

TRINITY BAPTIST CHURCH
DEACON COUNCIL POLICIES AND PROCEDURES
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DEACON COUNCIL POLICIES AND PROCEDURES

Approved as Revised during Business Meeting 1/28/18

SECTION 1

Purpose of a Deacon

Deacons are servants of the Lord serving both the congregation and the community. A Deacon should exemplify the Christian ideal, sharing the Gospel with believers and non-believers, and should strive to consistently apply the principles and guidelines for Deacons as set forth in the New Testament.

Deacons are ordained to serve as spiritual leaders of the Church. With the Senior Pastor and other ministers, they have particular responsibility for the life of the Church—to safeguard its good name, care for its fellowship, promote its unity and welfare and to actively support the critical Church initiatives identified in the Ministry Plan for each Church year. Deacons are not to act in the place of the Church, but, rather, they encourage Church members and assist in the work of the Church, referring their recommendations or concerns to the Senior Pastor, Church Trustees and/or the membership.

Deacons are to serve with the Pastoral staff and other lay leaders in:

- a. Supporting the Church in the achievement of its mission
- b. Providing care for Church members and others in the community
- c. Serving of The Lord's Supper
- d. Assisting with worship services where needed as determined by the Church

SECTION 2

Deacon Council

The Deacon Council shall consist of Deacons elected and ordained by the Church or Deacons elected who have been ordained in another Baptist Church of like faith and order but not Deacons on sabbatical. The Deacon Council will conduct its work and perform specific duties of ministry, leadership and oversight of the Church, as specifically provided in the Church Bylaws, and as are outlined in these Policies and Procedures as approved by the Church, and other duties as may be requested by the Church from time to time.

SECTION 3
Deacon Duties and Responsibilities

A. Individual Deacon Service Responsibilities.

1. In addition to performing services as a Deacon, every member of the Deacon Council is expected to consistently attend Sunday School and Sunday Church worship services and to seek out and occupy a chosen place of service in the various Church ministries.

2. Every member of the Deacon Council is also expected to serve in one or more of the following:

- a. Hospital Visitation – Deacon On Call
- b. Homebound/Nursing Home Visitation and Lord's Supper
- c. New Member Visitation
- d. Prayer Room Ministry
- e. Deacon Mentoring Ministry
- f. Deacon Fellowship
- g. Deacon Work Day Team
- h. Hospitality Ministry (Greeter, Parking, Ushering, etc.)
- i. Such other new ministries as may be organized by the Deacon

Officers

3. Unless prevented by service elsewhere during Worship Services, every member of the Deacon Council is expected to rotate service in the following:

- a. Prayer Meeting prior to worship services
- b. Service in Prayer Room during Sunday School and Worship
- c. Collection of tithes and offerings
- d. Service of The Lord's Supper

4. Every member of the Deacon Council is expected to attend town hall and business meetings of the Church as a matter of example and service, and to offer their input and share their views on the deliberations as may be appropriate.

5. New members of the Deacon Council will be assigned a Deacon mentor who will help them identify their ministries within the Deacon Council and provide training and assistance in service areas. The Deacon Chair will assign Deacon mentors as soon as possible after the introduction of new Deacons to the Council.

B. Deacon Council Responsibilities.

1. The Deacon Council will assist the Pastoral Staff in implementing the goals and objectives of the Church Ministry Plan to members, ministry outreach teams and the community.

2. The Deacon Council will seek to encourage and support the existing ministries of the Church. It will perform this duty by maintaining an ongoing knowledge of the Church ministries, praying for these ministries, and leading the Church to support the priorities for missions and ministries.

3. The Deacon Council will be a forum where new ministry concepts can be presented, discussed, and when deemed appropriate, affirmed and supported by the Deacons for recommendation to the Lay Ministry Team for their consideration.

