



**ARAPAHO ROAD BAPTIST CHURCH**  
**DEACON POLICIES**

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## **Arapaho Road Baptist Church Purpose**

The church's purpose is to "reach people for Christ and disciple them". This purpose comes from Christ's command that we make disciples, as read in Matthew 28:19-20, "Therefore, go and make disciples of all nations, baptizing them in the name of the Father and of the Son and of the Holy Spirit, and teaching them to obey everything I have commanded you. And surely I am with you always, to the very end of the age."

## **Arapaho Road Baptist Church Vision**

Our vision is to be a beacon of light to our world, reflecting the love of Christ through worship, instruction, fellowship, and reaching out to others.

## **Mission Statement**

The mission of the diaconate is to promote Ministry, Worship, Discipleship, Outreach and Community through Service.

## **Summary of Purpose**

Deacon ministry is to serve the needs of members of the church and to lead the church in caring for each other. The office of deacon is primarily a position of servant hood (I Timothy 3:8-13) and spiritual leadership (Philippians 1:1). These men shall covenant to stand by and encourage one another in this ministry in the spirit of Galatians 6:1-2.

The Deacon Helping Hands Ministry (Addendum F) lists the primary areas of deacon ministries. Deacons will concentrate their service mainly in the specific areas in which they are gifted.

## **Nominations and Election of Deacons**

- A. Each year (or as needed), in coordination with the new Bible Fellowship year, the diaconate will form a Deacon Nominating and Selection Ministry Team (hereinafter called the Team) of nine (9) people including four (4) deacons (one of whom shall be the deacon chairman elect), four (4) church members, and one (1) church staff member.
- B. The Team will compile a list of eligible men for nomination to join the diaconate. This Team will then contact the identified candidates and provide a copy of the Deacon Policies (this document). If the candidate agrees to enter his name for consideration by the church, he (and his spouse, if applicable) will be interviewed by the Team. The interview will contain the following opportunity for both the candidate (and his spouse, if applicable) to:

- (1) Profess commitment to Jesus Christ as Lord and to His church;

- (2) Profess knowledge of and commitment to the qualifications for deacons and their households as presented in I Timothy 3:8-13;
- (3) Pledge commitment to personal growth in Christ through prayer, study of the Bible, giving of their time and material resources to God, and involvement in the programmatic structure of the church.
- C. Following each interview, the Team will vote on the presentation of the candidate to the church. Prospective deacons will give testimony of their faith in Jesus Christ before the church in the week(s) prior to the church action (voting) based on the recommendation of the Team. The candidates will then be presented to the church for affirmation by vote.
- D. The church will vote by paper ballot on the slate of candidates. An affirmative vote may be cast for any or all of the candidates presented.
- E. All candidates receiving a majority vote (calculated on the total ballots cast) will be elected to the diaconate for a term of service commencing the 1st day of the month following the start of the new Bible Fellowship year, and lasting for a minimum of three (3) years. If not previously ordained, the candidate will serve one (1) year prior to ordination.
- F. The selection process will be repeated annually (or as necessary).

## **Biblical Qualifications of Deacons**

- A. Man of dignity and capable of serious thinking (I Timothy 3:8).
- B. Honest in speech, in business dealings and speaks up for the cause of Christ (I Timothy 3:8).
- C. Well-grounded in scripture and Christian life (I Timothy 3:10).
- D. Man of spiritual integrity (I Timothy 3:9).
- E. Husband of one wife (I Timothy 3:12).\*
- F. Wife must be dignified, not a gossip, faithful in all things and an asset to husband's work as a deacon (I Timothy 3:11).
- G. Good manager of family and household (I Timothy 3:12).

\*The phrase "Husband of one Wife" has been interpreted by our church to refer to men not presently involved in polygamous or adulterous relationships. The phrase, therefore, does not exclude single men, widowed men, divorced single men or divorced remarried men.

