be brought with success.
Christian Family Life	1 Timothy 3:11-12	Person whose family is well cared for, whose family relationships is healthy and growing.
Husband Of One Wife	1 Timothy 3:12	Model of faithful devotion to one spouse, committed to the sanctity of the marriage bond.
Rules His Children and His Own House	1 Timothy 3:12	Loved and respected by all family members, caring for them as Jesus cared for others.
Bold In Faith	1 Timothy 3:13	Holds firmly to what he believes, taking every opportunity for ministry.

The prayer of the deacon should well be the same as St. Augustine's, who once prayed, "O Lord, grant that I may do thy will as if it were my will; so that I mayest do my will as if it were they will."

DEFINITION OF ORDINATION

Ordination is the act of the church in choosing, appointing, and setting apart through the laying on of hands to certain individuals to perform specific functions on behalf of the church.

A service of ordination does express the church's confidence in the person (persons) being ordained. The church is saying, "We affirm your spiritual qualities, your devotion to God, your commitment to the church, and your potential for a servant ministry. The ordination of the deacon comes after a season of deacon training whereby the potential deacons prove themselves for the office that will set them apart to serve the Lord.

This service should be conducted in a worshipful, dignified manner so as to be an inspiration to all that take part in the service or witness it. The practice of ordaining deacons probably developed from the traditional view that the "seven" in Acts 6¹⁻⁸ are the forerunners of today's deacons.

PLANNING AND PREPARING FOR ORDINATION

Biblical Base

Ordination is the act wherein the church under the guidance of the Holy Spirit, publicly recognizes and confirms that a Christian believer has been gifted, called and set apart by God for the work of the ministry, and in the name of Christ commissions him for this work.

Reference scripture: Exodus 18:13-27; Judges 7:7; Acts 6:3; 1 Timothy 3:8-10

Ministry Methods

There are two scriptural offices in the New Testament church: the pastor and the deacon. The deacon's responsibility is to be an assistant to the pastor in shepherding God's flock. Because of the high and holy calling of the pastor having been placed as overseer by the Holy Spirit, the deacon in like manner must exemplify the same kind of high standards. It is no mystery that often the apostle Paul wrote in 1 Timothy 3 about the requirements and qualifications of the bishop (pastor) that he went on to say, likewise must the deacons be...

The ordination of the deacon comes after a season of deacon training whereby the potential deacon "proves" him/her for the office that will set them apart to serve the Lord.

The ordination service has a threefold function. It is a time of reporting when the character, integrity, attitude, and mannerisms of the deacon candidate are verbalized before all. Who the person is, what he or she has done, why they are being considered, and what contributions they will make are all expressed during the ordination period.

The second function of the ordination service is examination. During the period or phase of the ordination, the candidate is examined as to their biblical understanding of the basic tenets of the Christian faith. Their understanding of the role and responsibility of the pastor is affirmed. This is important because if the deacon is to assist the pastor in shepherding the flock, he/she must have a good working knowledge of the role of the pastor. Also, the candidate is examined as to their understanding of the church, their conversion experience, and many more such matters, in order to ascertain the candidate's spiritual maturity.

The third function of the ordination service is assignment or appointment. Since the deacon is being called into service, he/she must know his/her assignment and what his/her responsibilities will be in carrying these out.

The deacon must ever keep in focus that his/her task is to serve and not be served.

Guide #1

Worshipful Ways

Order of Service for the Ordination of a Deacon

Prelude or Devotional led by Deacons

Call to Worship

Hymn "Sweet, Sweet Spirit"

Scripture

Prayer

Hymn

Statement of Purpose

Recognition of Ordination Council

Examination of Candidate(s) for Consideration of Ordination

Musical Selection

Report of Ordination Council

Charge to the Candidate

Pastoral Appointment

Ordination Prayer/Laying on of Hands

Right Hand of Fellowship by Other Deacons

Presentation of Ordination Certificate(s)

Closing Remarks

Hymn "Let Others See Jesus in You"

Benediction

Guide #2

Worshipful Ways

Order of Service for the Ordination of a Deacon

The Ordination Service of:

