

*Guidelines For  
Election of Deacon*



*First Baptist Church  
Walton, KY*

*“Where Lives Are Changed”*

## **"Guidelines for Election of Deacon"**

Thank you for picking up a copy of the "Guidelines for Election of Deacon". As you read through the guideline, you will realize the high calling of men to the office of Deacon. Follow the proper steps for nomination.

1. If you are ready to nominate someone to the position of Deacon, please fill out the appropriate form on Page 7 and turn in to the Chairman of Deacon.
2. Please pass on this booklet to the person whom you are nominating in order for him to read and fill out the form on page 6. After carefully reading the booklet, the person you are nominating must turn in the form to the Chairman of Deacon.
3. The Chairman of Deacon will take the appropriate steps for the consideration of the candidate you have recommended.

Thank you, and if you have any questions, please feel free to contact the Chairman of Deacon or the Pastor.

God bless you!

The Deacon Fellowship

*FBC: "Where Lives Are Changed"*

## *Table of Contents:*

<b>Qualifications of Deacon</b>	<b>Pages 1 – 4</b>
<b>Church Covenant</b>	<b>Page 5</b>
<b>Nominee Form</b>	<b>Page 6</b>
<b>Deacon Nomination Form</b>	<b>Page 7</b>

**Pastor: David Wiggins**

**Associate Pastor of Student Ministry:**

**Minister of Music: Chris Setters**

**Chairman of Deacon: Tony Fish**

Excerpts printed from the Constitution & By Laws  
Of First Baptist Church, Walton, KY concerning Deacons. (Pages 7, 8 & 9)

D. Deacons

In accordance with the meaning of the work and the practice in the New Testament, deacons are to be servants of the church. The deacons will serve with the pastor and staff in planning, coordinating and evaluating the work of the church related to pastoral ministry functions.

1) Deacon System

- a. Every ordained deacon is eligible for inclusion in the deacon body who meets the qualifications as described in these bylaws under Article II, Section 1, Sub-section D, Item 2. The deacon body shall also be known as the "active board" of deacons.
- b. The church shall be provided the opportunity and the means to add new members to the deacon body as described in Item 3 following.
- c. Newly ordained men shall begin their active service upon their first attendance of a scheduled regular monthly deacon meeting.

2) Qualifications

The qualifications for selection of deacons shall be in accordance with New Testament scriptures as found in Acts 6:1-7 and I Timothy 3:8-13. In addition, any deacon selected shall have been a Christian for a minimum of two years, be at least 21 years of age, and a member of this church for at least one year prior to election and shall have demonstrated Christian stewardship in supporting the training, education, financial, missions, and worship program of the church.

- a. A deacon shall be a man of moral integrity and spiritual maturity. His life shall be clean and free of question concerning his basic character. I Timothy 3:12 shall be interpreted by this church to mean that any man who has had the misfortune of divorce and who is remarried, shall be disqualified on spiritual ground.
- b. A deacon's business life shall be in harmony with Christian principles.
- c. The deacon shall be willing to be as regular and faithful in attendance at all regular church meetings and at all deacons' meetings as is possible.
- d. Inasmuch as one of the scriptural requirements of the deacon is that he be "apt to teach" (by example), the deacon shall participate in the full teaching and training program of the church.
- e. The deacon shall be a good steward of his income, recognizing the tithe as a minimum, being in agreement with and participating in the financial program of the church.

3) Deacon Selection

- a. The church office shall provide a form (example attached) for the written nomination of men for the office of deacon. Any member of The First Baptist Church of Walton may submit the completed form to nominate an eligible member of the church at any time during the year.

- b. Each nominee shall be interviewed by the pastor and a committee composed of deacons appointed by the pastor to insure he meets the qualifications set forth under article II, Section 1, Sub-section D, Item 2. Any nominee unwilling to serve, or determined to be unqualified shall be dismissed. If the nominee is willing to serve, and meets the general qualifications demanded of the office, he shall be brought to the attention of the deacon body as a candidate for deacon.
- c. The deacon body shall interrogate a candidate and his wife regarding their beliefs, spiritual life, and other pertinent matters. If the deacon body finds the candidate, in their judgement, worthy of the office, the results shall be brought before the church.
- d. After an announcement from the pulpit at least one week prior to the appointed date, the candidate shall be voted on by the church body with a YES or NO vote on secret ballot. A majority vote is required.
- e. The pastor may invite any ordained deacons or pastors from surrounding Southern Baptist churches to attend the ordination service for the qualified candidates.
- f. Any man nominated for the office of deacon in this church, and who has previously been ordained by another Baptist church of like faith or order will not be re-ordained; but will be subject to the same applicable scrutiny as unordained nominees before acceptance as a deacon of The First Baptist Church of Walton. The church will make known their final desire in the matter by secret ballot as in (d) above.