4. In accordance with Article VI, Section 2 of the Church Bylaws, the Deacon Council shall provide its input regarding the following administrative matters of the Church prior to these matters being voted on by the Church:

- a. Annual Budget and any amendments thereto
- b. Acquisition or disposition of Church Real Estate Property
- c. When a Pastoral Staff candidate is to be presented to the Church for hiring

5. The Deacon Council will provide input regarding any other actions intended to be proposed to the Church by the Trustees, teams, staff or others as requested by the Trustees, teams, staff or others to whom responsibility to make such proposal has been delegated by the Church.

C. **Memorial Plaques.** To memorialize deacons of Trinity Baptist Church who have gone on to be with the Lord and to commemorate their deacon service to the Church, the Deacon Council maintains a “wall of honor” at the north entrance to the Sanctuary. Under the supervision of the Deacon Council Officers, and with the approval of the Deacon Council at a regularly scheduled meeting, the Deacon Council shall procure, and arrange to have mounted, a plaque containing the name and years of birth and death for each deceased deacon who was a member of Trinity Baptist Church at the time of his or her death. If a member of the Deacon Council or other church member wishes to have a plaque procured for a deacon who was not a church member at the time of his or her death, a request will be brought directly to the Deacon Council Officers for consideration. If, in the judgment of the Council Officers, the request is deemed appropriate, the Deacon Council Officers shall bring the request to the Council for

consideration and appropriate action. Each plaque shall be procured and mounted as soon as practicable following each deacon's death.

SECTION 4 **Deacon Status**

A. Deacon. A Deacon shall be elected as a member of the Deacon Council at the beginning of the Church year and will be actively involved in Deacon ministry activities for a one year term. Each member of the Deacon Council will commit to regular participation in worship, prayer, witnessing, Bible study, financial giving, monthly meetings and other individual and Deacon Council responsibilities to meet the needs of the Church.

B. Life Deacon. The office of Life Deacon may be conferred on a Deacon by the Church as an honor and mark of appreciation for exceptionally long, unselfish, and exemplary service in the work of the Lord as a Deacon at Trinity Baptist Church. Nomination for Life Deacon shall be by unanimous vote of the DNT, and election shall be by not less than a three-fourths (3/4) affirmative vote of those Church members voting in a regular business meeting. A Life Deacon shall be a continuous member of the Deacon Council.

C. Sabbatical Status. A Deacon who has served the Church faithfully but who for any reason does not feel that he or she is able to continue to fulfill the responsibilities as a Deacon in a given year may take a sabbatical from Deacon service by notifying the DNT and will be removed from the roll of Deacons serving on the Deacon Council. Thereafter such individual may request to be nominated and elected as a member of the Deacon Council in subsequent years in accordance with the regular Deacon Council Nomination procedures outlined in Section 7. After three years on sabbatical, such individual will no longer be carried on the list for communication or canvassing regarding the Deacon Council as more particularly detailed in subsection 7C.

SECTION 5 **Deacon Council Meetings**

The Deacon Council will meet each year for the transaction of any and all business on such dates and times as are scheduled by the Deacon Council Officers, but not less than eight (8) times per year. Notice of meetings and an agenda will be sent from the Deacon Chair at least three business days prior to the meetings. A quorum for Deacon Meetings will be 32 Deacons entitled to vote. The main purpose of meetings of the Deacon Council is to assist in encouraging and supporting the Ministry Plan of the Church and to offer feedback and assistance to existing ministries and proposed new ministries. The Deacon Council may also, when requested by the Trustees, teams, staff or others to whom such business has been delegated, consider Church business. It is also an important time for fellowship,

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encouragement and prayer. Any time the Deacon Council meets it should assemble as a spiritual, ministry-oriented team. All Deacon Council meetings shall be open to Church members and invited guests. Participation in Deacon Council deliberations shall only be by invitation of the Deacon Chair.

Deacon Council meeting minutes and records shall be maintained by the Church Business Office as a part of the permanent records of the Church. The Deacon Chair may authorize the creation and distribution of reports or position papers as appropriate.

SECTION 6 **Deacon Council Officers**

The Deacon Council Officers shall consist of three (3) officers: a Chair, a Vice Chair and a Secretary. These officers shall be elected annually by the Deacon Council at its September meeting. The term of office shall be one year and until each officer's successor is duly elected and qualified. Absent unusual requirements of the Church, as determined by the Deacon Council, a Deacon Council Officer shall be limited to one (1) term in the same office.