Brother Joe Serving

Sister Mary Committed

Brother Robert Willing

Sister Elizabeth Spirit-filled

Brother Harold Worker

Sister Ruth Dedicated

To the Office of Deacon

Sunday, December 1, 2002

Call to Worship

Report of Ordination Committee

Musical Selection

Sacred Scripture Reading

Prayer

The Occasion

Presentation of the Preacher

Musical Selection

The Ordination Sermon

Invitation to Christian Discipleship

The Act of Ordination:

Charge to the Church

Charge to the Candidates

Laying on of Hands

Prayer of Ordination

Right Hand of Fellowship

Offering

Offertory Prayer

Remarks

Benediction

Worshipful Helps

Devotional Period

Since this is an important service for a deacon candidate, it is proper for the other deacons to lead in the worship services. This time will be one of prayers, songs, brief testimonies, and asking for the prayers and support of the congregation for the candidate(s).

Call to Worship

Psalm 100:2-5
Matthew 11:28-29
Isaiah 40:31

Psalm 29:2
Psalm 122:1
Psalm 34:1-3

Psalm 95:6-7
Psalm 121:1-2

Scripture

Acts 6:1-6
1 Kings 19:9-16
Philippians 4:8-13

Mark 10:35-45
Jeremiah 1:4-10
1 John 1:1-9

1 Timothy 3:1-7
Ephesians 3:7-13

Statement of Purpose

The pastor will explain to all assembled the reason for the ordination, recognition of the council, how the procedures will be carried out, and whatever else he/she deems as necessary to clarify the what and why.

Examination of the Candidate

The examination will cover a variety of questions. The following are suggestions and ideas of categories:

- A Christian conversion and beliefs.
- Biblical base for pastor and deacon, and the ability of each role and responsibility.
- Church polity, that is, membership, discipline, and finances.
- Missions, ministry of the church, evangelism, and education.

Charge to the Candidate

Pastor or Deacon: Bro./Sis. _____, you have been examined by this ordination council and upon their recommendation and the vote of this church, we do hereby acknowledge your spiritual gifts to serve as a helper assisting the pastor in shepherding this flock in the office of deacon. Do you pledge your faithfulness in carrying out the responsibilities and duties of this office?

Candidate: I do.

Pastoral Appointment

At this point the pastor gives deacon candidate(s) a specific assignment to assist him in shepherding the flock (examples: leading a prayer group, Bible study, visitation, finance committee, new members, assisting at baptisms, Lord's Supper, administrative tasks, family ministry, etc.).

Ordination Prayer and The Laying on of Hands

The pastor, along with other ordained ministers and deacons present, will form a circle with deacon candidate(s) kneeling before them. They will place their right hand outstretched over the candidate's head, and the program designee will lead in the prayer of ordination.

Right Hand of Fellowship by Other Deacons

Since this deacon(s) is being appointed to serve with other deacons, the deacon(s) is received into the office of deacon to serve with others. The church and pastor has recognized the brother/sister and now the other deacons receive the brother/sister.

Guideline for Order of Worship Deacons' Ordination

Organ Prelude
Processional

Worship Leader
Call To Worship

Hymn Of Praise

Devotions Scripture Reading – Old Testament
 Scripture Reading – New Testament
 Prayer
 Choral Response

Welcome
Response

Presentation of Deacons' Elect
Report of Examining Council

Introduction of Speaker

Musical Offering

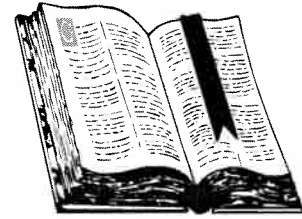
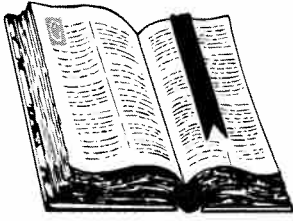
Ordination Sermon

Invitation to Discipleship

Acts of Ordination:
 Charge To the Candidates
 Ordination Prayer & The Laying on Of Hands
 Right Hand of Fellowship
 Charge To the Church
 Presentation of the Bible (*optional*)
 Presentation of the Hymnal (*optional*)
 Presentation of Certificates