## **Church Qualifications for Deacons**

- A. Member of Arapaho Road Baptist Church one year at the time he begins his ministry.
- B. Tither (tenth).
- C. Total abstainer from alcoholic beverages and other harmful drugs.
- D. Place of service in the program of the church.
- E. Vital interest in the educational program of the church.
- F. Minimum age of 21 at the time ministry begins.
- G. A man of prayer and Bible study.
- H. A man who can work well with others.
- I. A man who will train for service.
- J. A man who regularly attends worship service, Bible study and prayer service.
- K. Man of wisdom and active testimony/witness to the Lord.

## **Deacon Responsibilities**

- A. Is to promote Ministry, Discipleship, Outreach and Community at ARBC through Service. The deacon works directly with the church staff to coordinate physical and supportive care. Deacons also take the lead in visiting church prospects, contacting inactive members, visiting ill or grieving members, and caring for the spiritual, emotional, and physical (benevolent) needs of the families.
- B. Attends the monthly diaconate meeting when in town and not detained by other important activities.
- C. Greets guests and members of his class/department on Sunday mornings.
- D. Attends his class or department's social activities as appropriate.

- E. Reports any ministry needs or special circumstances to the church staff.
- F. Deacons who have rotated off for one year are encouraged to stay current with the ministry of the diaconate through the minutes of the meetings and by attending the meetings with full participation, but with no voting privilege.

## **Leadership Structure of Diaconate**

Diaconate shall maintain an organization of Deacon Chairman, Deacon Chairman-Elect, Secretary, and such other officers and committee-heads as necessary to exercise an effective ministry of physical and spiritual care. Election of the Deacon Chairman, Deacon Chairman-Elect, and Secretary should take place 3 months prior to the end of the calendar year. The Deacon Chairman shall also serve on the Pastor Advisory Committee.

## **Benevolence Ministry**

Diaconate shall provide organization and leadership over the ARBC Benevolence Ministry Organization (Chairman-elect and 1 or 2 additional deacons). The diaconate shall also be responsible for developing and maintaining the benevolence request for assistance document (Addendum A). Purpose of the Church-wide Benevolence Ministry is intended to assist the church in handling emergency needs. Benevolence Ministry organization may also interview benevolence requestor in an attempt to accurately understand the true needs of potential recipients (Addendum A).

## **Senior Deacon Ministry**

The "ARBC Senior Deacon Ministry" is made up of three deacons who have served as a deacon at ARBC for a minimum of three years. They are to be elected by the diaconate. The active deacon chairman shall also serve with the Senior Deacons primarily for additional accountability, monitoring the activities of the Senior Deacons, and to provide proper communication and counseling to diaconate as appropriate. Also, for matters involving the paid staff, the chairman of the Personnel Ministry Team will also serve in any and all processes as may become necessary. The three attributes of the Senior Deacon ministry are outlined below:

### **A. COMMITMENT:**

To pray for the pastor and staff as brother and sister servants, that they may be empowered by the Holy Spirit to lead our church in unity to accomplish God's will, and that the Church Body be open and responsive to the ministries; to consistently provide encouragement and spiritual guidance to the pastor. Also, commitments for accepting a nomination for this service are:

1. Dedication of many hours in time of need.
2. Walking in pureness of heart (James 3: 17, 18).
3. Serve with joy and loving heart, and with complete willingness to step down temporarily or permanently from service if asked by the majority of Senior Deacons, Deacon Chairman, and Chairman of the Personnel Ministry Team.
4. In covenant to stand by and encourage one another as Senior Deacons in the spirit of Galatians 6: 1-2.

#### **B. SPECIFIC DUTIES:**

1. Provide spiritual counsel to the pastor as requested.
2. Provide spiritual counsel to all who are in church leadership, as requested.
3. Assist in harmonious resolution of conflicts or divisions in the Body.
4. Provide spiritual counsel if complicated, delicate or personal matters arise relating to leadership within the Church Body (see Spiritual C.A.R.E. Ministry Addendum).
5. Pray for all aspects of the pastor's ministry and for all programs and ministries of the Church.
6. One Senior Deacon shall serve on the Pastor Advisory committee. This Senior Deacon shall be the individual that is currently serving his last year of his term. The Senior Deacon that is serving his second year shall help support the lead Senior Deacon in an effort to insure continuity from year to year.