A. Duties. The duties of the Deacon Council Officers are:

1. Chair. Direct and oversee the activities of the Deacon Council, conduct and evaluate Deacon Council meetings, lead the Deacon Council in being an effective ministry team and in developing its ministry plans, provide guidance as required, promote the spiritual well-being of the body in the name of the Deacon Council as appropriate, and perform other duties as may be requested by the Church. The Chair shall serve as an ex-officio member of the Trustees. As directed by the Chair, the Deacon Officers may strategically attend meetings of the administrative ministry teams and/or service ministry teams for the sole purpose of keeping the Deacon Council apprised of significant actions of these teams.

2. Vice-Chair. Temporarily fulfill the duties of the Chair in case of absence, incapacity, resignation or termination, and to serve the council as a member of the Deacon Chair's officer team.

3. Secretary. Record the minutes of Deacon Council meetings, maintain an accurate and legible record of meeting minutes and maintain a record of all official correspondence involving the Deacon Council. The Secretary will also serve as the repository for operating policies and procedures, timelines and other documents to be used by the Deacon Officer Nominating Team and the Deacon Nominating Team. The Secretary may be required to temporarily fulfill the duties of Vice-Chair or Chair in case of their absence, incapacity, resignation or termination, and to serve the council as a member of the Deacon Chair's officer team.

B. Election Procedure. The Deacon Council Officers shall be elected in accordance with the Deacon Council Election Procedure set forth below:

1. Nominating Team. A Deacon Officer Nominating Committee (“DONC”) shall be elected at the March Deacon Council meeting. Only Deacons who are members of the Deacon Council for the current year and who are not serving as a member of the Church’s Deacon Nominating Team shall be eligible for nomination for election to the DONC. The election of this Committee shall be as follows:

a. The Chair of the Deacon Council shall preside during the election. A time of prayer will be set aside before the election commences.

b. The DONC shall consist of three (3) members of the Deacon Council elected by the Deacon Council from a list of at least five (5) or more members of the Deacon Council nominated from the floor. Each person being nominated to the DONC must state that he or she is willing to serve, or the person making the nomination must state that the person being nominated has given his or her permission to be nominated. Voting shall be by secret written ballot. Each member of the Deacon Council present shall write the names of up to three (3) of the nominees on a ballot, and all ballots will be collected and tabulated by a special teller committee appointed for this purpose by the Chair. The three (3) nominees receiving the most votes will serve as the DONC and the remaining nominees will serve as alternates in the order of greatest number of votes received. In the case of a tie vote for the third place, the Deacon Council shall conduct a runoff election for that place until one person receives 50 percent plus at least one of the votes cast. The Chair of the DONC will be selected by the members of the DONC at its first meeting.

If a member of the DONC is unable or unwilling to serve, for whatever reason, then the nominee receiving the next greatest number of votes, after the first three (3) nominees, will become a member of the DONC. The Chair of the Deacon Council shall retain the ballots from this election until the next election of Deacon Officers.

c. The DONC is charged with the responsibility of nominating one Deacon for each office. The DONC shall diligently investigate and consider any available information so as to select nominees who will best serve the Deacon Council and hence, the Church in the year of their service. It should earnestly and prayerfully seek the leadership and guidance of the Holy Spirit throughout this process. The Secretary of the Deacon Council shall provide the DONC with Operating Policies and Procedures to be used as a guideline in conducting its work. The DONC shall include in the mail out for the August meeting the name of each nominee and announce the name of each nominee to the Deacon Council at the September meeting.

d. All Deacons are encouraged to contact a member of the DONC to provide the name of one or more Deacons who they believe should be considered in this nomination process.

e. In the event an elected officer of the Deacon Council resigns, is incapacitated, ceases to be a member of Trinity Baptist Church or for any other reason is unable or unwilling to serve, the DONC shall nominate a replacement officer for the vacancy within thirty (30) calendar days of such event. The election process as set forth herein shall be followed to fill that vacancy. The election shall be held at the Deacon Council meeting next following the end of such thirty (30) day period.

f. The DONC shall be a standing committee of the Deacon Council during the church year in which it is elected and until the next DONC is elected. As a standing committee, it shall perform such other functions as the Deacon Council Chair may assign to it.