Remarks and Offering / Offertory Prayer (New Deacons)

Closing Remarks
Closing Hymn
Benediction



Scripture Readings

The following passages may be appropriate:

- Genesis 12:1-4, 7-8
- Exodus 3:1-10
- Numbers 11:16, 17, 24-30
- Psalms 19:1-4, 7-14
- Isaiah 6:1-8
- Acts 6:1-7
- 1 Timothy 3:1-13
- Romans 12
- 1 Corinthians 12
- Ephesians 4:1-16



Music – Hymns

- A Charge To Keep I Have
- I Have Decided To Follow Jesus
- Let Others See Jesus In You
- I Surrender All
- All Hail The Power
- Make Me A Blessing
- There Is A Name I Love To Hear
- Ready

ORDINATION COUNCIL PARTICIPANTS

Moderator

Clerk

Catechist (Mentor)

Catechizers (Examiners –7)

Catechumens (Candidates)

Pastor

DEACON ORDINATION THESIS

- ◆ Biographical Data
- ◆ Introduction
 1. My Personal Relationship with the Lord Jesus Christ
 2. My Call to Become a Deacon (Human and Divine)
 3. The Scripture Requirement and Role of a Deacon
 4. How Will I Benefit the Deacon Ministry and My Church
 5. My Personal Deacon Credo Statement
- ◆ Bibliography

THE EXAMINATION: CATECHISM

A catechism is a popular manual of instruction in Christian beliefs, normally in question and answer form. The word is not used in this sense until the early sixteenth century.

The process of preparing the deacon-elect for the examination should require at least six months of instructions. A mentor should be assigned to the catechumen who will both study with the deacon-elect and guide the catechumen in the on-the-job training experience.

At least-months before the examination for ordination to the Deacon's Ministry, the catechumen should be assigned a Catechist who is not a member of their Deacon's Ministry. However, the Catechist should be a deacon who is of good report and known to be wise in the field of the Deacon's Ministry. This person will assist the deacon-elect in the writing of the ordination thesis and coaching the catechumen for the oral inquiry.

The sponsoring church will call a council of ordained deacons to conduct the inquiry. If the deacon-elect successfully satisfies the councils questioning, they will recommend that the deacon-elect be ordained.

COUNCIL OF ORDINATION

Presentation of Moderator

Call Council to Order

Invocation

Statement of Purpose

Introduction of the Catechist and the Catechizers

Explanation of the Catechism

PERIOD OF EXAMINATION

Announcement of Evaluations

Motion to Ordain Candidates

Motion to Dismiss Panel of Catechizers

Closing Statements

Benediction

COUNCIL OF ORDINATION

Evaluation Sheet

Each category is to be evaluated either satisfactory or unsatisfactory. The candidates must receive at least four (4) out of five (5) satisfactory evaluations to proceed with ordination. Please mark (X) in the appropriate box.

	<u>Satisfactory</u>	<u>Unsatisfactory</u>
I. Personal Relationship with the Lord Jesus Christ	_____	_____
II. Call to become a Deacon	_____	_____
III. Scripture Requirement and Role of a Deacon	_____	_____
IV. Benefit to Ministry and Church	_____	_____
V. Credo Statement	_____	_____
Totals	_____	_____

CHARGE TO THE CANDIDATES

BEHOLD, BLESS YE THE LORD, ALL THE SERVANTS OF THE LORD!

(Will the newly ordinance deacons of the _____ Church please stand.)

You have been called out and set apart for the Deacons Ministry of this church, in which Christ is the Head. This church, along with your pastor, has expressed confidence in you by selecting you.

Your church has granted you specific authority, but the Lord has granted you spiritual authority.

