

The Deacon Book

Those who have served well gain an excellent standing
and great assurance in their faith in Christ Jesus."
-I Timothy 3:13



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NOTES

12. Speak positively about your church in public. Talk about the good things God is doing in the church, even without a pastor. Don't provide unnecessary gossip in the community about problems in the church.

Plan Ahead

1. Be thinking and planning in advance how the deacons can assist the pastor search committee when it is time to bring in a potential pastor for a weekend in view of a call.
2. Plan ahead on what the deacons can do to make the new pastor and his family feel welcome and accepted. Make a check list at the appropriate time.
3. Give counsel to, but don't control committees.
4. The chairman of the deacons should communicate regularly to the deacon body, but careful not to reveal too many details about the search committee process pre-maturely, which might affect a potential pastor and his current ministry.

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INTRODUCTION

This manual is dedicated to helping you as a deacon to serve faithfully and effectively. It is designed to acquaint you with the biblical materials related to the office of deacon and the particulars of the deacon ministry of _____ (church).

The church has elected you to the honorable position of a deacon, because your life has exhibited the characteristics of faithfulness and loyalty both to the Lord and His church. A deacon must remember, however, that Jesus said, "The greatest among you will be your servant." Mt 23:11.

Three passages in the New Testament are commonly cited concerning the office of deacon: Acts 6:1-7, Philippians 1:1, and I Timothy 3:8-12. The word for deacon in the New Testament originally described a servant who "stirred up dust while waiting on tables." As a deacon, your major attention will be given to serving God under the leadership of the pastor and deacon officers in the practical ministry of the church.

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5. Stay faithful in outreach and encourage the rest of the leadership and people to stay involved in reaching out to the lost and prospects. Again, the pastor
6. Make a plan to assist with the additional duties of ministry in the absence of a pastor. Deacon groups could meet on Saturday mornings for prayer and in-reach visitation to the bereaved, members in the hospital, etc.
7. Try not to make major changes during this transition period such as hiring new, permanent staff members. The new pastor needs to give input on new staff positions. The goal is to keep the ship steady and ministries functioning.
8. If you have other staff members, be considerate of them during the interim period, because they will be picking up additional responsibilities. It doesn't have to mean an increase in salary, but some unexpected kindness after a pastor is called is a good way to say thanks for their extra effort – a meal out provided by the church, or a weekend away at the church's expense would be a couple of ways to make them feel appreciated.
9. The deacon chairman may want to encourage the pastor search committee to meet with the personnel committee to make sure there is good communication concerning salary, moving expenses and benefits offered to the new pastor.
10. The deacon chairman may also want to encourage the pastor search committee to meet with each of the other staff members to hear their hearts for their ministry at the church. Also, it is good to include the personnel committee on these interviews. If there are any staff issues to resolve, it should be done before the new pastor is called.
11. The deacons or personnel committee may be called on to help with interim pulpit supply. It usually takes six months to a year to call a new pastor, so an interim pastor may want to be considered to give the church consistency in the pulpit. If your pastor left under duress, then it might be wise to consider an intentional interim for six months, while the search committee is getting organized and doing their homework. Interim supply and pastors should not be the search committee's responsibility. It should also be made clear to the interim that he is not being considered as the pastor unless initiated by the search committee itself.

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6. Additional help is provided in the Pastor Search Committee Handbook, published by LifeWay.

Provide Stability

1. Remain faithful in attendance. This is not a time to visit other churches. A deacon must recognize the importance of the ministry of presence at a time like this in the life of the church.
2. Be faithful in stewardship. Oftentimes, church members may have a tendency to roam, take time off and even visit other churches, which means, if they're not there, they don't give. But the church still has salaries, light bills, literature and ministries to continue. Deacons must set the example of stewardship to encourage the financial health of the church.
3. Ensure that the ministries of the church will continue in the absence of a pastor. This is a good time to remind God's people that pastors and staff members are given to the church "to equip God's people for the work of ministry." They are not there to do the ministry for them. So the church family must learn that God may move or even bury His workmen, but His work continues.
 - a. This is a great time to get the church focused on the basics of the ministry. Outreach, Bible study organization, assimilation process for guests and new members, deacon organization and purpose. Focus on those basic parts of the ministry that any new pastor is going to want to include in his ministry strategy.
 - b. Use this time to help build a lay leader movement in the ministries of the church. Any new pastor will be excited about people being involved in ministry.
4. Be alert to the necessity of spiritual warfare. When there is a vacuum of leadership, Satan loves to confuse and disrupt the church with petty issues and squabbles. Deacons must remember their number one job is to solve problems, not create them. A deacon must remember that he carries two buckets at all times – one filled with gas and one with water. He must always choose to pour water on a problem fire. Don't let church problems escalate and give a lost person another reason not to come to Jesus!

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THE BIBLICAL / HISTORICAL BACKGROUND OF A DEACON

Acts 6:1-7 is the passage often cited for the beginning of the office of deacon in the early Christian church. Though the seven who were elected were not specifically called "deacons" in the technical sense, they nonetheless functioned as deacons. The office of deacon probably grew out of this experience.

Without belaboring all of the details of the Acts 6 passage, let's look at the purpose for which these men were selected. One reason they were chosen was to solve a problem that arose among the church fellowship. They were called upon to preserve the harmony of the church. Another reason was to free the apostles to give full attention to prayer and the ministry of the Word (v. 4).

The position of deacon in Acts 6 is an elected one. A deacon should certainly feel led to serve in that position; however the initiation of that commitment rests in the hands of the local church. It is not a position to which one appoints oneself.

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BIBLICAL / PRACTICAL QUALIFICATIONS OF A DEACON

The **Biblical qualifications** for a deacon are found in Acts 6 and in I Timothy 3:8-13. They are divided into 3 categories:

1. SPIRITUAL QUALIFICATIONS (ACTS 6:1-6)

1. Men of good reputation
2. Full of the Spirit
3. Full of wisdom

2. MORAL QUALIFICATIONS (I TIMOTHY 3: 8-10, 12-13)

1. Worthy of respect
2. Not hypocritical
3. Not drinking a lot of wine
4. Not greedy for money
5. Holding the mystery of faith with a clear conscience
6. The husband of one wife
7. Managing their children and their own households well

3. QUALIFICATIONS FOR THE WIFE OF A DEACON (I TIMOTHY 3:11)

1. Worthy of respect
2. Not slanderers
3. Self controlled
4. Faithful in everything

NOTES

- Deacons could host monthly prayer meetings in their homes to pray for the church and the search committee. If the deacons have deacon family ministry plan assignments, then they could invite a different family group each month. It would help engage the members in prayer and give the deacons an opportunity to get to know their families better.
 - Pray for the church whose pastor is leaving.

