**Standard Operating Procedure Manual**

**For**

**Deacons Ministry**

**NDCBF**

**Jan 2015**

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# Words from the Chairman of the Deacon Board



I encourage Godly men to be faithful in ALL respects to Leading others by example and Instructing others to live a Godly Spiritual life before others. Also, holding true to your commitment to our Lord and Savior, Jesus Christ, that will bring others to Godly Leadership by imitating Jesus’ character and personality influencing everyone you meet to become a Disciple of Jesus.

With so many scriptures to support Leaders to be an overseer that is above reproach, self-controlled, respectable, and always ready to teach. To be appointed as Chairman of the Deacon Board, has been a humbling experience, learning to esteem others more than myself and allowing God to change me first, has been a growth process that teaches me to serve rather than being served.

Learning how to communicate with others in the church body and treat others as you would want to be treated, is a God given command to help you to become a prayer warrior privately and publicly, and to constantly be in prayer for the church body as a whole. It is an honor to instruct, guide, and give encouragement to other Godly men to become ALL what Jesus wants us to be, which is to be Salt and Light to others universally. It is a blessing and an uplifting experience serving with Godly Deacons as Chairman of the Deacon Board for North Dallas Community Bible Fellowship. Because of HIS great love for us, God, who is rich in mercy, made us alive with Christ even when we were dead in transgressions – it is by the Grace of God you have been saved to serve. Ephesians 2:4, 5

In closing, choose for yourselves this day whom you will serve…. But as for me and my house, we will serve the Lord. Joshua 24:15

Deacon Charles Green – Chairman of Deacon Board

# Communion Guidelines

**Purpose:** Instruction for performing the communion ritual in NDCBF praise and worship service and in settings outside of church ie, homes, hospitals, nursing homes.

**Scripture reference:** “…that the Lord Jesus in the night in which He was betrayed took bread; 24and when He had given thanks, He broke it and said, “This is My body, which is for you; do this in remembrance of Me.” 25In the same way *He took* the cup also after supper, saying, “This cup is the new covenant in My blood; do this, as often as you drink *it*, in remembrance of Me.” 26For as often as you eat this bread and drink the cup, you proclaim the Lord’s death until He comes. “ 1 Corinthians 11:23-26

For complete instructions on the communion process refer to Appendix A, Exhibit H. For a layout of the communion assignment stations the deacons serve on Sunday refer to Appendix A, Form 6.

# NDCBF Clusters

## New Member Assimilation Process

**PURPOSE**- To assist the new NDCBF member in getting connected to ministry, others and God

**Scripture Reference**: Now may the God who gives perseverance and encouragement grant you to be of the same mind with one another according to Christ Jesus, so that with one accord you may have one voice to glorify the God and Father of our Lord Jesus Christ. Romans 15:5,6

**Cluster Captain Role**

Review the weekly new members list to see who is in your cluster (you will only receive this if a new member(s) is in your cluster

Make sure you are enrolled on The Table, and have joined Deacon Cluster Captain, your local cluster group, New Members: Connecting Hearts and Lives, and NDCBF Lay Leaders groups on The Table

Contact the people on your new members list as quickly as possible

* Get to know their backgrounds-ie marital status, spiritual maturity, ministry experiences, hobbies, other relationships already established in church
* Match the new members with a connect family that may have similar affinities when possible
* Review new member information, initiation process and expectations with connect family
* Invite the new member to the Table page of your cluster. See Appendix A, Form 1. To send an invitation to join the cluster from the Table use the following process:
	+ Sign into your cluster’s Table page from the Menu drop down right hand corner of page
	+ Click on the edit button underneath your picture on the screen
	+ Choose invite people option on the tabs
	+ Add email addresses of people you are emailing or you can perform a lookup to see if they are already on The Table
	+ Type or paste your message into the message box if you are personalizing the email
	+ Check box to use your name as the invitee and click send button
	+ Once the invitees respond they are added to The Table
* Contact new member them and let them know they will receive a call from the connect family. See Appendix 1, Exhibit E
* Follow up with connect family within two weeks to make sure they have made contact with family and answer any questions
* Follow up with connect family at least once during the process and ensure there is follow through
* Send progress report to care and comfort lead monthly (2nd Saturday of the month)

**Connect Family Role**

**The “Connect Family” walks with the new member for the first 9 months after the new members joins NDCBF. This can be a family or an individual**

Contact new member and schedule introduction lunch or meet at church, be sure to provide them with your contact info.