By the grace of God and with the mind and purpose of the Lord Jesus Christ, I hereby charge you:

- Accept the Holy Bible as your source of authority on Christian life and the work of a deacon.
- Be faithful to the spiritual authority given you by the Lord Jesus Christ.
- Be true to the authority given you by your church, abiding by its constitution and/or specific instruction.
- You are your Pastor's coworker and partner in Christ. You are his moral and spiritual helper in service to the people. I charge you to: Pray for him, encourage him, defend him when he is criticized unfairly. When in disagreement with him, disagree in love and respect.
- Remember that you are engaged in teamwork with other deacons; respect them, pray for them, strive to understand their points of view. When disagreements occur, disagree in love. Defend them when they are attacked or misunderstood by others.
- Strive to work responsibly with all members of the church by attending services, participating in the work of the church, supporting all programs of the church, and encouraging other members to do the same.

Be mindful that you yourself are neither wise, good nor strong enough to be a deacon, but you are not alone in this work. **CHRIST IS YOUR COMPANION AND THROUGH HIS WISDOM, MERCY, AND POWER YOU WILL BE ABLE TO SERVE.**

Go Now!

Go with the knowledge that God goes with you.

God walks in front of you to lead you.

God walks behind you to protect you.

God walks beside you to be your friend.

And, God dwells within you to empower you on your way!

IN JESUS NAME, AMEN.

CHARGE TO THE CANDIDATES

As new deacons, you are charged to always have reverence for Christ in your heart and honor Him as a part of the Trinity. Uphold the principles and practices based upon the Bible, which is the authoritative and inspired Word of God. Study and apply within you the scriptures of the Old and New Testaments.

Pray for spiritual guidance. Do your best to win full approval in God's sight as a worker who is not ashamed. Serve with the strength that God gives, so that in all things praise may be given to Jesus Christ, to whom all Glory, Honor and Power belong.

Be committed, dedicated, and dependable servant leaders always ready to assume the duties and responsibilities assigned to you with understanding, confidence, and assurance.

Be diligent and faithful servants who work in peace and harmony in the Kingdom building of God. Have a sincere, kind and humble love for the saints of this branch of Zion who through the ordination process set you apart for this ministry of service. Encourage the timid, help the weak and be patient with everyone. Uphold the arms of your Pastor so that the body will see harmony at work.

My brother and sister deacons stand firm and immovable always abounding in the work of the Lord, knowing that if you faint not, then your work will not be in vain.

May God Bless You.

CHARGE TO THE CANDIDATES

I charge you Brother/Sister _____ to fully understand that the solemn responsibility you are about to take is to be one of commitment to your Lord, pastor and church.

I charge you as a servant of the church to uphold its principles, practices, and polity based upon the Bible as God's authoritative and inspired Word.

I charge you to make the burden of this office a sacred responsibility and trust.

I further charge you to make this historically interpreted commitment a test of your faith in God, your commitment to the Lordship of Christ and Savior and a desire to be led by the Holy Spirit.

ORDINATION PRAYER

Almighty God, our Heavenly Father, who declarest Thy glory and showest forth Thy handiwork in the heavens and in the earth. We beseech Thee in the calling to service of these deacons that they by your power may do the work, which Thou givest, them to do in benefit of their fellowmen.

Sanctify their bodies and souls, their thoughts and intentions, their words and actions that whatsoever they think, or speak, or do may be designed to the glorification of Thy name. Grant these the patience to run the race that is set before them, forgetting the things that are behind, and reaching forth unto the things which are before, that by Thy mercy they may receive the crown of everlasting life. In Jesus' name we pray.

RIGHT HAND OF FELLOWSHIP

You have just been ordained into the Ministry of Deacons here at _____ Baptist Church. Praying God's blessings upon you.

But there is much more. You have just been joined in fellowship to the Deacons' Ministry.

Praying that you never lose your excitement about being chosen as a deacon, it's an honor and a privilege.

Galatians 2:9, Paul and Barnabas received the Right Hand of Fellowship from James, John, and Peter as they begin to go into the world to preach the gospel.

The Right Hand of Fellowship is extended to you today as you join this ministry. Praying that you will continue to do the work that the Master has put before you and to support the pastor and the ministries here at this church. Let your light always shine that men might see your good works and glorify the Father in Heaven.

