

## Called to Serve – Roles and Responsibilities of Binkley Deacons

<b>Pastoral Care *</b>	
General Contact	Reach out via phone, email or card following initial assignment of member/family; “get to know you” meals; recognize special occasions such as birthdays, anniversaries, graduations, etc.
New Members	Contact monthly for the first several months to ensure that they feel welcomed and are assimilating to the church.
Crisis/Problem	When aware or alerted by the church office, contact the member to offer support and to ask how you can assist. If made aware by the member, contact the pastor(s).
Serious Illness	Offer support (organize transportation, food, brief hospital/home visits).
Shut-ins	Contact on a regular basis (monthly or bi-monthly) by phone, email, card, or brief visit to let them know that you care and are thinking of them.
Death in family	Talk with the family before the funeral and ask how you can support them; coordinate with Deacon Chair and pastors regarding needs of the family; attend the funeral, if possible; send flowers/cards; maintain contact with bereaved persons over time via phone, cards, and visits.
*Notify church office, your Deacon buddy and your Deacon families if you are going to be away for three or more days.	
<b>Worship/Church Life</b>	
Monthly meetings and informal updates	Attend and actively participate in regular meetings of the Diaconate normally held the first Monday of each month. Send email updates to all Deacons prior to the meeting highlighting joys and/or concerns of your families.
Communion	Serve Communion at designated services, generally the first Sunday of each month. Meet in front of the altar 20 minutes prior to the service to receive instructions.
Worship Greeters	Serve as a Greeter at one of the entrances prior to Church School and Sunday Worship services (unless participation in choir or other conflicts prevent you from doing so). Alert the pastor(s) to the presence of visitors.
Nomination of officers	Identify nominees for church offices and committee chairpersons as prescribed in the constitution.
Birth of Baby	The Sunday after a baby’s birth (child, grandchild), place a rose on the Communion table. After the service, give the rose to the family.
Christmas/Easter	Deliver remaining poinsettias and lilies (following the services) to members of your group who are ill, shut-in, or recently bereaved.
Maundy Thursday	Volunteer to prepare, serve, or assist with set-up/clean-up for this evening meal.
New Member Orientation	Volunteer to assist with orientation sessions for new and prospective church members held quarterly or semi-annually.