Intro Meeting

* Review purpose of the initiation process
* Review milestones and purpose of each of them-check of those already accomplished
* Encourage them to meet those milestones
* Schedule next meeting and exchange contact info

Let cluster captain know that you have met with new member.

Ongoing Contact with New Member

* Invite to a ministry event that you participate in or major church event
* Meet them at your local cluster meetings
* Phone contact
* Social outing when appropriate such as dinner, activities you have in common such as gold, or exercise, shopping
* Bible study or other classes

Introduce them to people you know or feel that they would enjoy meeting.

Contact them at least twice a month during first 9 months.

Turn in New Member Assimilation Log to cluster captain at the end of every two months. See Appendix A, Exhibit F.

**Recruiting of Connect Families**

Put together list of all people in your cluster that all the cluster deacons know and invite them to the Table

Look on table for members that live in your cluster but are not in your Table cluster

Use existing members from NDCBF List and call to invite them to fellowship or as a tickler for members in cluster you may have forgotten about

* Provide feedback to NDCBF staff of members who are inactive or moved that are not listed as such in database

Recruiting Opportunities

 Ministry Fair – once a quarter

 Cluster Sunday – Annual Event

Place Connect Family Ad on Table

 Has been done at church level

 Provide a direct appeal to members of your cluster

## Cluster Leadership Team Guidelines

**Purpose**: To ensure that the cluster disciples it’s members to achieve greater spiritual maturity

**Scriptural Reference**: By this all men will know that you are My disciples, if you have love for one another. John 13:35

**Goals for Leadership Team Meetings** – The first goal is to develop a Christian bond between the team members. The connection and affinity that your cluster has for each other will be evident to the cluster members. It will make you a more effective representative of Christ in the community and it will create an environment where the work load is shared amongst the team. The second goal to plan the meetings with the cluster members and set the overall direction and focus of the cluster. The third goal is review care and comfort requests and ensure that all requests are fulfilled. See closed loop care and comfort guidelines

**Frequency of meetings** - It is important that your leadership team meets on a defined periodic basis. Create a meeting schedule for the entire year, post the schedule and stick to it. One of the most important values your team will provide is leadership. Be prepared to set goals and execute. We suggest that your team meet at least quarterly. Meeting at the home of team member is preferred. Rotate hosting the meetings between team members. Encourage everyone to host. It does not matter what your home looks like the important things is to meet and get to know each other. Planning a meal around your leadership team is preferable. For most clusters that will be a breakfast or lunch.

**Makeup of the leadership team** – For most clusters the leadership team will consist of deacons and their wives. If you are having difficulties recruiting deacons or have a smaller cluster consider recruiting other cluster members to be part of your leadership team. It is vital that the deacon wives are active in the cluster leadership team. Make every effort to engage them, explaining the purpose for the cluster and all that you do.

**Planning**- It is preferable to develop a written plan for your cluster. Create objectives and strategies to accomplish those goals. Make sure your plan has buy in from your leadership team. Review your monthly process. Some things that you might include in your plan are:

* Meeting dates for leadership team meetings and cluster meetings
* Identify community service project
* Meeting locations for cluster
* Plans to build membership and effectiveness of the cluster

## Creating a Vibrant Cluster

**Purpose -** To disciple local NDCBF members and build a connection between the church and our local communities.

**Scripture Reference:** By this all men will know that you are My disciples, if you have love for one another. John 13:35

**Common objectives of your cluster:**

* Fellowship
* Care and Comfort
* Community Service

**Cluster Meeting-** Establish a meeting schedule for your cluster and communicate the schedule to your cluster members. The best way to do that is to get feedback from the cluster and agree upon a predetermined meeting dates and locations. Make sure you adhere to that schedule if at all possible. Look at the church calendar to ensure that your meetings don’t coincide with important church wide functions such as lay leaders meetings, deacons meetings or other events that might pull your cluster members and leadership team away.