On behalf of the Ministry of Deacons, we welcome you into this great ministry and extend to you the Right Hand of Fellowship.

RIGHT HAND OF FELLOWSHIP

For that which we have seen and heard declare we unto you, that ye also may have fellowship with us; and truly our fellowship is with the Father, and with His Son Jesus Christ.

As we seek to broaden our fellowship with those who have been called into this ministry, we share with you in the personal knowledge of our obedience to God through our Savior Jesus Christ.

We know that the work that God begins in us will be divinely continued until the day of Jesus Christ.

As we extend to you the Right Hand of Fellowship, we welcome you into this Ministry of Deacons.

RIGHT HAND OF FELLOWSHIP

We have learned from several scriptures that the Right Hand is the position of power and authority. And so we find the “*Right Hand*” means a reliable person, and then we find that “*Fellowship*” means to join in such as joining a church. Having reached this point after months of training, we believe you to be a reliable person.

Every person that extends to you the *Right-Hand-of-Fellowship* signifies the transmitting of that power and authority that is inherent of the person that touches you. For each of us who extends the *Right-Hand-of-Fellowship*, we are pledging to pray for you, to encourage and support you. For you, it confirms your calling into the Fellowship of the community of Deacons.

Therefore, on behalf of this Church and the community of Deacons, I extend to you the *Right-Hand-of-Fellowship* in hopes that you will assume a place of honor, not an office of honor with this Church and the community of Deacons. Stay the course as each one of us has throughout the years.

CHARGE TO THE CHURCH

We hereby charge _____ Church to pledge your prayers, encouragement, and support for the service that these Deacons are to render the church.

You are hereby charged to be a relationship and not a fellowship that they can commit their lives to being an example in spirit, love, devotion, and loyalty. We charge you to guard and rightly use the service ministry of Deacon and make a Holy re-evaluation of the office of Deacon to include a new understanding of its possibilities and his work that the church might give a more effective witness.

We charge you to make every effort to give these Deacons an opportunity to serve in the life and program of the church. To work together with the Deacons toward one common goal for the good of the church, and to set aside tradition and custom that are of no value and purpose, freeing these Deacons to think soberly and collectively in worshipping God in spirit and truth.

Further charge you with the responsibility of insuring that these Deacons will be: God's Person, In God's Place, Doing God's Work, In God's Way.

CHARGE TO THE CHURCH

The service of ordination should be a meaningful service for the Deacon, the family and the congregation. Deacons are a vital part of the Baptist Church. They serve in a variety of capacities for the local body.

Through ordination, a church says to those deacons it has selected, “we have confidence in your spiritual qualities, and your devotion to God and to your church.”

You, the members of this congregation have selected this deacon to serve as a deacon of this congregation. You have some obligations and responsibilities.

You are hereby charged:

- ◆ Support him in his endeavors. Just as you look to him for leadership, he will look to you for support.
- ◆ Be a good listener, your deacon needs compassion.
- ◆ Work with him in building and maintaining Christian fellowship and promoting unity and harmony in the church.
- ◆ Share with him your ideas for the up building of God’s Kingdom.
- ◆ Pray for him as he seeks God’s will.
- ◆ Watch over him with brotherly love, and encourage him when you feel there is a need.
- ◆ He is human and may stumble.

Psalms 37:23-24 The steps of a good man are ordered by the Lord and he delighteth in his way. Though he falls, he shall not be utterly cast down for the Lord upholdeth him with his hand.

Your responsibility is to pray for him.

Now please respond by saying, “I do”.

Q’s ...Do you promise by prayer and example to support and encourage your new deacon, and be faithful in your responsibilities?

Q’s...Do you, as members of this church promise by word and deed to love and pray for him?

To the members of _____ Church, I present to you your newly ordained Deacon(s) _____ . May God bless each of you. Amen.

PRESENTATION OF THE BIBLE

Deacon(s) _____, as the Dean of all books, the Bible is presented to you, be reminded that: God's Word is the traveler's map, the pilot's compass, the pilgrim's staff, the soldier's sword, and the believer's log.