#### **C. ACCOUNTABILITY:**

1. The Senior Deacons serve under the pastor's leadership (and in biblical unity of purpose with the Chairman of the Personnel Ministry Team for critical staff related needs), reporting through the Pastor to the Church Body as may be needed.
2. The Pastor, Staff, Senior Deacons, Deacon Chairman, and Chairman of the Personnel Ministry Team are encouraged to meet regularly to disciple each other (for loving fellowship and time of spiritual tune-up).
3. The Senior Deacons and diaconate will be responsible for developing guidelines for this ministry.

Please note that additional Deacon Led Ministries and Activities are described in the addendums.

## **Term of Office**

Active Deacons shall serve three-year rotating terms with one-third of the active Deacons to be replaced annually. After the expiration of one elected term, an active Deacon shall be ineligible for re-election to the active Diaconate for a period of one year.

Senior Deacons shall serve three-year rotating terms with one-third of the Senior Deacons to be replaced annually. After the expiration of one term, a Senior Deacon shall be ineligible for re-appointment as a Senior Deacon for a period of one year.

## **Addendums (guidelines of special ministries and activities)**

### **Addendum A - Church-wide Benevolence Ministry**

Benevolence Ministry Objectives - Currently the church budgets funds for benevolence outreach or in-reach purposes to be managed by the deacon's Benevolence Ministry Team (BMT). All additional funds are the result of special giving at the end of services where the Lord's Supper is taken or when a special offering is called for from the pulpit. It is, however, a biblical call to the diaconate to provide for benevolence needs of the congregation and community with a heart toward Jesus to be charitable to those in physical need.

Giving Opportunities - The church, based on the level of funds received from this giving, has limits for what it can provide. Generally, giving considerations fall into three categories. There would be giving which would be the result of specific public requests for assistance, specific one-time giving for church member requests and a series of giving in support of church member benevolence needs.

### **Community Giving**

Cash gifts are rarely to be used due to possible misappropriation especially by groups not affiliated with the church. Community support, while a biblical role of the church, should be made directly to the debtor of the applicant (payment to a utility or local business) on behalf of a requestor.

Requestors will fill out the Benevolence Request Form (Figure-1). Staff should make sure it is complete and they should confirm the person's identity with a legitimate form of a picture ID. Some manner of making follow up contact with the person is mandatory.

Staff will then fax the form to the coordinating deacon for benevolence who will review the information and provide a synopsis of the request to the other members of the BMT. The decision time frame is 48 hours for concurrence by a majority of the deacons on the BMT. If there is no response by the BMT, staff may receive approval by the Deacon Chairman if funds are available.

All cash benevolence payments should be recorded in a ledger of the church by the financial administrator. The amount paid the date, the recipient, the payee and the purpose of the payment should all be recorded. Multiple requests should be monitored closely. The financial administrator should let the BMT know of the balance in the benevolence fund at the time of the request.

## **Assistance to Church Members/Attendees**

Deacons cannot always know about or hope to pry into personal financial matters of a member or member family. If the church finds out about a need for a family, the deacon should work with the appropriate Bible Fellowship group to determine the needs of the family. Benevolence funds could be used to pay creditors to assist the family. The use of referral services should also be considered.

The requestor should follow the same process to complete the form. Approvals for the payment if a quick turn around is needed should follow the process mentioned above.

Arapaho Road Baptist Church  
Request for Assistance

*Please complete and provide to church office during normal office hours (8:30 – 5:00 M – F)*

**Requirements for Consideration:**

*ARBC believes in assisting church members and members of the community through Christian concern and resource support as we have the ability. Often community-based organizations provide greater service and have administrative expertise beyond what ARBC has in place. Referrals to these organizations is often part of ARBC's recommendation to those in need. Should ARBC review the request and find we can be of direct financial assistance, payment will be to a third party debtor that we can verify from documents you provide. Direct Payment of Church Funds to an individual or family is not usually considered.*

*ARBC will attempt to contact you within 2 weekdays that this Request for Assistance is provided to the church financial administrator.*

Your Name \_\_\_\_\_ Today's Date \_\_\_\_\_

Phone \_\_\_\_\_ Address \_\_\_\_\_

Is the request for assistance for you? Y ( ), No ( ) If No, for whom \_\_\_\_\_

What is your need at this time and for what purpose \_\_\_\_\_

What is the contact information and account/reference number on confirming this debt (name, phone and address)

\_\_\_\_\_  
\_\_\_\_\_

What other information do you want to provide about this situation that would help us decide the best way to assist you.

