

# Deacon Handbook



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OUR MISSION: "...together in freedom to care and to reconcile in Jesus' name."

Deacon Handbook Index

**Section A: Meetings and Members**

Deacon Ministry Teams Descriptions

Meetings Schedule

List of Deacon Ministry Teams and Members

Roster of Contact Information of Active Deacons with Team Assignments

**Section B: Deacon of the Week and Offering**

Deacon for the Week Instructions

Sunday Offering Procedure

Diagram

Greeter Instructions

A Note About Communion

Deacon for the Week/Offering Assignment Schedule

**Section C: Ordinance Ministry Team**

Ordinance Ministry Team Purpose and Function

Baptism Assistance

Communion Assistance

Communion Instructions

Communion Schedule for Team Members

**Section D: Bereavement Ministry Team**

Bereavement Team Purpose and Function

Bereavement Team General Information

Checklist for Bereavement Team

Bereavement Follow up Form

Bereavement Resources

The Mourning Process

Bereavement Team Schedule

## **Section E: Senior Ministry Team**

Senior Ministry Team Purpose and Functions

Senior Ministry Team Resources

Adjusting to Senior Living Community

Ministering in Senior Living Facilities

Suggestions for serving communion in home

Senior Team recipient roster

## **Section F: Hospital Visitation Ministry Team**

Hospital Ministry Team Purpose and Functions

Hospital Ministry Team Resources

Team assignments/ schedules

## **Section G: Membership Ministry Team**

Membership Outreach Team Purpose and Functions

Helpful Ideas for welcoming and connecting guests and new members

Helpful Ideas for Home visits

List of items in New Member Packet

New Member Form

## **Section H: Deacon Support Ministry Team**

Deacon Ministry Team Purpose and Functions

## **Section I: Deacon Qualifications and Guidelines**

By-laws section 5- Deacons

Church Guidelines for Deacons

The issue of Pastoral identity

## **Section J: Monthly Deacon Meeting Minutes and Agendas**

## Deacon Ministry Teams

KBC Deacons serve on Ministry Teams comprised of other deacons and persons who are invited to participate in particular ministries. The Deacons on each team, guided by the team leader and assistant team leader, provide overall direction, coordination, planning and evaluation of the team's ministries. Each ministry team also, in coordination with the Senior Pastor or with another staff minister whom the Senior Pastor assigns to the team, makes arrangements for the necessary training and support of the team members.

There are six (6) Ministry Teams

1. Deacon Ministry Support Team

The members of this team are the 3 Deacon Officers; Chair; Vice Chair/Chair Elect and Secretary. Deacon Ministry Support Team provides guidance and support to the overall deacon ministry and encourages effective functioning of all deacon teams.

2. Hospital Ministry Team

The hospital team contacts and visits KBC members in the hospital and rehab following a hospitalization. Scheduling is set on a rotating two-week basis. There is a primary visitor and a back-up visitor for each week. The church office is notified of any hospitalizations for additions to the Prayer list as requested by the KBC member or family. Notifications are made VIA TEXT MESSAGE as outlined in Hospital Ministry Team section (F). The Hospital Ministry Team coordinates with the Senior Ministry Team when there is an overlap of KBC members being ministered to during this time.

3. Senior Ministry Team

The senior ministry team visits, call, and "keeps up with" KBC members that are homebound or living in a senior care facility. Each team member is assigned several of these KBC members/family members. The senior ministry team members also interview the member for a primary care contact person and provides information to the church office.

4. Membership/Outreach Team

The Membership/Outreach team welcomes visitors and introduces them to the ministry of Kirkwood Baptist Church. When visitors become new members, the team member assigned contacts them to schedule an interview, takes a picture, and submits to the Hospitality Coordinator for an introduction in the Kindler.

5. Bereavement Ministry Team

The bereavement ministry team cares for any KBC members who have had a death in the family. They will contact the bereaved soon after the church office has been notified, will attend the visitation and/or funeral/ memorial service. They will stay in contact with the family during the season of grief. The schedule is set on a weekly basis.

6. Ordinance Ministry Team

The ordinance ministry team is responsible for the set up and break down of communion and helping with baptisms. Members are assigned to these services by the team leader.

Each team is comprised of 4-8 Deacons (but, depending on the needs of a team, that number may be increased or decreased) and as many volunteer participants as are needed to carry out the ministries of the team. When feasible, children and youth may be invited to participate.

The Deacons of each team organize themselves for greatest effectiveness and may invite and recruit volunteer participants. The volunteers need not to be elected by the church. Volunteer participants should be given clear descriptions of the tasks they are being asked to perform and the expectations for meeting attendance, training, and of reporting of ministry activities.

## Meeting Schedule

There will be twelve regular meetings of the Deacon body including the Ordination Council in May. In the months that regular meetings are scheduled, the meetings will be held on the second Sunday or Thursday of each month in the Great Hall. The meetings on Thursday begin at 6:30 PM. The meetings on Sundays begin at 1:30 PM. See schedule below.