**Communication-** Use the Table as your primary way to communicate with your cluster members. It is important to get them signed up on the Table. See the New Members Assimilation Process for sample email to sign up new members. You can use the Table to post your meetings, promote or highlight members of the cluster for special recognition and to solicit prayer for cluster members.

**Managing your list of cluster members-** There are two ways to promote your meetings to cluster members. One way is to use a tool like evite. To do that you will need to create an email list of all cluster members. You can get this list from the excel spreadsheets that were delivered to each cluster captain in 2014. You will also have new members that are emailed to the cluster captains on a weekly bases. These two sources can be used to create an email list that you can use to communicate with the cluster in mass. This is probably the preferred method especially when you are getting the cluster off the ground. Be certain to clean up your list. Dropping or correcting bad emails will improve the effectiveness of your list.

# Closed Loop Care and Comfort Process

**Purpose** - The Care and Comfort process is designed to address specific short-term needs of NDCBF members.  Activities include hospital/home visits, meal rotation, etc., and all follow the standard notification and closure process described below:

**Scripture Reference -** Through love serve one another. For the whole Law is fulfilled in one word, in the statement, 'You shall love your neighbor as yourself.' Galatians 5:13-14

The Care and comfort process consists of the following steps:

* The church receives a Care and Comfort request from a NDCBF family/member and determines if deacons can assist
* The church communicates the specifics to the appropriate cluster captain via the TABLE
* The appropriate Cluster team responds to the request
* The Cluster Captain coordinates with Affinity Group where appropriate to ensure the request for care is being met
* The Cluster Captain provides status updates to the church to include who was contacted, by whom, current status, and whether long-term attention will be needed.
* Close loop by reporting on status of all care and comfort requests during your Cluster Leadership Team Meeting. A suggested form to track all care and comfort requests is included in Appendix A, Exhibit G

## Care and Comfort Flow Chart



## Hospital Visitation Guideline

**Purpose –** As part of the care and comfort provided by cluster it is often necessary to visit cluster members in the hospital. The same guidelines apply for communication and coordinating hospital visitations that are established in the Care and Comfort Closed Process.

**Scripture Reference – “**I was sick and you visited me” Matthews 25:36

**Visitation Guidelines**:

* Call the hospital to confirm patient admittance
* It is acceptable to visit a female patient
	+ Ask nurse to enter first to insure readiness
* Pray before leaving the car or entering room
* Use hand sanitizer before and after visit
* Knock before entering the room
	+ Wait outside if staff is treating the patient
* Never wake up a patient
	+ Offer to talk with relatives
	+ Leave a note that you are praying for them

**Visitation Do’s:**

* Wear Deacon Badges
* Visit before surgery
* Stop at Nurse’s Desk
* Knock before entry
* Offer service
* Let patient offer hand
* Watch your position
* Obey signs
* Identify yourself
* Keep visit brief
* Consider roommate
* Keep eye contact
* Keep commitment
* Offer to pray

**Visitation Don’t’s:**

* Watch TV
* Give false hope
* Be judgmental
* Visit at mealtime
* Wake patient
* Criticize doctors
* Finish their sentences
* Defend God
* Sit on bed
* Break hospital rules
* Tell your troubles
* Talk too much

**Scriptures to share with infirmed cluster member:**

* Psalm 28:7; 34:6-8; 40:1-3; 40:11; 46:1-2; 55:22; 91:3-4; 91:10-11; Psalm 121
* Isaiah 40:28-31; 43:1-3; 41:10; Jeremiah 29:1; Job 16:19; Lamentations 3:23-24
* II Corinthians 12:8-9; James 5:13-16; Philippians 4:6; James 5:17

## MealTrain

**Purpose –** To assist with the coordination of delivering meals to care and comfort recipients in your cluster. Any requirement for meals that are 30 days or less are handled by the cluster. Those that require longer term services should be turned over to the NDCBF Care and Comfort Director after 21 days. In some cases the Director may set up a mealtrain before turning over to the cluster, and in some cases she may set up long term meal care eliminating the need for the cluster to deliver meals.

**Scripture Reference – “**God is our refuge and strength, a very present help in trouble.” Psalms 46:1

**Service Description** - MealTrain.com is a free online tool that NDCBF uses to organize meal rotations for someone who is in need of temporary meal support.