\_\_\_\_\_  
\_\_\_\_\_

**Office Use** Information received by \_\_\_\_\_

Date sent to Review Committee \_\_\_\_\_ To whom sent \_\_\_\_\_

Recommendation Made (requires two approvals by committee)

\_\_\_\_\_

Decision and support if agreed to provided by \_\_\_\_\_ on (date) \_\_\_\_\_

**Figure-1** Benevolence Request Form

## **Addendum B - Deacon of the Week – Ministry Duties**

Two deacons are assigned each week with the responsibility of greeting visitors and assisting the church staff. If the assigned deacon is unable to perform these duties, it is his responsibility to trade that week with another deacon. Arrange this in advance and notify (yearly assigned ministry leaders) to amend the schedule so the correct deacon may be reminded in the future.

### **Note: Work with your partner to insure all duties are covered**

Deacons of the week for the current and upcoming Sundays are listed in the bulletin each week. If you want to know your scheduled week contact the assigned ministry leaders, who will provide a "heads up" reminder notifying upcoming "Deacons of the week". Help us keep information on home, work, cell phone numbers and e-mail addresses current so we may contact you. This will benefit the entire diaconate. An auto contact e-mail reminder will be created to notify upcoming Deacon of the Weeks the Wednesday morning prior to the week of service.

## **Addendum C - Senior Deacon SPIRITUAL C.A.R.E. MINISTRY**

### *A RESTORATION PROCESS FOR THOSE WHO PARTICIPATE IN SINFUL AND PUBLIC IMPROPRIETY WHILE IN MINISTRY AT ARAPAHO ROAD BAPTIST CHURCH*

#### **OVERVIEW**

After much prayer and careful consideration, the Senior Deacons and other leadership of ARBC have developed the following plan for restoration of those who participate in public impropriety (sin such as legal, sexual, etc.) while in ministry in our church. Our sincere hope and prayer is that at a time in the future, all involved in this process will look back in thankfulness to God, seeing His hand throughout the process, and giving Him glory by seeing the person once again faithfully walking in the power of the Holy Spirit, and serving Christ through the ministries of ARBC!

This written plan is in no way meant to be exhaustive in its content, either as a guide or as a resource. It is, rather, reflective of the life we all live in our walk with Christ, a work in progress.

#### **FOUNDATION**

The foundation of this document and, ultimately, the procedures outlined by this document are found in Scripture. A few passages that have under girded the formation of this document are listed below.

“Faithful are the wounds of a friend, but deceitful are the kisses of an enemy” (Proverbs 27:6).

“Iron sharpens iron, so one person sharpens another” (Proverbs 27:17).

“Two are better than one because they have a good return for their labor. For if either of them falls, the one will lift up his companion. But woe to the one who falls when there is not another to lift him up” (Ecclesiastes 4:9-10).

“...speaking the truth in love, we will in all things grow up into Him who is the Head, that is, Christ” (Ephesians 4:15).

NOTE: For our purposes and the sake of clarity, throughout the remainder of this document the notation “subject” will indicate the name of the person(s) to be restored and the notation “SD’s” or “leaders” will indicate Senior Deacons and others who direct and lead the C.A.R.E. process.

## **C.A.R.E. PROCESS PREPARATION**

The Senior Deacons (and other leaders involved) must undertake this process with pureness of heart. Also, if there is a strong perception of “conflict of interest” with one or more leaders, they should be recused from that specific (formal) process.

