

## Cornerstone Christian Fellowship Diaconate Responsibilities

February 2014

### Acts 6:1-7 (ESV)

[6:1] Now in these days when the disciples were increasing in number, a complaint by the Hellenists arose against the Hebrews because their widows were being neglected in the daily distribution. [2] And the twelve summoned the full number of the disciples and said, "It is not right that we should give up preaching the word of God to serve tables. [3] Therefore, brothers, pick out from among you seven men of good repute, full of the Spirit and of wisdom, whom we will appoint to this duty. [4] But we will devote ourselves to prayer and to the ministry of the word." [5] And what they said pleased the whole gathering, and they chose Stephen, a man full of faith and of the Holy Spirit, and Philip, and Prochorus, and Nicanor, and Timon, and Parmenas, and Nicolaus, a proselyte of Antioch. [6] These they set before the apostles, and they prayed and laid their hands on them.

[7] And the word of God continued to increase, and the number of the disciples multiplied greatly in Jerusalem, and a great many of the priests became obedient to the faith.

The following categories and supporting items represent the tasks at Cornerstone Christian Fellowship (CCF) which constitute the ministry to the body and the elders by the CCF deacon body.

- Membership and Visitors
  - Track Attendance
    - Obtain visitor contact Info on 2nd or 3rd visit
    - Follow-up email to visitor after 2nd or 3rd visit
    - Record attendance during Sunday worship, reaching out to absent families as needed
  - Manage benevolence and one-another service
    - Verify Care Calendar creation
    - Monitor families potentially in need - service call for volunteers, benevolence giving, etc.
    - Verify baby showers are suitably organized
- Church Calendar and Events
  - Coordinate the planning of social and fun events for the church
  - Coordinate the planning of special activities for the following church events

- Mother's Day
- Father's Day
- Special food on the Sunday prior to Thanksgiving Day
- Christmas Party
- Coordinate with the elders to support planning for the following church events:
  - Easter
  - Anniversary Observance on the Sunday prior to September 18th
  - Reformation Day
- Maintain church calendar on the CCF Info Yahoo Group
- Logistics
  - Facilitate lending library
    - Manage materials tracking
    - Coordinate with elders for new content
  - Manage worship and fellowship supplies
    - Ensure adequate reserves
    - Coordinate purchases of supplies

In general, terms such as “manage”, “coordinate” and “ensure” are not intended to interfere with spontaneous acts of service from other church members who take it upon themselves to love the church in such manner. The deacon body shall be the arbitrator of the details in fulfilling these acts of service.