

# Strategy and Guidelines for Diaconal Ministry

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## ***How simple business practices can support your deacon work***

Common operating mistakes by a diaconate

- Email Central
- Seasonal Management Solutions
- Single Point of Failure
- Other

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## ***How simple business practices can support your deacon work***

### **Business Tools and Best Practices**

- Knowledge Base
- Build institutional knowledge
- Well-organized meetings
- Continual Improvement
  - Reflect on your work, projects, meetings...
  - Ask for help! (What does your pastor/session see?)

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**RPC Knowledge Base**

- Strategic Plan
- Guidelines for Mercy Ministry
- Policies
  - Emergency Action Policy
  - Facility Use
  - Child Protection
- Roles and Responsibilities

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**Examples of supporting tools in a Knowledge Base**

**Strategic Plan**

- Visioning workshop
- Basic components
- How to use

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**Components of a Diaconal Strategic Plan**

**Defining Terms**

**Core Values** – the vital principals that need to guide the day to day and long range

**Objectives** – high-level organizational goals; these are the continuous improvement activities that we must do to implement strategy. These are critical to the success of the Mission Statement. Long-range objectives represent what we need to concentrate on in order to make your vision a reality

**Strategy** – the overall means we will employ in order to achieve our objectives

**Actions** – specific measures and/or initiatives that target specific goals. These are important measures that are reviewed on a regular basis.

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**Mission**

The Deacons of Resurrection Presbyterian Church exists to serve and assist our elders (1), minister to the needy (2), and lead our congregation in mercy ministry (3). We strive to fulfill our calling by serving one another just as Jesus Christ serves us.

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**I. Assisting our Elders**

**Objective 1. Ensure Financial Sustainability and Stewardship**

Strategy 1. Communicate financial status to Elders and Congregation

Action 1. Update the Elders and Congregation on YTD spending and budget status on a monthly basis

Action 2. Present a mid-year budget report to the congregation

Action 3. Present draft budget to Elders by November of each year

Action 4. Perform a monthly review of all church finances via conference call by the deacons

Strategy 2. Employ and manage an accountant and administrative assistant to maintain general ledger

Action 1. Hire a new part-time administrative assistant

Action 2. Research, Purchase and Implement new Banking Tools

Strategy 3. Execute and Manage Capital Plan

Action 1. Complete approved 2020 Initiatives

Action 2. Catalog and Inventory new items

Action 3. Report progress to session and congregation

Action 4. Present 2020 Capital Plan by Nov., 2020 with Operational Budget

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**Objective 3. Efficiently manage Worship Services**

Strategy 1. Assist in providing a welcoming, comfortable, and safe environment for church members and visitors

Strategy 2. Maintain documentation for schedules, duty descriptions, and procedures

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**II. Ministry to the Needy**

**Objective 1. Nurture and establish a culture of visiting and praying with the poor and needy**  
 Strategy 1. Regularly visit with and pray for the sick, elderly, and poor  
 Strategy 2. Assign a single or a pair of deacons to the elderly and those who need long-term care  
 Strategy 3. Communicate needs and visits to the Session and designated Shepherding Elders

**Objective 2. Seek to prevent poverty within the church**  
 Strategy 1. Use the spiritual and material resources of the church to help alleviate any members' poverty  
 Strategy 2. Ensure all members have access to food, clothing, and shelter  
 Strategy 3. Coordinate with Women's Fellowship to assist with necessary meals

**Objective 3. Give considerable care to the widows and orphans within the church**  
 Strategy 1. Regularly visit and pray with the widows and orphans  
 Action 1. Track visitation and contact with Diaconal Groups, and review at monthly meetings

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**Objective 4. Provide counseling and financial stewardship to those in need of long-term assistance**  
 Strategy 1. Regularly visit and pray with members in need of long-term development and assistance  
 Strategy 2. Refer to the Guidelines for Mercy Ministry for members in need of long-term development and assistance

**Objective 5. Know about available local community resources**  
 Strategy 1. Possess an up-to-date list of all local and regional community resources  
 Action 1. Compile a list of the best public and private social services and Christian resources and make available to the deacons and all members in the church by October, 2018

**Objective 6. Follow a Mercy Ministry Policy to support the work of mercy within the diaconate**  
 Goal 1. Possess a working document of general procedures and guidelines for mercy ministry to members and non-members  
 Goal 2. Review, discuss, and update the Guidelines for Mercy Ministry on a regular basis

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**III. Leading the Church in Mercy Ministry**

**Objective 1. Equip and mobilize the saints in the work of diaconal ministry**  
 Strategy 1. Teach the methods and procedures of diaconal ministry to church members  
 Strategy 2. Stimulate and model a servant lifestyle; encourage the church's body of believers by example, in order to fulfill the ministry of mercy and service which the Lord calls all members  
 Strategy 3. Teach, select, and appoint gaily men and women to assist in caring for the poor and needy

**Objective 2. Provide opportunities for financial planning**  
 Strategy 1. Offer a yearly seminar on long-term financial planning for members of the congregation  
 Action 1:  
 Strategy 2. Make resources and information available to the church on saving for college, will planning, and long-term financial savings opportunities

**Objective 3. Present opportunities to give and serve in the broader church and local community**  
 Strategy 1. Designate monthly special deacon offerings for our local pregnancy centers and Brookstone School  
 Strategy 2. Present the church with opportunities such as storm relief, short-term missions, and aid to refugees and the persecuted church that are presented by the OPC and our local presbytery.

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**Examples of supporting tools in a Knowledge Base**

**Guidelines for Mercy Ministry**

- Guidelines vs Policy
- Handout – *RPC Mercy Ministry Guidelines*

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**Examples of supporting tools in a Knowledge Base**

**Policy**

- Emergency Action Policy
  - Threats of Violence
  - Medical Emergency
  - Evacuation for Smoke and Fire
  - Severe Weather and Tornado
- Facility Use Policy
- Child Protection Policy

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**Examples of supporting tools in a Knowledge Base**

**Misc.**

- Job Descriptions and Duties
- Agendas and Minutes
- Money and Financials

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Strategy and Guidelines for Diaconal Ministry

**How to use - *and benefit from* - a Knowledge Base**

- Organizational Systems (Teams, Google)
- Review, Use, and Update
- Don't let the perfect be the enemy of the good

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Strategy and Guidelines for Diaconal Ministry

Document Workshop, Q&A

- Q & A
- Best Practices for Financials

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