The Bible contains light to direct you, comfort to console you, food to sustain you, wisdom to teach you, fire to warm you. This book reveals the mind of God, the original state of man, the way of salvation, the doom of sinners. Its author is God, its writers were men, and it's infallibly inspired.

It's given you in Life, opened in judgment, and will endure forever. It's a mine of wealth, a river of pleasure, and a paradise of glory. God's glory is its end. Here heaven opens, paradise is restored, and hell's gates are disclosed. Its histories are true, its doctrines are holy, and its precepts binding.

Read it thoughtfully, read it frequently, and read it prayerfully. Read it to be wise, believe it to be safe, practice it to be Holy, memorize it to grow. It involves the highest responsibility. It will reward the greatest labor; it will condemn all the trifle with its sacred contents.

Presentation of the Bible

We believe that the Holy Bible was written by men divinely inspired; it has God for its author, salvation for its end, and truth without mixture of error for its matter. It is a perfect treasure of heavenly instruction, giving guidance and direction as you seek to deepen your knowledge and understanding of God's word.

In these pages you will find a storehouse of information with answers to many questions as you discover a wealth of fascinating, humorous and scripted facts, revealing principles by which God will judge us.

The Bible is a collection of books containing many different writings about the law, history, poetry, prophecy, sermons, hymns and personal letters filled with drama, emotion, action and inspiration.

The Bible is the world's best seller and its truths have been passed on from generation to generation teaching repentance and bringing salvation to many.

As I present this book to you, I pray that you will read it, study it and live it, and that God will richly bless you as you seek to do his will in the name of Jesus the Christ. God Bless!

PRESENTATION OF THE BIBLE

Worship Leader _____, Rev. _____, Pulpit Associates, Officers, Members and Friends of the _____ Church. I greet you in the name of our Lord and Savior Jesus Christ.

I thank God for the privilege to present to these servants the Word of God, the Holy Bible. This great book was written by men divinely inspired and contains a record of God's mighty acts in the history of His people. It is a source of timeless truth and it is the standard for all beliefs, theology and practice. The Psalmist stated "Thy word have I hid in my heart."

If you are to follow the teachings of the Bible, you must read and study it so that you will be able to present yourselves as one approved a workman who has no need to be ashamed rightly handling the Word of God.

On behalf of Pastor and the members of this church, I present to you this Book of Books, the Holy Bible. May Almighty God give you the Strength and Wisdom to fulfill your responsibilities as Servant Leaders for years to come.

GOD BLESS YOU.

PRESENTATION OF THE HYMNAL

Let the word of Christ dwell in you richly in all wisdom; teaching and admonishing one another in psalms and hymns and spiritual songs, singing with grace in your hearts to the Lord....Colossians 3:16.

This book is designed to enhance our worship and praise to Almighty God. Use this book to lift up the name of Jesus in song for any occasion.

You will find that many of the hymns written are based on the book of Psalms in the Holy Scriptures, “Bless the Lord O my soul and all that is within me bless His Holy Name”, “O Magnify the Lord with me, Let us exhalt His Name together”, “The Lord is my Shepherd” and many more.

The singing of hymns is a Christian privilege given to every redeemed soul. The scripture admonishes all believers to sing Psalms and hymns and spiritual songs, singing and making melody in your hearts to the Lord.

In the singing of hymns, we can express our love, and praise to God in good times and troubles times, singing the highest praises of God will lift your spirit. Singing God’s praises will help you to focus on Him instead of your circumstances.

When we sing, we not only express what is in our hearts, but we grow in Christian character and are strengthened by our faith.

As I present this hymn book to you, I pray that God will bless and keep you as you Magnify Him and lift His name in praise.

ROLE OF WORSHIP LEADER

1. Obey the Conference Dress Code.
2. Arrive for the service a half an hour prior to the service.
3. Secure a copy of the worship service program ahead of time.
4. Notify the Pastor or a Deacon that you are there and go over the service and find out what is expected of you.
5. Come prepared with scriptures, prayers and knowledge on receiving the offering.
6. Give directions or instructions for laying on of hands and right hand of fellowship.
7. Be alert and excited about the service.
8. Smile!!!
9. Be courteous!
10. Always have eye contact with Program Coordinator or Chairperson of Deacon Ministry and Pastor for changes during the service.

