

## **CBCM Guidelines for Deacons**

Serving as deacons is a rewarding and enriching experience. It is also a big responsibility, as you will directly and indirectly impact the lives of individuals and also the growth of the church. We thank God for you and appreciate your willingness to serve, to take your responsibilities seriously and to fulfill your role competently. Remember God has entrusted you with this responsibility to serve Him through serving His people, and He will empower you to do it well as you faithfully seek Him as you serve.

Below are some guidelines to help you in your service:

### **Your Relationship with God**

1. Maintain a close relationship with God as you serve Him and His people. Your relationship with Him affects your service greatly.
2. Be faithful to God who calls you and the responsibilities He entrusts to you.

### **Your Relationship with the Church and Service**

1. Be familiarized with the following documents:
  - Articles of Incorporation & By-Laws
  - Our church's strategic map
2. Commit to attend the bi-monthly BOD meetings and to be on time.
3. Form a committee/team as soon as you begin your term of service (If one does not exist already, if one does, you can add to or change the members). Wisdom, insights and support of your co-workers are invaluable to you to serve effectively and efficiently. Although your spouse could be your best co-worker, we **STRONGLY** encourage you to have a core committee/team. You can form the committee/team wisely with the help of your departmental supervising pastors/elders.
4. Consult the All-Church Calendar when you plan your congregation or department events – Be supportive of all-church events such as the all-church prayer night. Please do your best to not schedule any conflicting activities on these dates.
5. Consult and communicate with deacons from other congregations in the same department when necessary to avoid schedule conflicts and to maximize resources and share ideas.
6. Support other departments and church ministries whenever possible. Work closely with your congregational pastors.
7. Commit to attend the monthly congregational prayer meeting and the quarterly all-church prayer night. It is critical for us to seek the Lord's presence, purpose, and power together.
8. Regularly attend Sunday worship service, cell group/fellowship group, and Sunday School for your own growth and set an example for others to follow.

9. Keep confidential matters private. Board members often receive sensitive information or information in advance. Keep it to yourself until they are officially announced. Credibility of Board members may be damaged if confidential matters are shared inappropriately and prematurely. If you feel a need to further discuss any issues, do so with another board member or with your supervising pastor/elder.
10. Communicate regularly with your supervising pastor/elder, members within your own department and outside of your department. Open communication facilitates better understanding, synergy, and lessens conflicts. If/when other elders or pastors who are not your departmental supervisors ask you to make certain changes that is related to your department, please ask them to speak to your supervisors first.
11. Be respectful of other deacons and departments. Though some deacons and departments may have more of a public role while others are more behind the scene, every deacon and department at church is important for the proper functions of the church.
12. Review and evaluate your department annually. Continual growth and improvement are crucial for the effectiveness of every department.
13. Check your emails and mailbox at the office regularly and respond them in timely fashion.

#### **Your Relationship with Others**

1. Be a servant. You are here to serve God through serving His people.
2. Be inclusive and team-driven. Get your entire committee/team involved in planning and carrying out the workload. Divide up the workload and discussing ideas together can be very helpful.
3. Be willing to hear people out so you may understand their perspective and needs, and be able to better partner with them and plan your ministry accordingly.
4. Be open-minded and flexible. There is more than one way in doing things. At least be open to listen to other's feedback, suggestions, ideas and consider making changes when needed.
5. Be careful with your words and express them positively and kindly – Words are powerful. They can build up or tear down others, heal or wound others. So, always encourage and affirm others. Even when you disagree or need to point out something, do it humbly with gentleness and respect.
6. Be creative. "We've always done it this way" may put you in an unhealthy "maintenance mode". Always seek to be creative and innovative in your methodologies.
7. Be a praying leader. Pray regularly with and for your co-workers and those whom you serve.

**WE APPRECIATE YOU!**  
**Thank you for your valuable and faithful service.**  
**May our Lord bless you and keep you**  
**and make us an effective Missional Community!**