2. Qualification of the Deacon Officers. In order to be eligible for consideration for election as a deacon officer, the candidate must meet the following requirements for the church year in which considered for election: (a) have previously served as a member of the Deacon Council for a minimum of three (3) years, one of which is the year immediately preceding the year of election (the three years need not be consecutive years); (b) be a member of the Deacon Council for the church year in which if elected, the officer will serve; (c) meet the qualifications set forth in the Deacon Council Policies and Procedures for deacons and in Scripture (Acts 6:3-7 and I Timothy 3:8-18); (d) not currently be serving as a member of the DONC; and (e) have received a majority vote from the DONC. This requirement is not applicable when the candidate is nominated by a Deacon Council member as provided in paragraph 3.c. below.

3. Elections of Deacon Officers. The annual election of Deacon Council officers shall be as follows:

a. The Chair of the Deacon Council shall preside during the election. A time of prayer will be set aside before the election commences.

b. The chairperson of the DONC will announce the DONC's recommended nominee for each deacon officer position. No second is required.

c. The Chair of the Deacon Council will accept additional nominations from the members of the Deacon Council present for the first elected office, that of Chair. Any Deacon so nominated must meet the qualifications of the Deacon Officers set forth in Section 2. If there are no other nominations for chair, the Chair of the Deacon Council may ask for a voice vote in lieu of a ballot vote.

d. In the event of other nominations for chair, ballots shall be distributed only to members of the Deacon Council present. From the list of nominees, each member of the Deacon Council will, vote for one candidate for Chair by writing that person's name on the ballot and passing it to the teller committee for tabulation.

e. The Chair of the Deacon Council shall appoint a three (3) member teller committee, which shall serve as such for the election of each officer. A Deacon Council member who has been nominated for a Deacon Council officer may not serve on the teller committee.

f. The teller committee shall count the votes for the office of Chair, and deliver the results to the Chair of the Deacon Council, who shall announce the results to the Deacon Council. Election of office requires 50 percent plus at least one vote of the votes cast. A run-off election will be required between the top two vote recipients if no candidate receives 50 percent plus at least one vote of the votes cast.

g. This same election procedure shall be conducted in the same manner for the election of vice chair and then the secretary.

4. Qualification to Vote. Only members of the Deacon Council for the Church year in which the officer election is conducted are eligible to vote.

5. Robert's Rules of Order Newly Revised. In order to have a definitive procedure which will compliment this officer election procedure, Robert's Rules of Order, Newly Revised, hereafter Robert's Rules of Order, as amended from time to time, is adopted by the Deacon Council and shall apply to all Deacon Council meetings. In the event of a conflict between this officer election procedure and Robert's Rules of Order, this election procedure shall control.

6. Amendment. This officer election procedure may be amended by the Deacon Council provided the proposed amendment(s) is presented to the Deacon Council at least 30 calendar days before the vote on the proposed amendment.

7. Deacon Officer Succession.

a. Prior service as a Deacon Officer shall not disqualify a member of the Deacon Council for future election as a Deacon Officer for the same or a different officer position.

b. The office of vice chair has generally been viewed as also "chair-elect." Likewise, the office of secretary has been viewed as "vice chair-elect." Such past procedure is not binding on this or any future Deacon Council officer election, but is provided as a historical background. The DONC and each member of the Deacon Council may make such use of this information as they individually deem appropriate.

SECTION 7
Deacon Council Nomination and Election

A. Election of Deacon Nominating Team.

1. A Deacon Nominating Team (“DNT”) shall be elected annually by the Church at the first business meeting of each calendar year. Announcement of the election shall be made at the regular business meeting preceding the business meeting in which the election takes place. A printed announcement shall be published weekly in two (2) successive issues of the Church Order of Worship immediately prior to the election and timely posted on the Church website. The election results shall be published in the Church Order of Worship and posted on the Church website the week following the election.