For purity of heart a very good scripture to read and pray over in preparation of this process is:

**James 3: 17-18:** “But the wisdom that is from above is first pure, then peaceable, gentle, willing to yield, full of mercy and good fruits, without partiality and without hypocrisy. Now the fruit of righteousness is sown in peace by those who make peace”

### I. “C” - CONFRONTATION and CONFESSION

**Confrontation** - If the subject has not already done so on his/her own initiative, confront them with his/her sin...subject must be “honest and receptive of the confrontation and need for restoration before proceeding. Throughout this stage and all stages, it is also necessary to discern the truth concerning the painful details of the sinful behavior, both here at ARBC and in subject’s (related) past. He/she may be asked (on one or more occasion), to delineate some or all of the following personal questions that are applicable:

1. What exactly happened between “all parties” involved?
2. How many occasions did you and/or the other parties interact inappropriately?
3. What were your original intentions?
4. How did those intentions change through the course of this period of time? Or did they change?
5. How did your “sin” come to light?
6. How did YOU first communicate the “sin” to the leadership of the church?
7. What were your actions following this communication?
8. What has been your progression of feelings toward other parties involved?
9. What do you feel for the other parties, right now?
10. Have you made any attempt to speak with or communicate with the other parties in any way? If so, how? How often?
11. How have you articulated your sin to your spouse and family? (if applicable)
12. How have you sought to rebuild your relationship with your spouse and family (if applicable)?
13. What was your relationship with your spouse and family (if applicable) like prior to this sin?
14. What have you told people, inside and outside of ARBC, concerning your lack of involvement in the ministry in which you were involved?
15. Have you spoken with anyone (inside or outside of ARBC) concerning the manner in which the leadership of ARBC has handled this situation (this would include anyone in leadership at ARBC or appointed by ARBC leadership to care for you in any way)? If so, what have you said?

16. If given the opportunity, what would you say to the other parties involved?
17. Have you considered how your sin has affected the life of the other parties involved in your sin? Their business, careers, or families? If so, what have you concluded?
18. Have you considered how your sin has affected the lives of those with whom you served (namely, the people on the ministry team with which you were most closely associated, their families, and our senior pastor and his family, each staff member and their family)? If so, what have you concluded?
19. Have you considered how your sin has affected your relationship with our Lord? If so, what have you concluded? How have you communicated with Him?
20. Throughout this stage of restoration, what have you been expecting from ARBC? How does that compare with what you have received?
21. During and since the time of this sin are there other men/women for whom you have had inappropriate feelings and/or dealings inside or outside ARBC?
22. Are there other men/women to whom you have lied to or related inappropriately with inside or outside of ARBC?
23. If we could see inside your heart and mind right now, what would we see?

Only questions that are specific to the individual will be formulated and will be shaped to divulge information that will allow the team to help the subject move to a more healthy understanding of where they are in the restoration process and reinforce who they are in Christ.

**Confession** – Before restoration is possible the subject must freely confess his/her sin to God and all involved in his/her restoration, exhibiting signs of godly sorrow and heartfelt repentance.

## II. “A” ACCOUNTABILITY

An accountability team will be formed by the leaders for the express purpose of putting feet to this document. The team will be made up of any and all major care-givers of the subject, who are directly connected with ARBC, with the addition of a staff member and/or other trusted church leader who is close to the person, and the lead pastor of the ministry in which the subject is involved.

Some of the formed team members will simply minister to the subject on a regular basis and report spiritual progress to the SD's. Team members should pray regularly with subject and build on a relationship of love, trust, and honest sharing of progress. The team will all be involved in walking with subject through the remaining steps of the process. All scheduled meetings with subject will ALWAYS have two members of the team present.

One of the two accountability team members present at any meeting with subject will be responsible for corresponding with the SD's (and chairperson of Personnel Ministry Team if subject is a staff member) to report the progress of the meeting.

### III. "R" RESTITUTION and RESTORATION

**Restitution** – If others have been hurt financially or in any other ungodly way, subject must make restitution that is righteous in the sight of God. This involves (but not limited to) sincere confession to all who have been personally hurt. Also, oftentimes at different points during the C.A.R.E. process additional people who feel personally hurt may become known. Spiritual restoration is a very important step in the healing and in the prevention of conflict of the church body.