Help with the Pastor Search Committee Selection Process

1. Encourage the selection of a pastor search committee by paying careful attention to the church constitution and/or by-laws, which may provide specific guidelines to follow. If so, follow them.
2. If there are no specific guidelines for a process, then deacons may be called on to help determine a process and report to the church, so that everyone is clear on how the search committee will be selected.
3. Deacons can help establish qualifications for serving on the committee, if no guidance is in the by-laws.
4. If no provisions are made in the church by-laws, recommendations for the members of the pastor search team could be received from:
 - The church at large during a business meeting.
 - The church program leaders and deacons.
 - A small group assigned to that task.
5. The pastor search committee should probably consist of:
 - 5- 9 active church members, who are respected as spiritual leaders by the membership at large, and who are reflective of the church and community demographics.
 - Not a new member less than a year.
 - Not a youth, but someone who would be recognized as a representative of the youth.
 - Not a staff member or any other church employee, nor a spouse, child, or relative of a staff member or employee.
 - Not married couples, in order to avoid the appearance of one or two families controlling the process.
 - The deacon chairman should be an ex-officio member.

How Deacons Can Help When the Church Is Pastor-less

NOTES

How Deacons Can Help When the Church Is Pastor-less

When a church becomes pastor-less, the congregation usually expects the deacons to rise up and provide guidance and leadership. It is an opportunity for those who have been called by God and selected by the church as deacons to step up and demonstrate their spiritual maturity. Deacons can and should do everything possible to stay on the high road spiritually, and lead the membership to do the same.

When the Apostle Paul was leaving Ephesus in Acts 20, he warned the Ephesian pastors that “wolves will come in among you, not sparing the flock,” and challenged them to “be on the alert.” Therefore, deacons must be wise, stable, godly examples during this transition time for the church.

The following suggestions will help deacons to be an effective, positive influence during the search process for new pastoral leadership.

Lead the Church Family to Pray Consistently

- For the pastor search committee
- For the potential new pastor.
- For the people to be ready to receive their new pastor.
- Ask members to be part of the “faithful 50” (or five or five hundred) who will commit to come for a weekly Wednesday night prayer time for the pastor search committee.
- Ask church members to commit to a specific day and time to pray for the pastor search committee. For example, a person might commit to pray each Tuesday morning at 6 a.m., at home, work, the church, wherever. When the new pastor is called, challenge members to commit to that same regular prayer time to pray for the new pastor. Ask them to come forward during the invitation on his first Sunday to present the new pastor a commitment card about their plan to pray for him.

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PRACTICAL DUTIES OF A DEACON

The **practical duties** unique to _____ Baptist Church, _____, are the following:

1. Loyal support and respect of the pastor and staff.
2. Faithful attendance at the services of the church.
3. Encouragement of and participation in the organizations of the church.
4. A consistent commitment to stewardship shall be attested by being an example of tithing to the church.
5. Personal evangelism among the lost and visitation of the sick, shut-in and indifferent of the membership.
6. Regular attendance at the meetings of the deacons.
7. Assistance with new member assimilation.
8. Regular participation in the "deacons of the week" assignments.

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SELECTION OF A DEACON

GENERAL: The number of new deacons needed shall be determined by the deacon officers, as stipulated in the church constitution. Candidates must have been members of this church for a minimum of one year. The following provisions shall serve as guidelines for nominations for election:

- A. Over a period of two or three Sundays, a deacon candidate ballot will be distributed and collected during church services. Deacon qualifications will be publicized.
- B. The pastor and deacon officers will meet with candidates who are selected by the church and outline biblical qualifications and the process for becoming an active deacon. The deacon questionnaire will be given to the candidates at this time.
- C. A deacon questionnaire must be filled out and returned to the pastor's office for one's name to be considered for election and service. (See Appendix A for sample questionnaire.)
- D. A deacon confirmation committee will be made up of the past three active deacon chairmen in the church, plus two appointees of the current chairman. The appointees will not be deacon officers. The appointees will have been ratified by a majority vote of a quorum of the deacon body present at a regular meeting of the deacons. The outgoing deacon chairman will serve as chairman of the committee. The deacon confirmation committee will review the questionnaires and meet personally with each candidate.

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APPENDIX A

INSTRUCTIONS FOR BAPTISM

GENERAL INSTRUCTIONS:

In order to make your baptism a meaningful and memorable experience, please read the following instructions carefully.

1. Sign up for baptism by calling the church office.
2. Robes for women/girls and outfits for men/boys are provided by the church. Although the robes and outfits are modest and not see-through material, you may want to bring a change of under-garments.
3. Towels, handkerchiefs, and hair dryers are also provided by the church.

SHARING YOUR PERSONAL TESTIMONY:

The pastor will read your personal testimony from the baptistery. Please write out your testimony using the guide below. Simply finish the sentences.

(1) Before I received Jesus my life was _____

(2) I came to realize I needed Jesus when _____

(3) I received Jesus into my life by _____

Remember, everyone is rejoicing with you. They are all your friends in Christ. The pastor and members are there for your support and encouragement.

A deacon will take a picture of your baptism and mail it to you, along with a baptism certificate, and the returned copy of your testimony.

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6. Guidelines for Counseling with Children.
- If one of the parents comes with the child, give the parent a decision slip and ask them to fill it out while you talk to the child. This will prevent the parent from answering for the child.
 - Do not ask questions that require a yes or no response. Always ask open-ended questions such as the following:

“Can you tell me why you walked down the aisle in church today?”

“Tell me what Jesus means to you.”

“Can you tell me how a person gets to heaven?” (This opens the way to talk about what it means to believe in Jesus and to present the gospel. Start with John 3:16 and make it personal by using the child’s name in the verse.)

“Who is Jesus and what did He do for you?”
 - “Have you ever disobeyed your parents or done anything they said is wrong?”
 - Do not talk about baptism until after the child has prayed to receive Christ. Baptism will be explained in the New Christian’s class for children.
 - Use words that a child can understand. Stay away from terminology that is foreign to a child.
 - Parents will be contacted when the next class begins. All children, sixth grade and under, must take this class before baptism.
 - Always seek to affirm the child and his/her interest in coming to know Jesus.
 - Many times children come forward because they want to be baptized or join the church. If this is the only motive for coming, then talk about enrolling the child in the Children’s New Christian Class.

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- E. After the candidates have met with the confirmation committee and have agreed to serve, their names will be published. Any church member with an objection to a candidate may do so in writing to the pastor. The pastor will meet with the candidate privately to review the objection. If necessary, the Pastor will reconvene the deacon confirmation committee to review the objection.
- F. The candidates who are confirmed by the committee and complete the deacon orientation training will be submitted to the deacon body for approval. Candidates who are qualified to serve and who have not been previously ordained as deacons will be presented to the church for ordination.
- G. If an individual has previously served as a deacon in another church, and desires to actively serve at _____ Baptist Church, he must:
- (1) Be a member for at least one year
 - (2) Notify the pastor and the deacon officers of his desire for active deacon ministry
 - (3) Meet with the pastor and the deacon officers;
 - (4) Complete the deacon questionnaire and deacon orientation sessions
 - (5) Be approved by two thirds majority of a quorum (fifty percent of active deacons) present at a regular meeting of the deacons

The individual may attend regular meetings of the deacons, but will not have a voting privilege until the process for active service has been completed.