Use of this tool helps to eliminate the confusion related to meal giving. No longer are questions like; What do they like? When are they available? What have they already had left unanswered. Providing each giver this information helps simplify the process so they can focus on supporting others with meals.

MealTrain.com includes:

* Real-time meal calendar
* Ability to customize dates, times, and meal preferences
* Invitations via e-mail and Facebook
* Reminder emails
* Adds booked dates to a personal calendar automatically

Anyone can initiate a meal train schedule at the MealTrain.com website. The Organizer will do the following:

* Enter recipient information
* Select the days when meals can be delivered
* Specify meal preferences (# of people; best time; favorite meal; etc)
* Identify any allergies/dietary restrictions
* Activate the meal train

An email is then sent to the Recipient, and both the Recipient and the Organizer can edit the meal train.

The Organizer will then invite others to participate after activating the meal train.

## Funeral Procedures

**Purpose –** To provide assistance in funeral services for cluster members and members of the deacon body

**Scripture Reference –“We are confident [I say], and willing rather to be absent from the body, and to be present with the Lord.” 2 Corinthians 5:8**

**Cluster Assistance –** There may be a need for deacon assistance in the funeral for a cluster member. Sometimes an illness leads to death and if the funeral arrangements will take place at NDCBF or in DFW make sure you are available to provide required assistance. Make yourself available to the family or to the Care and Comfort Director for any funeral assistance for cluster members. Those duties may include but are not limited to:

* Reading scripture at the funeral service
* Hosting a Repass Meal
* Acting as pall bearers
* Attendance at the funeral to support the family

**Procedure for NDCBF Deacon Family Loss**

* NDCBF Deacons will meet at the Church 45 minutes prior to the start of the service
* NDCBF Deacons will Assemble in the worship suite of the sanctuary
* NDCBF Deacons Will enter the sanctuary from both main entrance doors in single files and fill the reserved seating area , filling the first row, second row, third row, etc.
* NDCBF Deacons will remain standing until the congregation has been asked to sit
* A representative (s) of the NDCBF Deacon Body can address the family at the appropriate time

# Budget and Money Handling Procedures

**Cash Collection Procedures**

**Purpose –** To ensure the efficient use and management of funds collected for the purpose of supporting activities of the Deacons Ministry

**Scripture Reference** – “In everything I showed you that by working hard in this manner you must help the weak and remember the words of the Lord Jesus, that He Himself said, ‘It is more blessed to give than to receive.’ “

* Uncounted donations and other cash receipts of any significant amount should never be in the sole possession of one individual. At least two persons should be in uninterrupted custody of all uncounted donations. The principle of shared custody should be followed without exception.
* At least two counters should certify by virtue of their signatures the amount of each donations count. Any subsequent change to an offering count should be authorized (evidenced by all counters’ initials in close proximity to any and all modifications). Changes to donation count documents must be made in a manner so as not to obscure the original entries (i.e. a single line should be crossed through incorrect amounts). The collection, counting, verification and signature approval of donations should be conducted using the Contribution Form (See Exhibit “A” )
* The completed Contribution Form should be submitted to the individual that is responsible for maintaining or verifying the Deacon Benevolent Fund Bank Statement.

**Cash Deposit Procedures**

* The cash and checks should be included in the deposit and cash receipts and deposit slip should be placed in the bank’s cash bag.
* All cash and checks must be kept in a secure location until the deposit is made.
* All deposits should be made as soon as possible.

**Cash Disbursements Procedures**

* An individual responsible for the disbursement of church funds should not also be a custodian of uncounted offerings.
* All disbursements of funds should be made by check. No disbursements should be made directly from undeposited \receipts
* Only persons authorized by the Deacon Board should be authorized to make purchases on its behalf. Persons authorized shall be determined by the Deacon Board. No unauthorized purchases will be reimbursed by the Deacon Board..

There should be 4 people who are authorized to sign checks but only 2 signatures will be required on any check.