**Restoration** – When the accountability team members all agree that subject is ready for final restoration, a specific and trained accountability partner (leader) will be selected by the SD's, and another accountability partner of subject's choice will also be selected to go through an intentional study by Beth Moore entitled "**When godly people do ungodly things**" which includes:

Week 1 - The Warning - Prime Targets, Background on Satan, Sexually-oriented Bondage, Common Claims of the Seduced, Common Claims of the Seduced

Week 2 - God's Permissive Will - Susceptible to Seduction, Trusting God with our Past, Being aware of Satan's Schemes, The Testing of Job, The Sifting of Peter

Week 3 - The Watchman - Seduce-Proofing our Lives, Seduce-Proofing, Strong Walls, Secret Places, The Safe House of Love

Week 4 - Wise Up! - Warm Heart, Wise Heads, Sanctified Through and Through, Clean Ties, Beware of the Web, See-Through Lives

Week 5 - The Way Home - Name Calling, Starting home, A Path of Hope and Restoration, Trekking with Facts, Not Fear, Keep on Trekking

Week 6 - Safe in His Embrace - The Last Leg of the Journey, Steps with Indelible Prints, Cleaning Our Conscience, A Stop at the Cross, Going Home

Note: Another similar study of like quality may be substituted subject to the approval of the SD's and the accountability team."

- Be aware thru this study that the subject is genuinely healing and becoming spiritually stronger and assured that Satan will never be given the opportunity to draw subject into this sin again.

- Leader will report accurate results and progress of each session in writing to SD's in a total spirit of truthfulness, honesty and thoroughness. The leader will also recommend if/when the subject is/will be ready to be engaged and encouraged back into the ministry.

- Respect and maintain appropriate confidentiality of the conversations and the development of the process. This would indicate that there would be NO conversations about the accountability with anyone NOT directly associated with the process (with the notable exceptions of leaders, subject's spouse or his/her counselor, as deemed appropriate).

#### IV. "E" ENCOURAGEMENT and ENGAGEMENT

**Encouragement** – When all accountability team members agree that subject is completely restored, a process of encouragement and engagement back into full ministry service shall be undertaken. Because the church members may be at different places in their own restoration process, care should be taken to properly communicate the subject's spiritual readiness for ministry. A member communication meeting is a good vehicle for communicating;

- 1) The restoration journey of subject and church leaders
- 2) The readiness and need for the subject to return to the ministry
- 3) The responsibility and celebration of the body to encourage subject back into the ministry.
- 4) The need to "draw a line in the sand" and move forward, doing life together in unity of purpose, God's purpose and will for ARBC.

**Engagement** – The leadership of ARBC should be prepared to discover that others in the church body may also need restoration to a healthy and spiritually strong relationship with the body of believers. The pastor, staff, SD's, and other leaders of the church should be willing and available to help all who need help through this process phase.

C. All members should be encouraged to pray for great and mighty things to come from our spiritual growth and unity as the body of Christ, and for God to use all of us to reaching the lost for Him, and equipping/discipling them to spiritual maturity.

#### DOCUMENTATION OF PROCESS

All documents generated throughout this process will not be shared with anyone other than those directly involved in this process. The SD's (and Chair of PMT if applicable) will maintain these reports throughout the restorative process and will decide when or if they are to be destroyed.

Note: See Appendix I and II below for additional reference and follow-up throughout the process

**SELF-EVALUATION OF SUBJECT**  
**(JOHN WESLEY'S QUESTIONS, December 25, 1738)**

Have you the forgiveness of your sins?

1. Have you peace with God, through our Lord Jesus Christ?
2. Have you the witness of God's Spirit with your spirit, that you are a child of God?
3. Is the love of God shed abroad in your heart?
4. Has no sin, inward or outward, dominion over you?
5. Do you desire to be told of your faults?
6. Do you desire that every one of us should tell you, from time to time, whatsoever is in his/her heart concerning you?
7. Consider! Do you desire we should tell you whatsoever we think, whatsoever we fear, whatsoever we hear, concerning you?
8. Do you desire that, in doing this, we should come as close as possible, that we should cut to the quick, and search your heart to the bottom?
9. Is it your desire and design to be on this and all other occasions, entirely open, so as to speak everything that is in your heart without exception, without disguise, and without reserve?