#### 4) Duties of the Deacon

- a. Deacons shall assist the pastor in looking after the spiritual interests of the church, visiting the sick, comforting the distressed, winning the lost, and visiting candidates for membership.
- b. Deacons shall make recommendations to the church as deemed necessary and advisable by the deacon body.
- c. Deacons shall distribute the elements of the Lord's Supper.
- d. The chairman of the deacons shall serve as moderator in the absence of the elected moderator.
- e. The deacons being a support body to the pastor, both physical and spiritual, shall include the pastor in all regularly scheduled meetings; or his assistant, if the pastor cannot be present.
- f. The chairman and the vice chairman of deacons shall be ex-officio members in all personnel matters relating to the pastor.

#### 5) Discipline

- a. Any ordained man who ceases to meet the qualifications set forth in Article II during their active term shall remove himself from the active board. In the event they fail to do so, the deacon body shall ask for their resignation. If this fails, the matter shall be brought before the church for resolution. A majority vote by the church shall decide the matter.
- b. The church body shall have the right to remove any man from the deacon body at any time the church deems it the Christian approach it must take. This action must be accompanied by a majority vote.

- c. Any ordained man in the deacon body has the privilege to remove himself from the body if health or personal reasons move him to do so. In the same manner, any ordained man shall have the right to return to the deacon body if he meets the qualifications in Article II.

#### 6) Deacon Emeritus

A deacon who has been awarded the title of Deacon Emeritus is considered to be retired, but retains an honorary title corresponding to his former office. As such, he:

- a. Is entitled to the respect due a deacon who has rendered exemplary service to his Lord and His People.
- b. Remains welcome to attend all social gatherings or regular business meetings of the active board of deacons.
- c. Is entitled to enter into discussions and express his opinion at meetings of the board, but holds no official voting privilege.
- d. May participate in the serving of the Lord's Supper.

A candidate for the title of Deacon Emeritus must, in all instances, be judged worthy of the honor by his peers. Other considerations include:

- a. A record of faithfulness and consistency.
- b. Longevity of service.
- c. Infirmary as a result of advancing age or serious illness.

Bestowal of the title of Deacon Emeritus must be preceded by:

- a. A recommendation to the church from the active deacon board.
- b. Approval by the church body.

## What are the qualifications and responsibilities of Deacons?

### Scriptural Qualifications: 1 Timothy 3:8-13 and Acts 6:1-7. (KJV, NIV)

#### 1. Moral Qualifications: Moral Integrity

1 Timothy 3:8

Men of dignity/respect.  
Not double-tongued/sincere.  
Not addicted to wine/Not indulging in wine.  
Not fond of sordid gain/Not pursuing dishonest gain.

#### 2. Spiritual Qualifications: Spiritual Maturity

1 Tim. 3:9-10

Holding to the mystery of the faith/committed to truth.  
Let them first be proved/tested.  
Let them use the office of a deacon well/serve with dignity.  
Let them be found blameless/test their character and ability.

#### 3. Domestic Qualifications: Domestic Faithfulness

1 Tim. 3:11-13

Wife must be dignified/worthy of respect.  
Wife must not be a slanderer/not malicious in speech.  
Wife must be sober/must exercise self-control.  
Wife must be faithful/trustworthy.  
He must be the husband of one wife/faithful to his wife.  
Ruling their children and their house well/manage the home with dignity.

#### 4. Biblical Responsibilities: Church Loyalty

Acts 6:1-7

Faithful to church attendance. Hebrews 10:25  
A faithful tither. II Corinthians 9:7  
Loves and prays for each other. John 15:12

## **CHURCH COVENANT**

Having been led, as we believe by the Spirit of God, to receive the Lord Jesus Christ as our Savior and , on the profession of our faith, having been baptized in the name of the Father, and the Son, and of the Holy Spirit, we do now, in the presence of God, and this assembly, most solemnly and joyfully enter into covenant with one another as one body in Christ.

We engage, therefore, by the aid of the Holy Spirit to walk together in Christian love; to strive for the advancement of this church, in knowledge, holiness, and comfort; to promote its prosperity and spirituality; to sustain its worship, ordinances, discipline, and doctrines; to contribute cheerfully and regularly to the support of the ministry, the expenses of the church, the relief of the poor, and the spread of the gospel through all nations.