* The authority for the disbursement funds comes from the Deacon Board. No person has authority to disburse funds except at the direction of the Deacon Board. The Deacon Board shall authorize disbursements by approving disbursement requests (Exhibit “B”).
* All disbursements will be made by pre-numbered checks
* Reimbursements requests must be submitted for payment within 60 days of the expense
* A Disbursement Request Form must include the name of the person, address and phone number of the person making the request, the date the check is needed, name of payee if different than the person making the request, a payment description (reason for check) and a receipt(s).
* No checks written to “cash” or “bearer”.
* Blank checks will not be signed.
* Treasurer will print reports to include Available Cash Balances report and Summary of Revenues and Expenses at a minimum of once per quarter.
* The Deacon Board will review the reports prior to presenting the reports to the Deacon body.

Request for Monies that are set aside in church budget

* Requested funds must be in current budget
* Items or services will be purchased by church buyer (Beverly Spearman)
* Fill out Purchase Requisition Form (Exhibit C)
* Requisition form must be signed by David Lawson- send to Rita McClean rmclean@ndcbf.org and copy Pastor David Lawson dlawson@ndcbf.org
* Expect two week turnaround for requisition to be completed

# Deacon Position Descriptions

**Purpose:** To be faithful in ALL respects to Leading and Instructing others to live a Godly Spiritual life before others and firstly, my commitment is to our Lord and Savior, Jesus Christ, to brings others to Godly Leadership by imitating Jesus’ character and personality that will make a change in everyone to become a Disciple of Jesus.

Scripture Support: I Timothy 3:2 – An overseer must be above reproach, the husband of one wife, sober-minded, self-controlled, respectable, hospitable, and able to teach.

I Timothy 3:10 - Before they are appointed as deacons, let them be closely examined. If they pass the test, then let them serve as deacons.

I Timothy 3:12 - A deacon must be faithful to his wife and must manage his children and his household well.

**Chairman of Deacon Board Role:**

The role of Chairman of the Deacons is to communicate with the Elders and find out their concerns for the church body of Christ and set an agenda for the Executive Deacons Team and Deacons meetings.  I work closely with the Executive team to come up with different ideas for growth within the church as a whole.  Also working closely with the Vice Chairman of the Deacon Board to make sure that the different ideas are followed through, to search and seek out other members to become qualified Deacons.  To meet with the Deacon Board at least once a month to handle some of their concerns, and constantly be in prayer for the church body as a whole. It is an honor to instruct, guide, and give encouragement to other Godly Men to become ALL what Jesus wants us to be Salt and Light to others universally. It has been a blessing and an uplifting experience serving with Godly Deacons as Chairman of the Deacon Board for North Dallas Community Bible Fellowship. Because of HIS great love for us, God, who is rich in mercy, made us alive with Christ even when we were dead in transgressions – it is by the Grace of God you have been saved to serve. Ephesians 2:4, 5

**Care and Comfort Lead:**

This Deacon position is the primary ministry contact for all issues related to the Care and Comfort of the NDCBF church body, reporting directly to the Deacons Ministry Executive Board. Responsibilities include:

* Attendance at all Deacons Ministry Executive Board meetings
* Development and communication of NDCBF Care and Comfort goals and objectives to the Deacon Ministry
* Oversight of the implementation of Care and Comfort program activities
* Development and updating of all Cluster guidance
* Reporting of Care and Comfort activities at all Deacons Ministry monthly meetings
* Distribution of new member lists to all Cluster Captains
* Attendance (as required) at all new member orientation functions
* Facilitation of all Cluster Captain meetings
* Distribute Monthly Reporting of status of discipling of new NDCBF members to Church Director of Assimilation

# Appendix A

**Exhibit D – Table Invitation for New Members**

Mr. XXX,

My name is XXXXXX and I am one of the XXXX Cluster Leaders welcoming you to the North Dallas Community Bible Fellowship Cluster of XXXX.

On behalf of the Cluster Leaders we extend to you and your family the invitation to join our cluster and participate in our vision to be salt and light in the XXXX area.

We strive to achieve the church's vision of:

Connecting to God

Connecting to one another

Connecting to the lost

Connection to the community

Our Cluster is always working to support all NDCBF members in the XXXXX area by:

Meeting (frequency) to:

 Fellowship

 Do Community projects

 Serve the sick and shut in

 Support one another in prayer and service

Please accept this invitation to become an active member of the Cluster and feel free to contact any XXX Cluster leader with questions. Once you accept the invitation you will be added to the cluster and you will be able to see and read about the activities and messages that the XXXX Cluster is doing.