NOTES

THE SERVICE OF A DEACON

- A. A deacon shall remain in active status as long as he annually indicates his desire and commitment to serve, is regular in attendance at the deacons' meetings and participates in the ministries of the deacon body. If a deacon is absent from six (6) consecutive deacons' meetings without acceptable explanation, he will be declared inactive, and a replacement will be sought.
- B. There are some instances when a deacon feels it is necessary for him to become inactive for a period of time. As long as his inactive service does not exceed two (2) consecutive years, he will be given opportunity to reactivate himself at the appropriate time.
- C. If a deacon desires to serve actively again after exceeding two consecutive years of inactive service, the following procedure will be followed:
1. He must notify the deacon officers of his desire
 2. He will meet with the pastor and deacon officers
 3. He will attend an updated orientation
 4. Then, after being approved by two-thirds majority vote of the quorum present at a regular meeting of the deacons, he is reactivated as a deacon

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4. Guidelines for Assimilation.
 - Bring the person or persons for introduction to the pastor.
 - Get a picture taken.
 - If the decision was for salvation and baptism, be sure and get a copy of follow up materials to begin the first steps toward spiritual growth. Also, give the person a baptism introduction sheet.
5. Guidelines for Follow-Up.
 - The deacon/wife will be mailed a copy of the decision slip.
 - Someone will be assigned to call the person during the second week after joining to encourage and find out if he/she has been to Sunday School/small group yet.
 - When the pastor's New Member Class is announced, the deacon/wife should call to be sure the person plans to attend.
 - A copy of the decision slip will be given to the Sunday School/small group teacher for follow-up with Bible study materials.
 - Add the people you counsel to a prayer list so that you can pray for them to experience a meaningful church relationship and walk with the Lord.

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- FOR TRANSFER OF MEMBERSHIP BY PROMISE OF A LETTER: Get the name of the church and the city. The church office can look up the address. Ask about the person's baptism. Was it infant baptism or believer's baptism? Was it by immersion?
 - FOR MEMBERSHIP BY STATEMENT: One would indicate that he/she agrees with the church doctrinally on salvation and baptism, and that the individual has been baptized by immersion in another Baptist church or a New Testament church of like faith and order. Ask about the person's baptism. Was it infant baptism or believer's baptism? Was it by immersion?
 - FOR MEMBERSHIP FROM ANOTHER CHURCH THAT IS NOT IN AGREEMENT DOCTRINALLY: Baptism would be required for membership.
 - FOR REDEDICATION: Listen, affirm, and pray with the individual.
 - FOR CALL TO THE MINISTRY: Listen, affirm, and pray and have the person's picture taken. Encourage the person to contact the pastor for further guidance.
3. Guidelines for ending the session.
- Fill out one decision slip for each person. Do not leave any blanks.
 - Be sure and sign your name and date the slip. Please make it legible.
 - Ask each person if he/she is enrolled in Sunday School/ small group for Bible study. If not, tell them they will be assigned to a Bible study group, and someone will contact them.
 - Briefly familiarize them with the contents of the New Member Packet.
 - Explain that the next step will be an introduction to the pastor and a picture taken of them for bulletin board next week.
 - Close in a prayer of thanksgiving and praise for the person and for God's leadership.

NOTES

THE RELATIONSHIPS OF A DEACON

Certainly the deacon's primary relationship is to his Lord. Without that vertical relationship, the horizontal relationships will be distorted. A deacon should be more concerned about his walk with God than anything.

Next in importance is the deacon's knowledge and understanding of his role in relation to his family, pastor, church committees, and the church membership at large.

A Deacon's Relationship to his Family

The New Testament mentions a deacon's responsibility in relation to his wife and children. Therefore, a deacon should give his family first priority in his devotion, care and ministry. The deacon's family is his primary ministry!

A Deacon's Relationship to the Pastor

A deacon should serve under the leadership and spiritual direction of the pastor and be loyal to his pastor in prayer support, encouragement and follow-ship.

The _____ Baptist Church looks to the pastor for giving overall leadership and administration to the church and its ministry. The church, therefore, expects the deacons to respect the office of pastor and to welcome the unique opportunity to learn from and serve with the pastor. As a deacon functions in the practical ministry of the church, the pastor is freed to give attention to prayer and the ministry of the Word.

NOTES

A Deacon's Relationship to Church Committees

The deacon body gives counsel to, but does not have control of, all church committee actions. Nowhere in the New Testament is there even a hint that the deacon body is to function as a board of directors or as administrators of the church's business affairs. Deacons are servants first and last. Out of courtesy, committees report to the deacon body concerning actions or recommendations for information and feedback. The deacon body may indicate support or give counsel, but not instruct committees as to what they can or cannot propose to the church for official action.

A Deacon's Relationship to the Church Membership at Large

The deacons are to be active in ministry to the church family, promoting peace, harmony and a spirit of cooperation among the membership. The primary relationship of the deacons to the church is as follows:

- 1. Deacons are to be problem solvers and preservers of church harmony.**
2. In his book, *The Baptist Deacon*, Robert Naylor, former President of Southwestern Baptist Theological Seminary, discussed the deacon's responsibility to preserve harmony in the church.

"When a man becomes a deacon, he loses the privilege, if such exists, of participating in a church row. A member of the ranks may claim that often-abused privilege, 'speaking his mind.' When a man becomes a deacon -- selected and called by the Holy Spirit, chosen by the church, dedicated by personal choice -- he forfeits the right to promote in any fashion, a division in the life of the church. The one inescapable duty of the deacon in the New Testament was the protection of the church fellowship.

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- Do not ask leading questions such as, "You do want to accept Jesus don't you?"
OR
"You are coming to join the church aren't you?"
Sometimes a person will have difficulty expressing himself or herself and may need assistance. Be careful to clarify for your own understanding without putting words in the individual's mouth. You may want to say something like, "Do you mean..." OR "Are you saying..."
 - Use the person's first name frequently.
 - Do not be pushy and do not rush, but do not drag.
 - Refrain from preaching to the individual.
 - The new member reception room is not the place or time for a long, drawn out counseling session. If further follow-up needs to be done, use the referral method, or follow-up with the individual personally at some other agreed time.
2. Guidelines for discerning decisions:
- Determine the decision by asking, "Why did you walk down the aisle?"
 - Ask, "Have you come to a place in your life where you know for certain that you have eternal life and that you will go to heaven when you die?"
 - If the person says no or is unsure, proceed with sharing the steps to become a Christian.
 - If the person says yes, ask him/her to share their salvation experience. If it is a clear testimony, proceed with the person from the standpoint of church membership or whatever is appropriate. If the testimony is unclear, share the steps of salvation for clarification and/or assurance.
 - **FOR BAPTISM AND CHURCH MEMBERSHIP:** Be sure that the person knows the meaning of baptism - that it is an external expression of obedience that symbolizes the inward experience of salvation, and that it is by total immersion to picture the death, burial, and resurrection of Jesus. (*See Appendix A.*)

NOTES

III. PROCEDURE DURING THE INVITATION

1. When the pastor gives the invitation appeal, come forward to the front row and be available for assignment.
2. You will counsel with those of your own sex unless otherwise designated.
3. Stand beside the person assigned and identify yourself.
4. When the pastor dismisses you, lead the person to the new member reception area.
5. As you come into the new member reception room, find an available station and begin the process.