2. The DNT shall consist of five (5) members elected from Church members nominated from the floor. Each person being nominated to the DNT must state that he or she is willing to serve, or the person making the nomination must state that the person being nominated has given his or her permission to be nominated. Voting shall be by secret ballot. Each member of the Church who is at least 15 years old and who is present at the meeting shall write the names of up to five (5) of the nominees on a ballot, and all ballots will be collected and tabulated by a special committee appointed for this purpose by the Chair of the Deacon Council. The five (5) nominees receiving the most votes will serve as the DNT. In the case of a tie vote for the fifth place, both nominees will be elected, and the DNT membership will be six (6). The Chair of the DNT will be elected by the members of the DNT at its first meeting.

3. The current Deacon Council Chair has three responsibilities in regard to the matter of the Deacon Nominating Committee:

a. Advise the Trustee Chair to add the election of the Deacon Nominating Committee to the agenda of a scheduled church business meeting in either March, April, or May;

b. Appoint a 4-person teller team of deacons to assist in counting ballots when the election is held; and

c. Following the announcement of the newly elected team members, call the first meeting of the team to outline its duties as described in Section 7 of the Deacon Council Policies and Procedures.

B. Purpose of DNT. The DNT shall collect nominations, qualify such nominations, and present to the Church at the regular annual business meeting where Church officers, Deacon Council, and committees are elected, a list of nominees to serve on the Deacon Council for the upcoming Church year. The DNT will keep a written record of its procedures, including a

timeline and checklist of its activities, which is expected to be passed on to succeeding DNC teams.

C. Canvassing For Nominations.

1. The DNT shall publish in the weekly Church order of worship and on the Church website a Deacon nominating notice. The notice shall announce the fact of the DNC's previous election along with the name and telephone number of each committee member. The notice shall contain a reference to Acts 6:3-7 and I Timothy 3:8-13 as guidelines for Deacons and shall solicit from Church members written recommendations for the office of Deacon. Copies of the Nomination Form will also be available throughout the Church campus.

2. The DNT shall canvass by mail, email or other reasonable means all Deacons serving on the Deacon Council to determine each Deacon's willingness, ability, and qualification to be nominated to serve as a member of the Deacon Council for the next Church year. At the discretion of the DNT, the committee may in like manner canvass all the remaining ordained Deacons of the Church, including those on sabbatical.

D. Selecting Nominees for the Deacon Council.

1. **Number Nominated.** The DNT shall nominate Deacons for election to a one-year term on the Deacon Council with a goal of not less than seventy-five (75) nor more than one hundred twenty-five (125) persons. Nominees may be either ordained Deacons of the Church, Deacons ordained by other Baptist churches of like faith and order, or nominees for ordination. Life Deacons shall be in addition to those selected to meet the seventy-five (75) to one hundred twenty-five (125) person requirements.

2. **Membership Requirements.** Any potential nominee for election and ordination to the Deacon Council must have been a member of the Church for at least three (3) years, one (1) year of which shall immediately precede election. Any potential nominee, previously ordained in another Baptist church, must have been a member of the Church not less than one (1) year prior to election.

3. **Operating Policies.** The Secretary of the Deacon Council will provide the DNT with operating policies and procedures to use as a guideline for its work in selecting and screening nominees for the Deacon Council.

E. Nomination of Current Deacons. A Deacon who expresses the desire and who qualifies for nomination, as set forth below shall be nominated, unless the DNT, by a vote of four-fifths (4/5) of its total membership, determines not to place the Deacon's name in nomination for a consecutive service term. In this event, the Deacon's name shall not appear on the final list of nominees. Any Deacon currently serving on the Deacon Council shall be qualified for nomination for another year of service, provided that:

1. After personal examination with reference to Acts 6:3-7 and I Timothy 3:8-13 along with the qualifications set out in these Policies and Procedures, the Deacon indicates a willingness and ability to serve another consecutive term (which may be expressed by negative consent i.e. not responding to a communication from the DNT stating that a non-response will be deemed a desire to continue in his or her current status), and

2. The Deacon has actively participated in Deacon responsibilities as outlined in these policies and procedures. The Deacon Officers will provide to the DNT an assessment of the extent of active participation for each Deacon standing for re-election to the Deacon Council. If additional information is needed for Deacon's whose nomination may be affected because of this active participation expectation, such affected Deacon shall be informed in writing by the DNT and given reasonable opportunity to respond.