We engage to maintain family and secret devotions; to religiously educate our children; to seek the salvation of our kindred and acquaintances; to walk circumspectly in the world; to be just in our dealings, faithful in our engagements, and exemplary in our deportment; to avoid all tattling, back-biting, and excessive anger, to abstain from the sale of, and use of, intoxicating drinks as a beverage; to be zealous in our efforts to advance the kingdom of our Savior.

We further engage to watch over one another in brotherly love; to remember one another in prayer; to aid one another in sickness and distress; to cultivate Christian sympathy in feeling and Christian courtesy in speech; to be slow to take offense, but always ready for reconciliation and mindful of the rules of our Savior to secure it without delay.

We moreover engage that when we remove from this place we will, as soon as possible, unite with some other church where we can carry out the spirit of this covenant and the principles of God's Word.



## Questions to Evaluate Personal Progress in Spiritual Growth

We realize that each one of us are not perfect and from time to time it is vital and necessary that we evaluate our progress in our spiritual walk with the Lord. This form is designed to help you prayerfully evaluate your spiritual progress and desire for the office of the deacon. Read the material prayerfully and carefully. Please return the signed forms to the Chairman of Deacons. God bless you and thank you for your time and patience as we consider the high calling of a deacon.

	<b>Yes</b>	<b>No</b>
1. Do you spend time privately with the Lord in prayer and reading His Word every day?	_____	_____
2. Are you faithfully involved in group Bible study with fellow Christians? every week?	_____	_____
3. Do you lead your family spiritually; are you the spiritual leader in your home?	_____	_____
4. Are you familiar with you spiritual gifts and are you exercising them?	_____	_____
5. Do your friends and work associates see Christ in your decisions, attitude and work ethic?	_____	_____
6. Do you understand the issues our nation faces in such a way as to deal with them from God's view?	_____	_____
7. Are you more like Christ than you were three years ago?	_____	_____
8. Do you practice the biblical principle of 'tithing'?	_____	_____
9. Do you support the church through prayer and faithful attendance?	_____	_____

I have read the materials provided for me concerning the qualifications and ministries of the Deacon.      Yes \_\_\_\_\_      No \_\_\_\_\_

If you are willing to commit yourself to being completely available to the Lord as His servant in ministry and growth, as a potential deacon of First Baptist Church, sign and date the statement of commitment below.

Name \_\_\_\_\_ Date \_\_\_\_\_

## Deacon Nominations

Any member of this church may suggest as many men as desired, using a separate information form for each person. Please give as much information as possible concerning the person you wish to suggest, using the space and form below. Additional forms are available in the church office.

\* Important Note: These questions serve only as guidelines to assist the active body of deacons in making an evaluation of the nominees. You are not expected to answer all the questions. However, you will help by answering as many as possible.

\* Important Note: Please return filled out form to Chairman of Deacons and due to the confidentiality of information, please refrain from discussion with others. The Chairman of Deacons will contact you at a later date in regard to your nomination.

### Suggested Nominee for Office of Deacon

Name \_\_\_\_\_

Address \_\_\_\_\_

Occupation \_\_\_\_\_ Approximate Age \_\_\_\_\_

How long have you known this man? \_\_\_\_\_ How long has he been a Christian? \_\_\_\_\_

Has he been a member of First Baptist Church of Walton for at least one year? \_\_\_\_\_

If not, how long? \_\_\_\_\_ Is he married? \_\_\_\_\_ Has he been divorced? \_\_\_\_\_

Does his everyday conduct, business dealings and concern for his fellowman reflect a Christ-like Spirit? \_\_\_\_\_

In which of the following church program ministries is he active? Sunday School \_\_\_\_\_

Discipleship Training \_\_\_\_\_ Music \_\_\_\_\_ Does he attend: Morning Worship \_\_\_\_\_

Evening Worship \_\_\_\_\_ Prayer Meeting \_\_\_\_\_ Has he ever been ordained? \_\_\_\_\_

If so, where? \_\_\_\_\_

After prayerful consideration, are you personally convinced that this man is worthy of deaconship in our church, qualified according to the standards set forth in Acts 6:1-3 and 1 Timothy 3:8-13, and will strive to conscientiously fulfill the spirit of the church covenant?

Comments \_\_\_\_\_

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Signed \_\_\_\_\_ Date \_\_\_\_\_