IV. THE PROCESS

1. General guidelines:
 - Remember that the Holy Spirit will give you direction and words.
 - Demonstrate a caring, compassionate, understanding, warm, and friendly spirit. Do not assume a “know it all” attitude.
 - Get down to business. Do not just make conversation.
 - Be sensitive to the time.
 - Speak clearly and distinctly, but not loudly. Be aware of others around you.
 - Be committed to confidentiality.
 - Do not assume
 - a. That the person fully understands why he/she came forward
 - b. That the individual is a Christian just because he/she is a church member
 - c. That the person is insincere because the countenance is not what you expected

NOTES

When things arise that are divisive, it is time for a deacon who believes the Word to stand up and say: "We cannot do it this way in this church. We must have harmony and peace if we are to follow Christ." That could make the difference between a great, fruitful church and an ineffective, dried-up one."

Every deacon carries two imaginary buckets: one of water and one of gasoline. He determines in many situations whether he will help put out the fires of disharmony or if he will fuel the problem.

2. **Deacons are to be active in ministry** that will enable the pastor to feed the flock faithfully and to be able to spend the necessary time in prayer for God's direction and inspiration in leading the church.

NOTES

RESPONSIBILITIES OF A DEACON

Deacons are to recognize their roles as ministering servants of the church. They are to be members of this church whose character and qualifications shall be as specified in 1 Timothy 3:8-13, Acts 6:1-6, and Titus 1:6-9.

Responsibility: The deacon body shall serve under the leadership of the pastor and assist him in performing duties in order to free him for the ministry of the Word. The deacons will support and work with the pastor as follows:

1. To lead the church in the achievement of its mission
2. To minister the gospel to believers and unbelievers
3. To care for the church's members and others in the community
4. To have a consistent commitment to stewardship by being an example of tithing to the church
5. To demonstrate Christ-like consecration, loyalty, prayer support and faithfulness to the local church program
6. To visit the sick, needy and indifferent of the church
7. To encourage and strengthen new converts and the spiritually weak
8. To attend deacons' meetings regularly
9. To be available with his wife at worship services for assisting the pastor in receiving new members
10. To be available to assist with the deacon of the week assignments.

NOTES

WORSHIP ASSISTANCE

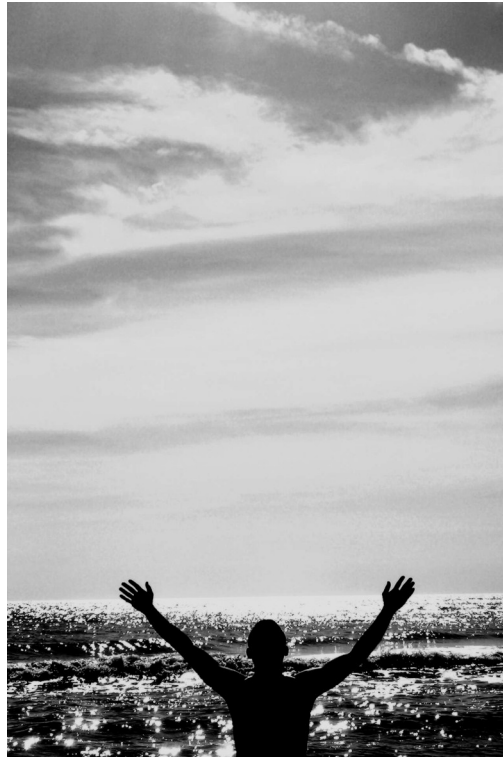
I. PERSONNEL

1. All deacons and wives are encouraged to be available during the invitation.
2. Anyone who has received witness and worship assistance training may help.

II. PREPARATION BEFORE THE INVITATION

1. Know the Spirit-led life yourself.
Review these Scriptures
 - * 1 John 1:9
 - * Hebrews 10:17
 - * Psalm 103:8-14
 - * Romans 12:1-2
 - * Ephesians 1:13-14
 - * Ephesians 5:18
 - * Colossians 3:16
 - * Matthew 11:28-30
 - * Galatians 5:22-25
2. Be equipped to lead someone to faith in Christ.
3. Acquaint yourself with the follow-up materials selected by the pastor.
4. Be prayerful during the worship service.
5. Have your Bible with you.
6. Be neat in appearance.
7. Have acceptable breath.

WORSHIP ASSISTANCE INTRODUCTION



Assisting the pastor with invitation decisions is a joyous, rewarding experience, but it is also a tremendous responsibility. People who respond to the invitation are looking for a meaningful relationship with Jesus and His church.

The Holy Spirit is moving in the individual's life. In order to be sensitive and in tune with what the Spirit is doing, the deacon's and wife's first priority is to be sure his/her life is Spirit-led. It is difficult to share with others what you are not experiencing yourself.

NOTES

DEACON EMERITUS

When a deacon is unable to regularly participate in the meetings and activities of deacon service due to age or health restrictions, he may request a deacon emeritus status. A deacon emeritus is exempt from regular duties without affecting his participation and voting privileges in deacons' meetings.

DEACON MEETINGS

The meetings of the deacon body shall be restricted to active deacons of this church, those classified as deacon emeritus, and the pastor and ministerial staff, unless otherwise requested by the deacon body. Regular meetings will be determined by the deacon officers in consultation with the pastor. Meetings of the deacon body will be scheduled no less than once a quarter.

NOTES

ORDINATION OF A DEACON

The ordination of a deacon is designed to be a meaningful time of commissioning to faithful service.

I Timothy 3:10 states that a man first be tested before serving as a deacon. It is customary before ordination for a man to submit to a time of questioning. Questions such as the following would be appropriate:

1. What is your view of the Bible? (11 Timothy 3:16, II Peter 1:20)
2. Do you believe in the security of the believer? Cite supportive Scripture references (Ephesians 2:8, John 3:16, I John 5:11-13)
3. What is the mission of the church? (Evangelism - Matthew 28:19-20, and ministry - Ephesians 4:12-13)
4. What does it mean to be filled with the Holy Spirit? (Ephesians 5:18, Galatians 5:22-25)
5. Do you believe in spiritual warfare? Cite a scripture reference for guidance (Ephesians 6:-10-18)
6. Are you faithful in your stewardship by tithing to your church?
7. Would you share your personal testimony?
8. Is your wife in full support of your service as a deacon?