**ACCOUNTABILITY QUESTIONS (FOR ALL)**  
**CHARACTER CHECK**

Use this series of questions to check yourself periodically with how you are doing in your walk with Jesus Christ. It is also suggested that you have an accountability partner who can ask you these "hard questions," on a consistent basis.

**WITH REGARD TO LOVE (AND CHARACTER)**

1. In your recent encounters with strangers or people you know, have you been consistently kind and compassionate?
2. Is there any person against whom you are harboring bitterness, resentment, or jealousy?
3. Are there groups of people whom you find yourself stereotyping or discounting?
4. Are you irritable, cranky, or impatient, focusing mostly on your own agenda or needs?
5. Do you have a complaining spirit, especially when others do not meet your expectations?
6. Do you carry hidden anger against anyone?
7. Do you speak unkindly concerning people when they are not present?
8. Have you recently extended yourself toward the poor, the orphaned, the imprisoned, the sick, or the elderly?

9. Are you intentionally building at least one friendship with a non-churched person?
10. Are you genuinely a joyful person to be around these days?
11. Do you intentionally create an atmosphere of fear or intimidation for those who follow your leadership?
12. Do you use people for the achievement of your mission?

### **WITH REGARD TO HUMILITY (AND CHARACTER)**

1. Do you put on a pretense of being something that you are not?
2. Are your conversations often self-serving or self-promotional?
3. Are you controlling, often insisting on having your own way?
4. Do you have a stubborn, critical, or un-teachable spirit?
5. Can you receive constructive criticism without becoming overly defensive?
6. Are you overly concerned with your title, your image, your status in the organization?
7. If you are ruthlessly honest, do you consider yourself to be better than most other people? (talent, status, holiness, etc.)
8. Are you concerned about receiving credit for your ideas, your contribution, your leadership role?
9. Are you quick to genuinely celebrate the success of others, even when they accomplish “more” than you?
10. Have you intentionally been performing any secret acts of service in recent days?
11. Are you in any setting where you are a follower instead of a leader?

### **WITH REGARD TO PURITY AND SELF-DISCIPLINE (AND CHARACTER)**

1. Have you allowed anything to gain mastery over you – food, television, pleasure, alcohol, drugs, sports, the internet, etc.?
2. Do you listen to unwholesome radio or music, watch unwholesome television or movies, or indulge in any pornography?
3. Do you allow impure thoughts about sex to stay in your mind?
4. Are you engaging in any flirtatious activity or feasting on escapist thoughts with anyone who is not your spouse?
5. Are you getting enough rest and practicing the Sabbath?
6. Is your life marked by too much noise or busyness, and are you always in a hurry?
7. Do you neglect or give little time to personal prayer and solitude?

## **INTEGRITY (WITH REGARD TO CHARACTER)**

1. Have you recently lied, exaggerated or embellished the truth?
2. Have you followed through on your promises – is your word to others completely reliable?
3. Do you do your work “with all your heart,” or is it easy for you to coast along on your gifts and reputation?
4. Do you have a thankful heart toward God, frequently acknowledging His goodness and blessings?
5. Are you honoring God with your finances, both in your personal and in your vocational life?
6. Is there any area of your life that you are hiding from others to protect your image or position?
7. Are you seeking to live the kind of life you urge (or expect) others to live?
8. Are you opening up your life in an accountable way to at least one other person (besides your spouse) who will speak truth to you?
9. Are you obeying the prompting of the Holy Spirit as best you can discern them?
10. Are you as fully devoted to God as you can be?

## **APPENDIX II - POSSIBLE HELPS (C.A.R.E. Ministry)**

Amandus, Jim. *A Wounded Pastor's Rescue*. Carol Stream, IL: Leadership/Winter 1993.

Anderson, Neil T. *Victory Over the Darkness*. Ventura, CA: Regal Books, 1990.

