

## V. Deacons

(Revised March, 2013)

- A. The Board of Deacons shall consist of six qualified members elected to office by the Congregation for a three year term. They are ineligible to serve for another term until a period of one year has elapsed.
- B. The Deacons shall:
1. Meet regularly before the regularly slated meetings of Consistory and special session upon the call of the Pastor or Senior Deacon.
  2. Elect annually a Senior Deacon and a Clerk from the members of the Board.
  3. Appoint one of their board to serve on the Personnel Committee as long as their Consistory term lasts.
  4. Be active in the full program of the Church.
  5. Be assistant to the Congregation in worship:
    - a. attending to its comfort;
    - b. receiving tithes and offering;
    - c. maintaining ushers;
    - d. coordinating emergency responses (center aisle Deacon).
  6. Be especially concerned with the receipt of all monies.
    - a. keeping records of all giving and providing a copy of such giving to the Treasurer.
    - b. auditing the records of the Treasurer annually or when deemed necessary.
  7. Receive funds for the Deacons' Fund and disbursing this money as it seems fit.

No account will be given of this money outside of the Board of Deacons.

Guidelines for the Deacons Fund chairperson in the disbursement of requested money:

    - a. The Deacons Fund has traditionally provided funds for individuals/families experiencing hardship. For example: fire victims, loss of job, excessive medical bills, those down on their luck, a college student short on funds, a legitimate need off the highway, or the elderly who need repairs done (home/auto/other) but cannot afford them.

When requests are made through the church office or pastor, the deacon chairperson, with either the Board of Deacons or the pastor's input, can determine the legitimate need and thereby disburse funds accordingly. (In a situation where money is given to a person away from the church setting in an unknown situation, always do so with caution and with another person in attendance.)
    - b. As this fund should be used for the purpose of helping others and not intended as a savings account, there is always need for donations within various community organizations such as: food pantries, City Mission, SICM, CCN, Community Caregivers, etc. This should be done when personal requests have not been made and the fund can support it.
    - c. Ready cash (\$50) needs to be given to the pastor periodically for disbursement at his discretion.
  8. Make calls upon Church members as may benefit the ministry of the Church.
  9. Supervise the granting of privilege for the use of the property and buildings of the Church.
  10. Exercise oversight of all Church property.