Accurate attendance records shall be kept by the Secretary of the Deacon Council for the use of the DNT at any time. The Secretary of the Deacon Council shall furnish a summary of the attendance records, along with any known extenuating circumstances for those whose attendance has not been consistent.

F. Selecting Nominees for Deacon Ordination.

1. Each person recommended to the DNT for ordination shall be thoroughly investigated by the DNT. Each person being nominated must state that he or she is willing to serve as a Deacon. The Scripture passages concerning Deacons found in Acts 6:3-7 and I Timothy 3:8-13, along with the qualifications for Deacons set out in these policies and procedures, shall be used in evaluating those persons recommended. In addition:

a. Special attention shall be given to the potential nominee's faithfulness in giving (this information shall be supplied to the DNC by the Business Administrator without amounts being disclosed), Church attendance, service to and through the Church, and reputation in the community; and

b. The DNT shall make inquiries and receive information concerning potential nominees for ordination from any available source, including seeking and receiving input from the Senior Pastor, and shall not consider any language in these Policies and Procedures as limiting or restricting the inquiry in any manner.

2. After thorough consideration of all persons recommended, the DNT shall select those who qualify for possible nomination for election and ordination.

3. Each such person selected as a potential nominee by the DNT, after the above investigation, shall be interviewed in the potential nominee's home by one (1) or more members of the DNC. The purpose of the interview is not to convince the potential nominee to

become a Deacon, but to allow the potential nominee to seriously consider all the responsibilities of the office. If the potential nominee is married, the interview shall include the spouse of the potential nominee. The interviewer may be accompanied by his or her spouse if desired. In addition to any other inquiry which the committee shall feel led to make, the interview shall include:

- a. A reading of Scriptures including Acts 6:3-7 and I Timothy 3:8-13.
- b. A review of Deacon service requirements and responsibilities from Section 4.D. and 4.E. and Section 7 of these Policies and Procedures.
- c. Verification or clarification of any qualifications of the potential nominee.
- d. An agreement on the part of the potential nominee to accept, if nominated and elected, the responsibilities for service as an ordained Deacon in the Church.
- e. A statement by the interviewer that the interview does not mean nomination, only serious consideration.

G. Selecting Nominees Ordained in Other Baptist Churches. Deacons ordained in other Baptist churches of like faith and order and recommended to the DNT shall be qualified and selected using the same procedures set forth in subsection 7F of these Policies and Procedures. The committee shall verify each potential nominee's prior ordination and service.

H. Preparation and Publication of Final List of Nominees.

1. A final list of Deacon nominees shall be adopted by a four-fifths (4/5) vote of the entire DNT. This list shall distinguish nominees ordained in other Baptist churches and nominees who are to be ordained in the Church.

2. The final list of Deacon nominees shall be submitted to the Senior Pastor for his information and study.

a. Any fact known to the Senior Pastor which might disqualify any nominee shall be presented to the committee chair for attention and action if necessary.

b. The complete DNT shall vote on any action to remove a nominee's name from the final list submitted to the Senior Pastor. A four-fifths (4/5) vote of the membership of the DNT will be necessary to cause the nominee's name to be removed from the list of approved names.

3. The final list of nominees shall be prepared in ballot format at least three (3) weeks prior to the business meeting at which nominees will be presented to the Church for voting. The list shall be made available in the Church office and posted on at least two prominent locations on the Church campus. A notice of the availability of the list of nominees shall be published in the Church newspaper and the website for two (2) consecutive weeks prior to the Church business meeting at which deacons are to be elected. Questions relating to the list of nominees should be directed to the DNT.