Arterburn, Stephen. *Addicted to Love*. Ann Arbor, MI: Servant Publications/Vine Books. 1991.

Carder, Dave. *Torn Asunder*. Chicago, IL: Moody Press. 1975.

Carter, Les. *Broken Vows*. Nashville, TN: Thomas Nelson Publishers, 1991.

Grenz, Stanley and Bell, Roy. *Betrayal of Trust: Sexual Misconduct in the Pastorate*, 1995.

Kendall, R.T. *Total Forgiveness*

MacDonald, Gordon. *Rebuilding Your Broken World*. Nashville, TN:, 1988.

Ortberg, John. *The Life You've Always Wanted*.

Pedigo, Thomas L. *Restoration Manual* (fourth edition). Colorado Springs, CO: 2002.

Thomas, Gary. *Sacred Marriage*. Grand Rapids, MI: Zondervan. 2000.

## **Addendum D - Annual Church-wide Deacon Sponsored Picnic**

A church-wide deacon sponsored picnic will be conducted each year.

## **Addendum E - Annual Widows and Widowers Banquet**

The yearly appreciation luncheon shall be provided to all ARBC Widow/Widowers. This luncheon will be at no cost to the Widow/Widowers. The luncheon will be held in the FLC directly after the Sunday morning church service. The luncheon duration is approximately 2 hours. This luncheon should take place during the summer months between June and August.

Following is a list of activities that need to be performed to insure that the luncheon goes smoothly:

- Identify deacon sub-committee
- Schedule activity with church office. (Sunday should follow Deacon meeting; this allows the Deacons to review the plan before the activity)
- Schedule cooking staff
- Choose luncheon menu
- Set meal price (Price per Deacon = Deacon, Spouse + 2 Widow/Widowers)
- Obtain singer/speaker/sound system tech
- Obtain list of Widow/Widowers from church office
- Newsletter input. (Announcement needs to be in two monthly newsletters)
- Create bulletin announcement
- Provide Power Point input
- Create personal invitations
- Mail invitations to Widow/Widowers two weeks prior to luncheon (RVSP)
- Arrange for verbal announcement before church service
- Make class room announcement (Senior adult Sunday school class)
- Assign Deacons with specific responsibilities (Set-up, Greeter, Usher, Head Waiter, Opening Prayer, Clean-up)
- Collect money from Deacons
- Deliver money to church office

## Addendum F – Deacon Helping Hands Ministry

<b>Mission Statement:</b>	
Promote Ministry, Worship, Discipleship, Outreach and Community at Arapaho Road Baptist Church through Service.	
	Deacon's to be assigned annually based on their spiritual giftedness
<b>Ministry:</b>	
1. Hospital Visits	
2. Crisis Situations	
3. Visit Shut-ins and Nursing	
4. Widows and	
5. Helping Hands/Project	
6 .Benevolence	
<b>Worship;</b>	
1. Lord's Supper	
2. Audiovisual	
3. End of Service Counselor	
<b>Discipleship:</b>	
1. Active in ABF's	
2. Encourage Young Believers	
3. ABF Assistance	
<b>Outreach:</b>	
1. Deacon of the Week	
2. Missions	
3. Visitation	
<b>Community/Fellowships:</b>	
1. Picnic	
2. Set Up Team	

Completed table of assignments shall be maintained by the diaconate and reviewed, as a minimum, annually. Deacon Secretary shall be responsible for maintaining the completed copy of this Addendum. The diaconate shall maintain the right to make changes to this addendum as necessary.

**Addendum G - Diaconate Ministry Fair  
(Annual Church-wide Ministries Fair)**

A diaconate ministry fair will be conducted in conjunction with other church related organizations as needed.

## Modification Control Sheet

Release	Date	Author	Description of Modification
Initial	2/10/2010	Bob Brunskill	Initial release February 2010
One	8/28/2010	Bobby Brown	Update Term of Office to match approved Bylaws
Two	10/30/2011	Bobby Brown	Clarify definition of Senior Deacon specific duties item 6
Three			
Four			
Five			
Six			
Seven			
Eight			