NOTES

IMPORTANT!

Always contact the pastor or the church office in emergency situations such as deaths, accidents, unexpected hospitalizations, etc. Obtain as much pertinent information as possible - who, what, when, where, etc.

PROMISES ON PRAYER

God's Word gives us many precious promises. For a fruitful study, read the Gospel of Luke and highlight the prayer life of Jesus. Luke talks more about the prayer life of Jesus than any other writer. There are numerous promises on prayer. These will get your intercessors started on a search for many more:

| | | |
|--------------------|---------------|-------------------|
| II Chronicles 7:14 | Matthew 7:7 | John 15:16 |
| Psalms 34:17 | Matthew 18:19 | Philippians 4:6-7 |
| Psalms 50:15 | Matthew 21:22 | James 5:15-16 |
| Jeremiah 32:27 | Mark 11:24 | I John 1:9 |
| Jeremiah 33:3 | John 14:14 | I John 3:22 |
| Isaiah 65:24 | John 15:7 | I John 5:14-15 |

My Prayer List

Government Officials:

National Leaders
State Leaders
Local Leaders
The Mayor
School Board

Church Leaders:

Pastors in our city
Staff members in our city
Sunday school/small group leaders

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RESOURCES OF A DEACON

This manual is not exhaustive. There are many other publications to help enlighten, train and encourage a deacon in his service. Some valuable resource materials are:

The Baptist Deacon by Robert Naylor

The Ministry of a Deacon by Howard Foshee

The Deacon Magazine published by LifeWay Christian Resources

Fresh Ideas for Deacon Wives by Diana Davis
Improving Your Serve by Chuck Swindoll

Handbook for Deacon Ministry Planning by Robert Sheffield

Deacons: Servant Models in the Church by Henry Webb

Unleashing the Power of Deacon-Led Ministry Teams by John

Temple
Deacons: Partners in Ministry by Jim Henry

Deacons: Growing in Character and Commitment by Jim Henry

On Being a Deacon's Wife by Martha Nelson

www.LifeWay.com for more resources.

The Deacon I Want to Be video series by Johnny Hunt

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CONCLUSION

The office of a deacon demands a high level of commitment, a mature knowledge of the faith and dedication to fellowship and service. I Timothy 3:13 summarizes it best.

"For those who have served well as deacons obtain for themselves a high standing and great confidence in the faith that is in Christ Jesus."

May your service as deacon be one of the richest and most rewarding of your walk with the Lord.

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Precautions: Satan has and always will continue to attack this ministry because of the many victories won at the place of prayer. As intercessors, we must be sure to claim the victory in Jesus and not allow anything to come in that would hinder the Lord's work. The following are a few things prayer warriors need to watch out for in the prayer chapel ministry:

- The prayer time is not one's quiet time for that day. Intercession is spiritual warfare on the front lines, and one must already be spiritually prepared for battle upon arrival.
- Once a person leaves the chapel, the prayer requests should not be discussed at all. When people share needs, it is with the confidence that it will go no further. Do not allow the prayer chapel to become a gossip center.
- The main responsibility in the prayer chapel is to PRAY! Try to keep telephone conversations brief. Counseling over the telephone is generally unfruitful and is always time consuming. Refer any need for extensive counseling. Seek the direction of the pastor on referrals.
- Be very careful to use the time wisely. It is easy to get caught up in reading or sharing and forget to pray! If an intercessor must stop to answer the telephone, the prayer partner should continue to pray.

Prayer Needs:

- ⇒ Pray for God's protection over the prayer chapel, everyone and everything in it.
- ⇒ Pray for God to raise up many Spirit-led intercessors to keep each time slot filled.
- ⇒ Pray that God will have full control of each intercessor's life and that each will be spiritually prepared to pray upon arrival. Keep prayed up. A special daily quiet time with the Lord at home is vital in order to keep oneself in God's Word and His Spirit in this ministry.

NOTES

If a person calls in with the same request again in the same day, do not enter it in the book again. Just record the update, or pray with the person again as a reminder that there is hope.

Hospital List: An up-to-date hospital listing could be placed on a bulletin board, where all hospitalized church members can be listed; or a prayer page for the immediate prayer notebook could be provided each day. Provide complete hospital addresses with the hospital list. It is also recommended that postcards or note cards be supplied called, "prayer-grams." Prayer warriors are then encouraged to send prayer-grams to people for whom they prayed.

Missionary List: A missionary prayer list could also be placed on the desk. It will be a listing of missionaries who have a birthday in that quarter. The list gives their names, places of service, and sometimes a brief insight into their ministries. A world evangelization map from the International Mission Board, and a world map showing the countries where Southern Baptists have missionaries could be displayed in the prayer room. Contact the International Mission Board of the Southern Baptist Convention for these free items. A globe will further help relate to different mission fields.

Prayer-grams: It is helpful to provide a supply of all the needed forms including prayer-grams. If you choose to send a note of concern, love, thanksgiving, etc., to someone whose name you have run across on the hospital list, feel free to write a prayer-gram, address it and leave it on the desk. It will be picked up and mailed by the office. Make good use of prayer-grams. Send many. The recipients are most appreciative. Often as a pastor someone would tell me on Sunday morning how he got home from work after being laid off, was down, and found my prayer-gram in the mail, and was uplifted to know that God "never leaves us or forsakes us."

Tracts and extra Bibles should be provided in the chapel in case a caller is unsaved or needs assurance from God's Word. If it is obvious that he needs further witnessing, encourage him to contact the church office for an appointment with the pastor or someone else. It is good to have books available in the church library on intercessory prayer.

APPENDIX A DEACON QUESTIONNAIRE

Please
Attach Photo
Here

Name: _____

Birth Date: ___/___/___

Date Joined _____ Baptist Church: ___/___/___

Joined by: Letter Statement Baptism Other

Briefly describe your salvation experience. Include church name where you were baptized.