Check your regular email for a message from me sharing the locations of other XXX NDCBF members. We call it "Who's Your Neighbor" which is a useful tool to for us all.

Please feel free to contact me at anytime.

Your Servant in Christ

Your Name

Your Phone Number

**Appendix A, Form 2 (This is an email informing the new member of the “connect Family or Individual they have been paired with)**

John & Martha,

In my capacity as XXX Cluster Captain I want to welcome you again to the NDCBF family. You are probably aware that NDCBF has instituted a new member assimilation process for the purpose of assisting them in getting connected to the ministry of their choice. This is based on small groups that we call clusters.

You will be receiving a phone call from Kevin Brown. Kevin and his family are members of the XXX cluster. He and his wife Mary will be assisting you as a new member. They will help answer any questions you have and will be a family to help you connect with members and ministry in a more efficient way.

Kevin will call you in the next week to schedule a time for you to meet. If I can be of any assistance please don’t hesitate to call. I look forward to meeting you soon.

Sincerely,

SSSSS SSSSS

**Appendix A, Form3**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Your Name |  | Cluster |  |  |  | Pg 2 |
| New Member(s) |  |  |  |  |  |
| Date Assigned |  |  |  |  |  |
| **Contact** |  |  |  |  |  |  |
| **Date** | **Comments** | **Milestones** | **Date Fulfilled** | **Comments** |
|  |   | Evangelism Training |  |  |  |
|  |   | Crown Into |  |  |  |
|  |   | Church Doctrine |  |  |  |
|  |   | Place Workshop |  |  |  |
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**This is an Excel Spreadsheet. Need to get source document stored on Deacons webpage.**

**Appendix A, Form 4 Cluster Care and Comfort Tracking Document**

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**This is an Excel Spreedsheet. Need to get source document stored on Deacons webpage**

**Appendix A, Form 5**

Communion Guidelines (Draft)

Ordained Pastors, Elders and Deacons in good standing and recognized by the leadership of NDCBF are eligible and qualified to serve communion to the local body of believers during designated Sunday services as well as other special programs as requested. Likewise, these same individuals are qualified to serve members of the body of Christ in community settings such as homes, hospitals, rehabilitation centers, nursing homes, etc. upon request. Teams of 2 are recommended (but not required) when going into community settings, especially personal homes. Men should be advised to be accompanied by another individual (preferably your wife or another female if single) when going to serve communion to a female.

NDCBF has designated first Service each Sunday as well as both services on first Sunday as the official regularly scheduled time of communion for its’ local body of believers.

The Deacon Executive Committee will ensure that a quarterly communion schedule of teams designated to serve communion for each regularly scheduled Sunday service is made available and distributed to qualified individuals. Other communion coverage needs can be arranged by contacting the Deacon Executive Committee in advance.

If your team is assigned to serve and you have a conflict or will not be able to serve, it is your responsibility (not your team leader’s) to find a replacement. It is not acceptable to just not show up and leave your team short-handed. Please make appropriate arrangements for coverage if you cannot serve on your designated Sunday and communicate your arrangements to your team leader.

There will be 2 teams assigned to cover each communion service during Sunday service.

Each communion team will have a team-leader assigned for the quarter. The team leaders of the 2 teams serving for any particular service is responsible for reminding and reiterating the instructions below which apply to all members serving communion:

All team members are to report to the mezzanine level lobby area 30 minutes prior to the start of service. If after 15 minutes prior to the start of service you have not checked in with your team leader to get your assignment, your assignment is subject to be given to someone else who is dressed and willing to serve as it is imperative that we have coverage and not wait until the last minute wondering if a team member is going to show up. Please be understanding if you are late and yield to the one who is available, on time and ready to serve;

All team members should know their assignment station and the number of trays they will need to obtain. Diagrams of the sanctuary are available in the drawers of the table tops against the wall on the mezzanine level. Ideally a minimum of 12 members per team (24 total) are needed to cover the two element tables, 7 sections of the sanctuary seating, the cry room, the AVL booth, the ushers on the floors and the choir. Most teams have pre-assignment listings.

On first Sunday only, in addition to the minimum of 12 per team in the sanctuary, 2 additional team members (1 from each team) will need to be available to assist in the youth area as well as 2 (1 from each team) for the children area.