PROTOCOL FOR DEACONS

SKILL BUILDING

Scripture Reference: “Let all things be done decently and in order.” – 1 Corinthians 14-40

I. Introduction

A. Be the best you can be:

1. Be well-groomed
2. Take care of your body
3. Maintain a sense of humor
4. Maintain a right attitude

B. Better than counting your years, is to make all your years count!

II. Behavior in Church

A. Disrespecting Worship Services (DON'Ts)

1. Unnecessary walking around (nothing short of an extreme emergency excuses this kind of disruption).
2. Moving about during prayer, communion, baptism, scripture reading, baby dedication or the choir's special music.
3. Chewing gum during worship.
4. Making your own change from the offering plate.
5. Starting or interfering with persons who might be “outwardly moved by the Holy Spirit.”
6. Taking photographs or videos without permission during the worship service (distraction).
7. Disrespecting the sanctuary (i.e., eating, sleeping, writing on property, etc.)

B. Respecting Worship Services (DO's)

1. Refraining from chatting, distracting behavior, note passing, etc.
2. Making effort to allow others to sit on your pew.
3. Greeting fellow worshippers in Christian love.
4. Sharing your hymnal, Bible, etc.
5. Bowing your head and closing your eyes during prayer.
6. Sitting or standing during scripture reading in an attitude of reverence (some churches stand during the reading of scripture).
7. Graciously following the instructions of officers or ushers.
8. Refraining from leaving the worship service before the benediction has been pronounced (EXCEPTION: To count offering or health reasons, in which case, knowingly parishioners should try to sit closer to back of church or an exit, so as not to distract service.)

III. Participating on Worship Programs

A. Scripture reading

1. Practice reading assigned Scripture
2. Learn to pronounce difficult words and names.
3. Encourage congregation to read along or follow along silently.

B. Prayer

1. God's guidance for preparing to pray:
 - a. Be positive – Pray believing that God loves you, is going to listen to you and answer your prayer. Jesus said. “Therefore, I tell you whatever you ask in prayer, believe that you will receive it and you will.”
 - b. Relax – Both physically and spiritually when you pray. Don't pray hard. Pray easy. Prayer doesn't do it. God does it! This takes faith.
 - c. Surrender – This is probably the most important thing for us to do when we pray. We must so trust Him that we let go of things and give them to Him.
2. Public Prayer
 - a. The more we do, the better we do.
 - b. Pray for the specific occasion. (Please don't pray the same prayer every time.)
 - c. It is not the length, but the sincerity.
 - d. Preparation always precedes presentation.

IV. Kinds of Prayer

A. PRAYER OF ADORATION

We humbly recognize and acknowledge God as God. We give unto the Lord the glory due unto His Holy name. Have proper attitude of creature in the presence of the Creator.

Example

O Heavenly Father, who hast filled the world with beauty: Open our eyes, we beseech thee, to behold Thy gracious hand in all Thy works; that rejoicing in Thy whole creation, we may learn to serve Thee with gladness, for the sake of Him by whom all things were made, Thy Son Jesus Christ Our Lord.

B. PRAYER OF INVOCATION

We invite God to be present at our prayer or in our worship. We know that God is everywhere and always present.

Example

While we wait in Thy presence, search our spirits and grant to our minds the guidance and the wisdom to Thy way. Come to us with all Thy Glory and renew

in us the spirit of Hope, Love and Joy. And with They coming, may forgiveness be in our bosom. Amen.

C. PRAYER OF CONFESSION

We tell our sins and mistakes. We are sorry for them and we ask His forgiveness for them. Repentance – 1 John 1:8-10

Example

Almighty God, have mercy upon us, forgive us all our sins, cleanse us from all our offenses and deliver us from proud thoughts and vain desires, that with lowliness and meekness we draw near to Thee; confessing our faults, confiding in Thy Grace, and finding in Thee our refuge and our strength; through Jesus Christ Thy Son. Amen.