The ballot format shall be as follows:

BALLOT FOR
ELECTION OF DEACONS
TO SERVE ON THE DEACON COUNCIL
TRINITY BAPTIST CHURCH
(DATE)
[List nominees here]

This Church member hereby votes:

For/___/ Against /___/

the above-named nominees to serve as Deacons on the Deacon Council, including, when nominated, new Deacons to be ordained.

If you do not wish to vote for nominee, scratch the names from the list. Your ballot will then be deemed to be a vote for all nominees except the name(s) deleted.

A nominee must receive not less than three-fourths (3/4) of all votes counted in order to be elected. A list of Life Deacons and individuals on sabbatical will also be provided as a matter of information only as part of the balloting process.

I. Voting.

1. The report of the DNT shall be presented to the Church by the DNT chair or a member of the DNT designated by the DNT chair. The voting for Deacons shall be conducted by the DNT chair or a member of the DNT designated by the chair. Ballots containing the names of all nominees shall be given to each Church member at least 15 years old prior to voting. Members shall mark their ballots in accordance with instructions on the ballot and return it for tabulation. The DNT members shall collect and count the ballots.

2. All persons receiving an affirmative vote of not less than three-fourths (3/4) of the ballots counted shall be elected. All persons whose name is “written in” on the ballot must have their name written on not less than three-fourths (3/4) of the ballots counted in order to be elected and must meet the qualifications for deacon as provided in these Policies and Procedures. It shall be the responsibility of the current DNT to promptly verify that such individual(s) meet those qualifications.

3. A written certification of the voting results shall be filed with the Church clerk by the chair of the DNT within three (3) days following the balloting.

4. All ballots cast shall be kept by the chair of the DNT available for inspection by any person or committee authorized by the Church to make such inspection for not less than fourteen (14) days following the next regular business meeting of the Church to be held after the voting. Thereafter all ballots shall be destroyed.

5. Immediately after the election by the Church, each person elected shall be notified by the DNT, in writing, of election to the Deacon Council.

J. Reporting.

1. The DNT shall prepare a permanent summary report of its actions and filed in the office of the Business Administrator and include with this summary:

a. A copy of the ballot used in the election.

b. A copy of the DNT chair’s certification of the election results.

c. A copy of any attendance records or special actions of the Deacon Council influencing any potential nominee’s eligibility for nomination or service on the Deacon Council.

2. The DNT shall prepare a list of the Deacon Council of the Church and those individuals on sabbatical status to be used in canvassing or otherwise corresponding regarding the Deacon Council except

The name of any individual who has taken sabbatical status for three (3) consecutive years will be automatically removed from the list. Any such person removed from the list may still be nominated and elected as a Deacon as set forth in subsection 7e as a nominee who has already been ordained if committed to again fulfilling the participation requirements of a Deacon Council member.

SECTION 8
Deacon Termination from Council

A Deacon's service on the Deacon Council may be terminated in any of the following manners:

- a. Death
- b. Incapacitation
- c. Transfer of membership from the Church
- d. By written request of individual Deacon
- e. By recommendation of the Deacon Council to the Church membership at a business meeting of the Church

SECTION 9
Deacon Council Policies and Procedures Manual Maintenance

This Policies and Procedures manual is designed to be a “living document.” To reflect changes in policies, procedures or responsibilities as appropriate, this manual may be amended on an “as needed” basis by a two-thirds vote in any Deacon Council meeting with notice having been given in writing and on the Church’s website at least 30 days in advance of such meeting. Any proposed amendment to the Deacon Council Policies and Procedures must then be presented to the Governance Team, the Trustees, and the Church for approval, and re-distributed to the Deacon Council. The Deacon Secretary is responsible for coordinating these updates as they are identified.

SECTION 10
Duration

The Deacon Council shall continue in existence until dissolved by amendment of the Bylaws.

EFFECTIVE DATE: This Policies and Procedures manual was approved by the Church on May 6, 2018 and shall govern the operation of the Deacon Council hereafter.