
**The Presbyterian Church of Barrington
Barrington, Illinois**

**Guidelines for
the Board of Deacons**

Updated July 2007

THE BOARD OF DEACONS

Purpose:

The Board of Deacons shall minister to those who are in need, to the sick, to the friendless, and to any who may be in distress. To be in continual contact with all members of our congregation. They shall also assume such other duties as may be delegated to them from time to time by the Session.

Organization:

The Board of Deacons shall organize as a board, of which the Senior Pastor, Co-pastor, or Associate Pastor shall be advisory members. The Board of Deacons shall elect a Moderator, Vice Moderator and Secretary from among its members. The Secretary shall keep a record of the board's proceedings.

Sub-Committees:

The following sub-committees report to the Deacons:

1. Pastoral Care
2. Stephen Ministry
3. Hospital and Homebound Care

Supervision:

As the whole congregation is under the jurisdiction of the Session, the Board of Deacons shall be under its supervision and authority. Its records shall be submitted at least annually and at other times upon the request of the Session. The Session may void or amend any action of the Board of Deacons, or direct the board to reconsider such action.

Meetings:

The Board of Deacons shall meet regularly, or upon the call of its chairperson, or when directed to meet by the Session, but it shall meet at least quarterly. The board shall determine its own quorum. A joint meeting of the Session and Board of Deacons shall be held at least annually to confer on matters of common interest, with the Moderator of Session presiding. No binding decision may be reached in such a joint meeting, but the Session and the Board of Deacons may act separately on matters committed to their care.

Related Service:

The Board of Deacons may be appointed by Session to serve as liaisons on other committees or task forces. These Session committee appoints will include: Christian Education, Congregational Life, Membership and Outreach, Mission, Nominating and Leadership Development, Personnel, and Worship, Music and Arts committees. The Session may select and appoint other members of the congregation to assist the Board of Deacons in their ministry of compassion. The Board of Deacons may also recruit member of the congregation to assist in their duties.

Particular Responsibilities:

Pastoral Care:

1. To ensure that pastoral care is being offered to all members.
2. To develop skills in pastoral ministry through education and practice.

3. To oversee, train and maintain the Hospitality teams, to serve as greeters and coffee hour hosts.
4. To plan and host the congregation's annual Advent dinner.
5. To honor newborn infants and their parents in the presence of the congregation.
6. To send cards on special occasions to members as they celebrate important life events.
7. To make follow-up calls to surviving family members.

Stephen Ministry:

1. To develop and maintain the Stephen Ministry program through on-going education.
2. To develop and maintain a system of Stephen Minister recruitment.
3. To interpret the purpose of Stephen Ministry to the congregation.
4. To provide oversight to the Stephen Ministry program.

Homebound and Hospital Care:

1. To deliver flowers after services each Sunday to the sick and/ homebound.
2. To visit on a scheduled basis health care facilities.
3. To communicate confidentially to the pastoral staff needed visits to members.
4. To adopt a homebound person.
5. To provide follow-up to persons who have left the hospital.
6. To provide respite care to caregivers.
7. To pray for members at times of joy, illness, suffering, and death.
8. To glorify God through acts of care for the homebound and sick.

Develops an annual budget.

Composition:

Eighteen deacons in three classes of six deacons, each class serving three-year term of office, and the Associate Pastor.