(Circle Yes or No to each question below)

Have you ever been ordained as a deacon? Yes No
If yes, give name of church: _____

Do you support the total church program? Yes No

Are you willing to serve as a deacon? Yes No

Have you read the qualifications of a deacon and
A deacon's wife in Acts 6:1-7 and I Timothy 3? Yes No

Has your wife read these Scriptures?
(Please read them carefully together) Yes No

Are you faithful in your stewardship by tithing to
_____ Baptist Church? Yes No

Do you currently have a prayer chapel hour? Yes No

If not, would you be willing to accept
responsibility for an hour in the prayer chapel? Yes No

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Will you actively participate in the outreach ministry of _____ Baptist Church? Yes No

Are you willing to abide by the church Constitution and bylaws? Yes No

Are you be willing to give a testimony before the church and submit to the questioning of an ordaining council? Yes No

Would you object to this questionnaire being reviewed by the Deacon Confirmation Committee? Responses will be kept confidential) Yes No

Do you adhere to the central doctrines accepted by Baptists in the Baptist Faith and Message? Yes No

Will you be faithful in attendance at regular deacons' meetings? (approx. 6 per year) Yes No

Will you assist the pastor with new member assimilation? Yes No

Have you been trained to share your faith? Yes No
If yes, what training did you receive?
a Faith a Marked New Testament
a Power Band a Evangelism Explosion
a Roman Road a Four Spiritual Laws
a Other _____

Would you be willing to accept "Deacon of the Week" assignments? Yes No

Do you feel that you provide loving, godly leadership for your home, and that you are committed to managing your children with Christ-like principles? Yes No

Have you ever been divorced? Yes No

PERMANENT PRAYER REQUEST

Date: _____
Name: _____
Prayer Request: _____

Your Name: _____

If a rolodex card is outdated or duplicated, remove it, sign your name on the back, and place it in the desk tray provided for this purpose. Do not destroy any rolodex cards or take them from the chapel. Only the coordinator should eliminate any card totally.

To update a rolodex card, fill out a Permanent Prayer Request Card and write "UPDATE" at the top. Please do not write on a card on the wheel.

Unless otherwise requested, rolodex cards will be removed from the Prayer Wheel two years from the date of entry (five years for salvation requests).

Praise Book: This is a book of answered prayer which serves as a real source of inspiration. Please feel free to share answered prayer in this book. Praise the Lord for His goodness!

Telephone: When possible, it is also an enhancement to the ministry to have a telephone line designated to the prayer chapel, so a prayer warrior can take requests over the phone. In emergencies or when someone is preparing to go into surgery, it is comforting to know there is a place to call and someone will pray with you over the phone. If the telephone rings, answer, "Praise the Lord, this is the prayer chapel. May I help you?" Remember that one's voice represents hope to the caller. Let the love and compassion of Jesus show in your voice as you speak with the caller.

After the caller shares his/her request with you, pray with the person before hanging up. This gives him/her the assurance that we have already prayed once and will continue to do so. It is recommended to provide notepads beside the telephone for convenience, but please do not leave the request there. Transfer it to the Immediate Prayer Notebook or Permanent Prayer Request Form as soon as possible. Try to keep the call brief. This is not a counseling line.

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Rolodex Wheel: The rolodex wheel or a booklet for continuing prayer requests should be available in the prayer room. These include:

- *Continuing prayer for each staff member and every ministry of the church
- *Prayer for the salvation of loved ones and friends
- *Prayer for the mending of troubled homes
- *Prayer for the deliverance of the oppressed
- *Prayer undergirding the Lord's work in specific places all over the world
- *Prayer for our government leaders and those who have authority and leadership over us

These are very urgent needs, but are easy to overlook. Please try to spend at least 10 -20 minutes of your time praying over the rolodex wheel. Place a paper clip where one leaves off, so the person who follows can pick up the prayer.

To enter a request, fill out a Permanent Prayer Request Card and place it in the file box. In writing the request, please try to be as brief as possible and include only the details needed in order to pray specifically. Include whether or not the person is a Christian. The following is an example of a Permanent Prayer Request Card and the correct way to enter one's request. (These requests should also be entered in the Immediate Prayer Notebook, so prayer can be on- going while the permanent card is being prepared.

Please list areas where you feel you are spiritually gifted, are serving or desire to serve in the life of our church (worship service, Bible study, choir, outreach, etc.)

Briefly give your views on the following and cite Scripture references:

State your belief about salvation and what you believe about the security of the believer:

What do you believe about the authority and inspiration of the Scripture?

In your opinion, what is the mission of the church?

What do you believe the Bible teaches about a deacon’s responsibilities to the home?

Briefly explain who the Holy Spirit is, and what He does for believers and what it means to be filled with the Holy Spirit?

Remarks or comments on any of the previous questions:

I have read the spiritual/moral qualifications and practical duties for being a deacon. Believing that those qualifications and duties are scriptural and reasonable, I pledge to do all within my power to bring honor to this high office and glory to the name of Christ by striving to meet them. My wife and I will attend all of the deacon orientation sessions, understanding that this is a prerequisite for active deacon service.

Signature Date

Upon completion return this form to:

_____ Church
Attn: Pastor

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Prayer Requests: The prayer ministry is unique in many ways. Communication with each other is by the written word. Thus, it is extremely important that requests be printed legibly so that others can read what is written.

Immediate Prayer Request Notebook: This notebook is provided for requests which need prayer for two weeks or less. These include surgeries, illnesses, evangelistic meetings, personal prayer requests, etc. These requests will remain in the chapel approximately two weeks. The following is a sample of the correct way to enter a short term request in the notebook:

PLEASE PRINT

PRAY FOR _____ DATE/TIME _____
REQUEST (State as briefly as possible.) _____

In writing out prayer requests, please remember that many details concerning situations do not belong in a book for everyone to see. Ask the Lord for wisdom and write only what is needed to know in order to pray specifically. The Lord knows each detail and each heart. Include, in the request, whether or not the person being prayed for is a Christian.

Personal opinions or remarks do not belong in the prayer request book. Prayer warriors are in the chapel to pray and a critical spirit will hinder one’s prayers. It is not the prayer warrior’s responsibility to correct someone else’s request. Comments in the margin should only be written to bring the request up to date or to report the answer.

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PROCEDURES

Attendance: When a person commits to a specific time in the prayer chapel, he or she is responsible for being there each week at that time. If one does not come or make arrangements for a substitute, the slot will be vacant, and the prayer chain will be broken.

The best way to be certain that one's time slot is always covered is to have a prayer partner. Then, when a person must be out, the time will automatically be filled. Another way is to exchange prayer times with another intercessor for one week.

A deacon who has a heart for the prayer ministry could be the coordinator. As the ministry grows, it is recommended that for every 12-hour segment of the week another coordinator be recruited to watch over it. The coordinator will encourage and help intercessors with needs or questions concerning the ministry. The names of the coordinators and prayer warriors should be displayed in a prominent place in the church. Vacant times could also be displayed in order to encourage others to sign up.