Note: the musicians on stage are not to be served the elements as they will be playing during communion and have made other arrangements for communion. Furthermore the stage camera staff and the back center section camera staff should be given their elements prior to the start of service making it unnecessary for them to handle trays during communion.

All team members are to be dressed in proper attire: solid black suit, solid black tie, black shoes and socks, solid white shirt, clean white gloves and white pocket-chief and NDCBF ID badge.

A prayer of consecration and preparation should be offered up no later than 5 minutes prior to the start of service (8:25am or 11:10am) and all team members should thereafter immediately proceed to their staging area (the east or west sanctuary lobby doors or the children or youth areas) and await the cue from the usher or the individual giving leadership to the communion service;

While waiting in the lobby, please be mindful of the flow of services on the monitors. We ask that you especially acknowledge with reverence and silence the prayers that are being offered up in the sanctuary even as you remain in the lobby;

After the welcome of all visitors and guest from the presiding Pastor, the praise team or choir will typically sing 1 or 2 songs during praise and worship. During the last song, a lead usher will communicate to the communion teams to enter the sanctuary and stand to the side in the entryway;

The cue to move to the designated areas along the wall in the sanctuary will be when at the end of the last song, the Pastor presiding over communion begins to approach the podium;

All team members are reminded and aware that resting/standing position is with left hand over right;

The Pastor presiding over communion will pray a blessing over the elements when all movement has stopped and both teams are still and resting/standing against wall;

Immediately at the close of the prayer, all team members will take their tray(s) from the team leader at the table and go and serve the assigned station/section. Each team member is part of a pair sending and receiving trays across the row. Do not pass a tray until you see there is someone on the team at the opposite end ready to receive the tray; Use non-verbal visual communication to the other part of your pair to pass trays simultaneously down alternating rows. Team members serving the center back, very last row where the camera staff is sitting should usher the tray to come back to you as the camera staff would like to not have to handle the tray and abandon the camera;

When your assigned section has been served, again using non-visual cues, confirm to the other half of your pair and agree your section is complete and proceed back to your designated table and return your tray(s). As you proceed back, don’t delay, but observe to see if a congregant or a serving team member is trying to get your attention to get additional or a replacement element for any reason;

When you return your tray, remove an element for yourself, go and line up again along the wall (no particular order), remove your gloves, begin loosening the wrap on your element cup/wafer and await the cue to move to your position across the front of the stage on the floor;

The 2 team members covering the table will confirm all their respective team members are off the floor, all trays returned and covered. When complete, the table team members will provide a visual cue indicating they are finished and the table team members will join the back of the respective team line;

The cue to begin moving across to the front of the stage for all team members (especially the one at the front of the line) is to notice when the team member attending to the table on the opposite side of the church begins to move into the back of the line; When that occurs the front lead member and all members behind will begin moving across the front of stage to line up. The front lead member should go all the way to the side of the podium but do not cross it nor stand in front of it. There is usually a sound monitor on both sides of the podium on the floor of the stage. Stand right in front of the monitor. All serving team members will face the congregation (again left hand over right);

 The team members serving the choir on stage will not serve the Pastor presiding over communion until the two teams have begun making their way across the front of the stage on the floor; The Pastor’s element should be partially opened for him by the team member serving the stage such that the Pastor does not have to fumble with the wrapper during communion. The partially opened element should be served to the Pastor using the small silver tray that is on the alter table.

All team members are to be aware that the element representing the body/bread is administered first and should be offered up and consumed from the left hand; and the element representing the blood/grape juice should be offered up and consumed from the right hand as per the desired protocol for uniformity as set by the NDCBF Deacon ministry.

All team members will follow the lead of the Pastor consuming the elements on cue. The Pastor will close the communion ordinance either with a prayer or a statement indicating “and after they done this they went forth singing a hymn”. After either of these cues is complete each team will turn back out and exit along the side walls and receive trays from the team member over the table and return trays to the kitchen. After the last communion service of the day, the table cloths need to be removed from the table and returned to the ladies in the kitchen as well.

The team member serving the stage should also take the used element from the Pastor prior to moving the altar table back behind the stage curtain.

**Appendix A, Form 6 – Placeholder for Communion Assignment Stations**