D. PRAYER OF THANKSGIVING

We express praise and thankfulness for all of God's gifts.

Example

O God, our Heavenly Father, from whom cometh down every perfect gift: We thank and praise Thy Holy Name for all Thy mercies, and for every blessing we have received from Thee; for health, for strength, for food and raiment, for our homes, our parents, our children and our friends...(the list goes on and on, for there are so many things we are thankful for). Amen.

E. PRAYER OF PETITION

We make our request known unto God.

1. Prayer of Supplication – Subjective

We pray for our own needs (self-examination). We must realize our own need for help and healing before we are able to ask for them.

Example (upon entering Church)

O God, Thou source of all pure desires and holy affections: Give me now a quiet mind and a reverent and devout heart that I may worthily worship Thee at this time. Amen.

2. Prayer of Intercession

We pray for others and world needs; this is the objective of intercessional prayer. Bring them to God or His blessing and His help. Pray for world, national, state and local leaders, those who are ill in mind, body and spirit and those who need God's blessings.

Example

O God, the Creator and Preserve of all mankind: We humbly beseech Thee for all sorts and conditions of men: that Thou wouldst be pleased to

make Thy ways known unto them, Thy saving grace unto all nations. We pray for Thy Holy Church universal. We commend to Thy fatherly goodness all those who are in any way afflicted or distressed, in mind, in body or in soul. That it may please Thee to comfort and relieve them, according to their needs. These things we pray for through Jesus Christ our Lord. Amen.

V. Opportunities for Prayer, etc.

- A. Personal – prayers in prayer meeting.
- B. Invocation.
- C. Pastoral or Morning – Pray for all.
Use pronouns such as we, our, us, etc. Combination of Adoration, Confession, Thanksgiving and Petition.
- D. Offertory – Pray for gifts, givers and proper use of gift.

Example

Our Father, we offer Thanksgiving and pay our vows unto you. Bless these gifts we now render unto Thee. May we be found giving and forgiving in our fellowship. Make us know that we cannot keep our Christ unless we share Him with others. May each of us give as the Lord has given unto us, through Jesus Christ Our Lord. Amen.

- E. Communion – Combination of Adoration, Confession and Thanksgiving, but remember to pray for the elements.
- F. Visitation – Prayer of Thanksgiving and Prayer of Intercession for that person and persons and that particular situation.
- G. Funeral – Prayer of Thanksgiving for memory of deceased and Prayer of Intercession for bereaved family (i.e., togetherness, closeness, etc.).
- H. Benediction – departing prayer.

Example

Now unto the King Eternal, Immortal, Invisible, the only wise God, be honor and glory forever and ever. Amen – 1 Timothy 1:17

VI. Potpourri

- A. As a visiting Deacon, always wait until you have been invited to sit with Deacons of that church.
- B. Proper Deacons' dress uniform (Conference Dress Uniform – men-black suits, white shirts, black ties and black shoes; women-black suits, white blouses, black hosiery and shoes)
 - 1. Uniformity especially if you are a program participant.
 - 2. What's on the inside counts more than the outside covering.
 - 3. "Don't be concerned about the outward beauty..., you should be known for the beauty that comes from within." – 1 Peter 3:3-4

REFERENCES

Holy Bible, Today's Parallel Bible, Copyright 2000 by The Zondervan Corporation, Grand Rapids, Michigan; King James Version, New International Version, New Living Translation, New American Standard Bible

Dr. John H. Walker, A Fresh Look at the New Testament Deacon, (Lithonia, GA: Orman Press, 2001), pp. 62-64.

Benjamin S. Baker, Special Occasions in the Black Church

Franklin M. Segler, The Broadman Minister's Manual

Edward T. Hiscox, The Star Book for Ministers

Deacons and Deaconess Union of Chesterfield County and Vicinity, Ordination and Consecration of the Diaconate

Instructor: Deacon James H. Taylor, Jr., Various Handouts on Deacons' Ordination

2002 Education Committee Members – Deacons Conference of Richmond and Vicinity, The Act of Ordination [Suggested Models]