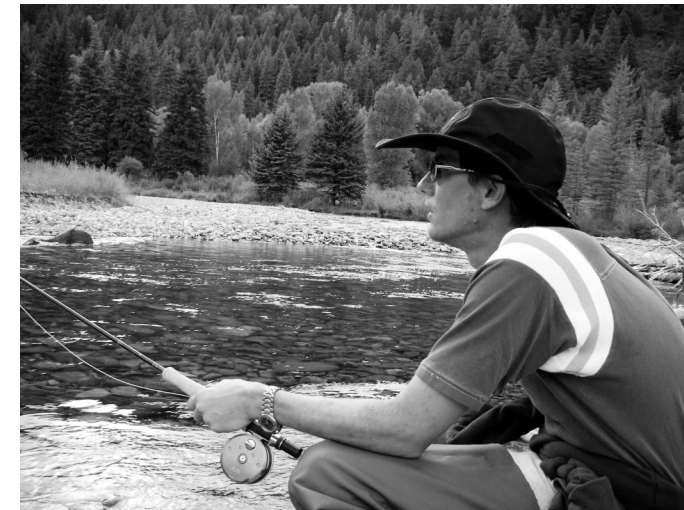
If it is realized that a prayer warrior can't manage to be sufficiently faithful to the time to which he or she has committed, and if the coordinator knows of someone else who would fill the slot, the coordinator should ask the present prayer warrior whether or not he or she would be willing to relinquish the time slot to someone who could attend it more faithfully or consider using a prayer partner.

The deacon coordinator who directs the ministry should monitor vacancies and absenteeism. When he finds an hour which has been assigned but is habitually unfilled, he needs to have the discretion and authority to open that time so someone else may fill it.

Provide a Sign-in Register in the prayer chapel, so that the coordinator can keep track of any absentee problems. Prayer warriors should be sure to sign in when entering to pray. It is suggested to have a printed schedule with times and names, and places to check off attendance as one enters the prayer chapel.

It is a special blessing to have a word of prayer with the intercessor before and after as the guard changes in the chapel.

Go Fish!



**Ideas for a Comprehensive Outreach Strategy
to Accomplish the Acts 1:8 Challenge**

Introduction: Why have an outreach strategy?

- (1) Jesus commanded us to “go into all the world and make disciples”. He didn't just suggest it. Who else is going to take the gospel to the world, if we don't?
- (2) It should grow out of a basic conviction that everyone needs the Lord Jesus.
- (3) We must have a strategy to reach out to people. If you fail to plan, you plan to fail.

The North American Mission Board has launched a new national evangelism strategy uniquely patterned for churches to implement. It's called GPS – God's Plan for Sharing. Materials from the North American Mission Board will be mailed to every Southern Baptist pastor, so a church can begin the exciting journey of being a part of sharing the gospel with every person in North America by 2020.

- I. Involve as many people as possible:** pastor, staff, deacons, Sunday school workers, all ages. Everyone can do something to help with outreach.
 1. **Pastor and Staff:** Make weekly assignments. All staff should be involved in witness training. Staff should report the results of weekly visits. Remember, you must inspect what you expect.
 2. **Deacons:** Divide deacons into small groups. Organize them to be involved in outreach ministry to prospects and members.

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3. **Sunday School / Small Group Leaders & Workers:** Organize the outreach ministry through the Sunday School / small groups. Challenge them to have at least ten percent of their attendance involved in outreach.

4. Structure outreach where every person can be involved.

II. Thirty ideas for establishing a comprehensive outreach

strategy: A comprehensive outreach strategy involves evangelism training, soul-winning, prospect visitation, welcoming newcomers to the community, visiting the sick, absentees, shut-ins, the grieving, benevolent ministries, creative ideas to let people out to knock on doors and starting mission outreach points.

1. Start by evaluating everything you're doing in light of how it can be made into an outreach tool.
2. Assign first-time guests to deacons for phone calls on Sunday afternoons. They can help separate a prospect from a suspect. Make prayer ministry appointments for deacons on Saturday mornings with church members.
3. Establish a regular time for outreach, keeping the following goals in mind:
 - Organize it around the Sunday school / small group organization.
 - Make it possible for everyone to participate.
 - Do evangelism training and personal witnessing.
 - Make visits to prospects, absentees, shut-ins and hospitalized.
 - Have cards and prayer-grams available for people to write notes to prospects, absentees, hospitalized and shut-ins.
 - Allow people to take outreach assignments home to make phone calls by using their own telephone, or set up a bank of phones at the church.

If some people don't feel comfortable doing any of those, get them involved in praying for those who are.

4. Set up a "Month of Mondays" for outreach in October. Have a soup, salad and potato bar for \$1, and motivate the Sunday School / small group classes to make a commitment to be there. Have them sign a commitment card.
5. Schedule a Sunday night Sunday School / small group outreach night in August, or prior to promotion. Serve a meal at

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The purpose of a prayer chapel ministry is to stand in the gap before the Lord on behalf of the church family and ministries, and to pray for the needs of others. A church should begin where it can – from a small number who will commit to certain times of one day and then eventually covering every hour of every day of the week. The size of the church will determine the breadth of the time frames to be covered. When we started a church several years ago, we began a prayer chapel ministry by asking deacons to lead the way and designated Wednesday as a day of prayer. We started with thirty minute intervals from 6:00 a.m. to midnight. As our church grew, we added hours, and eventually extended the time commitments to one hour a week for each person who signed up. The testimonies of answered prayer were unbelievable.

As volunteers sign up to come at an appointed time to pray, usually 30 minutes or an hour. we know that burdens are lifted, hearts are comforted, and souls are saved through their intercessory prayer. God is faithful and will answer prayer above and beyond all that we can ask or imagine.

PREPARATION

One's prayer life is the gauge of Christian commitment. There are several prerequisites to prayer that we must know in preparing to serve as a prayer warrior in the prayer chapel.

We must know that we are born again. (John 3:3, I Peter 1:18-23, John 14:6, I Timothy 2:5).

We must confess our sins and be cleansed as we approach the Father. (Psalm 66:18, I John 1:9, Isaiah 1:15-16, Isaiah 59:2, Galatians 2:20).

We must know that the reason for prayer is to bring glory to God. God moves in response to the prayers of His people. (John 14:13, II Thessalonians 3:1).

We must realize that prayer is warfare and intercessors are prayer warriors. (Ephesians 6:10-18, II Timothy 2:25-26, James 4:7, Psalm 34:7, I Peter 5:8, II Corinthians 10:3-5).

We must pray in faith believing. (James 1:4-6, Matthew 9:29, Matthew 8:13, Mark 11:24).

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INTERCESSORY PRAYER MINISTRY

*Jesus said that His house
should be a “house of prayer.”*

Of all the things the disciples could have asked Jesus to teach them, they only asked for one thing – to teach them to pray. They recognized that the key to our Lord’s life and ministry was prayer. If Jesus felt prayer was so vital, should the church today consider prayer any differently?

The purpose of this booklet is to encourage deacons to help begin a prayer ministry in their churches. The foundation of any church’s ministry and witness begins with prayer. It is recommended to begin by designating a room at the church as a prayer chapel room, where people can go to intercede on behalf of one another, missionaries, the hurting, the bereaved, the terminally ill, the lost, public officials and the church and her ministries. A prayer ministry is essential to make contact with God’s heavenly resources and power for ministry.

“If My people who are called by My name humble themselves, pray and seek My face, and turn from their evil ways, then I will hear from heaven, forgive their sin, and heal their land.”

2 Chron 7:14 (HCSB)

“I searched for a man among them who would repair the wall and stand in the gap before Me on behalf of the land so that I might not destroy it, but I found no one.”

Ezek 22:30 (HCSB)

“Jerusalem, I have appointed watchmen on your walls; they will never be silent, day or night. You, who remind the LORD, no rest for you!”

Isaiah 62:6 (HCSB)

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the church and have the classes go out and contact absentees and new prospects. You could even take a copy of the Bible study literature to deliver as well.

6. Have senior adults bake cookies for people to take to prospects: “bakers and takers.”
7. “Equip the Saints” in evangelism by using a variety of methods to share the gospel: Roman Road, Evange-cube, Share Jesus without Fear, Friendship Evangelism, F.A.I.T.H., Power Bands, Marked New Testaments, etc. Do some of the training in a Sunday morning sermon.
8. Give the Sunday School / small group leadership flexibility. Classes could have their own fellowship meal once a month and then go visit together.
9. Have cards available in Sunday School & small groups for the people to write a note to absentees and prospects. Leave them on a table, and then have someone pick them up and mail them the next morning.
10. Encourage the women's groups to think outreach in their ministries. Have some ladies bake small loaves of bread and take a basket of bread and information to newcomers – “Welcome Wagon Ministry.”
L.I.G.H.T. (*Ladies Intentionally Going, Helping and Touching – see my wife’s book, Fresh Ideas for Women’s Ministries, by Diana Davis, published by the B&H Publishing Group, 2008. Or visit her website: www.keeponshining.com for more details on this*)
11. Start a grief ministry.
12. Get names from every function—special music programs, V.B.S., fall festival, etc.
13. If you have a gym, or access to one nearby, start an “Upward Basketball program” for kids. There is also an Upward Soccer, softball and cheerleader program. A great way to reach kids and their families.
14. If you have a daycare or mother's day out ministry, follow up on people who don't have a church home.
15. Make your benevolence ministry an opportunity to witness

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and invite people to Bible study. Train the workers to share their faith as a requirement for serving in the ministry.

16. Have the gospel presentation on your website and in your Sunday bulletin and church newsletter.
17. Schedule a Sunday afternoon outreach following big events such as V.B.S. Serve lunch, give them a packet of information and send them out. Come back and celebrate the stories.
18. Have a ladies' luncheon once a month and encourage them to bring their friends. Line up a good speaker to share her testimony. Have a door prize drawing so you can get everyone's name. Design the card so you can find out if she has a church home. Do a "fashion show of faith" where five or six women model some new clothes. Record their testimonies ahead of time and play them while they are modeling their clothes. Design their testimonies around the "fruit of the Spirit."
19. Start an E.S.L. (English as a second language) class on Wednesday nights. Make sure the workers are trained to share their faith – a requirement for service.
20. Start a Bible study class for Spanish-speaking people, etc.
21. If you participate in a crisis pregnancy center ministry, emphasize being evangelistic, and train the workers to share their faith – a requirement for service.
22. "Meals on Wheels" and include a copy of Sunday's sermon.
23. Utilize mass mailing. Target a specific area.
24. Have your youth blitz a neighborhood leaving a package of flower seeds at each home, including an invitation to visit your church.
25. Have a presence in community cultural events: Christmas, Fourth of July, parades, etc.
26. Have a Christmas booth and give out packets of hot choco-

Very Important: be consistent, but do some creative things that maintain interest.

Be Strategic: do creative things when they will have their best impact. There are about ten to twelve weeks in the fall, following Labor Day, and ten or twelve weeks in the spring, following Valentine's day, that are strategic times for concentrated outreach efforts. Those are peak times of interest from guests.

Christmas and Easter are two times a year to get people into the doors of the church who may not come any other time. Make sure you get their names for follow-up. Use a response card.

"Prayer will make a man cease from sin, or sin will entice a man to cease from prayer. Pray often; for prayer is a shield to the soul, a sacrifice to God, and a scourge to Satan."

-John Bunyan

"...Even before they call,
I will answer;
while they are still speaking,
I will hear."

-Isaiah 65:24

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you notice first? What did you like best? What did you like least? Allow them to be anonymous in their response.

6. Begin a discovery class for children who express an interest in being saved, or who come down the aisle to make a decision. Design the class to make sure they understand what it means to give one's life to Jesus. Talk about what baptism means and give them a tour of the baptistery.
7. Ask members from time to time to fill out a card with the names of friends and family members who demonstrate no relationship to the Lord, or who have no church relationship. Be sure and include contact information needed.
8. Have a "Friend Day" to encourage the members to invest in lost people and invite them to come.

My favorite outreach quote is from Sizemore in the book,
The Ministry of Visitation.

**"We get a lot of people we never visit,
but we visit a lot of people we never get."**

**But we'd never get a lot of people we never visit,
if we didn't visit a lot of people we never get!"**

In other words, God honors the going! Think about it. All Jesus asks us to do is to be faithful to go. The Holy Spirit is responsible for the results. Just see yourself as being on God's nominating committee – nominate every person you can to receive the greatest gift ever - Jesus. The Holy Spirit will do the rest.

Let's commit to pray for the lost. Let's pray that God will use us to change the spiritual landscape of America. Let's get about the joyful journey of taking the message of Jesus to every person in America by 2020. Let's commit to and follow God's Plan for Sharing!

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late with church information: "A warm greeting from our family to yours."

27. Start a nearly-wed and newly-wed Sunday school class. Cut out engagement and wedding announcement pictures in the paper, mail it and invite couples to the class. Run it for thirteen weeks and then start a new Sunday school class with the same group.
28. Have a youth summer dinner theater program. And do an evangelistic drama like "Catacombs." Numerous Christian dramas are in the market to use.
29. Involve your retired teachers in a tutoring program at a local school. Have them wear their nametags with the church name and logo on them.
30. Start a "Pray for Your Block" ministry, where church members adopt the block where they live to initiate a prayer ministry for their neighbors, with the intention of returning to share the gospel with every home.

III. Create an Evangelistic Climate: celebrate the victories each Sunday.

1. When you baptize, have the individuals write out their testimonies and read them from the baptistery before they're baptized. Ask family members, and others who helped this person come to their decision, to stand while the person is being baptized. Provide a guide for writing out their testimonies. Design invitations so they have a tool to send a special invitation to friends and family members.
2. Encourage the Sunday school & small group teachers to share the gospel each week in their classes.
3. One of the most important aspects of creating an evangelistic climate is for the pastor and staff to model faithfulness and good discipline in outreach and evangelism themselves. Multiply yourself by "equipping the saints." Don't try to do it all yourself.
4. Make the worship experience "prospect friendly."
5. Send a letter from the pastor to first-time guests. Include a stamped, addressed survey card for feedback: What did