When regular meetings are scheduled, there will be a brief general business session and a time of reflection and prayer for the church. Time is scheduled for the Senior Pastor to engage with the Deacons and other staff ministers who are present in conversation and prayer about the ongoing life and ministry of the church. The purposes of these sessions are:

(1) to give the Senior Pastor and the Deacons an opportunity to think and pray together about issues and concerns which affect the spiritual health of the congregation.

(2) to allow the Deacons to have the information and awareness they need to carry out their role as spiritual leaders of the congregation; and

(3) to provide a context for mutual support and encouragement between the Deacons, Senior Pastor, and other members of the ministerial staff.

Time will also be allotted for the Ministry Teams to meet, during which coordination, planning, training, and evaluation will occur.

When dinner is scheduled (December and June), the meetings will start at 6:00 PM and be held in the Great Hall. For these meetings, reservations are required, and spouses are welcome. These meetings will be similar to the regular meetings and will also allow for fellowship around the tables. Please make reservations by contacting the Deacon secretary. Attendees pay \$10 each toward cost of meal.

All Sunday meetings begin at 1:30 PM in room 328. All Thursday meetings begin at 6:30 PM in room 328. Dinner meetings begin at 6 PM in the Great Hall.

### 2024

Sunday July 14  
 Thursday Aug 8  
 Sunday Sept 15  
 Thursday Oct 10  
 Sunday Nov 10  
 Thursday Dec 12 Dinner Meeting 6:00 PM

### 2025

Sunday Jan 12  
 Thursday Feb 13  
 Sunday March 9  
 Thursday April 10  
 Sunday May 18 Ordination Council/Service  
 Thursday June 12 Dinner Meeting 6:00 PM

### Important Note

Schedule these meetings, dates, and times on your calendar as soon as you receive your Deacon Handbook to avoid a scheduling conflict. Your attendance and participation in each of these meetings is vital to an effective ministry.

## DEACON MINISTRY TEAM ASSIGNMENTS

### Deacon Ministry Support Team

Dave Eaton, Deacon Chair  
Beth Brasel, Deacon Vice-Chair  
Wendy Shaw, Deacon Secretary

### Bereavement Ministry Team

Trish Ordelheide - Team Leader  
Glen Calvin  
Chris Jeep  
Trish Rikli  
Kim Willis

### Hospital Ministry Team

Jim Layman - Team Leader  
Don Bee  
Janis Dickerman  
Tom Duncan  
Jerry Medlock  
Steve Mitchener  
Pat Tajkowski

### Ordinance Ministry Team

Doug Copeland - Team Leader  
Amy Easterling  
Wendy Shaw  
Rebecca Toth

### Senior Ministry Team

Cindy Midgett – Team Leader  
Judy Ewalt  
Allison Felter  
Dale Hassler  
Marshall Hier  
Kim Landman  
Theresa Maxwell

### Membership/Outreach Ministry Team

Jon Hickman - Team Leader  
Carla Hickman  
Mike Howe  
Anne Serkin  
Mary Vance

## Deacon Ministry Handbook

Last Name	First Name	Preferred Phone	Deacon Ministry Team	Term Ends	Street Address	City	Zip	Email
Bee	Don	314-602-2181	Hospital	2027	1321 Park Meadow Dr.	Fenton	63026	superbee01@att.net
Brasel	Beth	314-402-1020	Bereavement	2027	946 Marshall Ave, Apt C	St. Louis	63119	brasel1@hotmail.com
Calvin	Glen	314-249-6861	Bereavement	2026	32 Hawks Bluff Rd	Pacific	63069	gcalvin@guildmortgage.com
Copeland	Doug	314-496-6965	Ordinance Team Leader	2025	5 Douglas Ln	St. Louis	63122	copeland@copelandthompson.com
Dickerman	Janis	314-651-9163	Hospital	2027	35 Westmeade Ct.	Chesterfield	63005	jwdicke@yahoo.com
Duncan	Tom	314-800-8944	Hospital	2026	9444 Arban Dr	St. Louis	63126	duncan9444@sbcglobal.net
Easterling	Amy	636-577-6937	Ordinance	2027	5 Greenstone Ct.	St. Charles	63303	amy.easterling@gmail.com
Eaton	Dave	314-686-3481	Vice Chair	2026	421 Central Place	St. Louis	63122	davidreaton99@gmail.com
Ewalt	Judy	314-914-7002	Senior	2025	12537 Old Tesson Rd Apt A	St. Louis	63128	judith_ewalt@att.net
Felter	Allison	314-308-1754	Senior	2027	509 Hampshire Ct	Webster Groves	63119	awfelter@yahoo.com
Hassler	Dale	314-803-9460	Senior	2025	907 N Kirkwood	St. Louis	63122	dhassler@aol.com
Hickman	Carla	314-265-3765	Secretary	2026	1019 N Taylor Ave	St. Louis	63122	carlathickman@att.net
Hickman	Jon	314-920-8479	Membership Team Leader	2025	1019 N Taylor Ave.	St. Louis	63122	jonathanhickman63@gmail.com
Hier	Marshall	314-560-4776	Senior	2026	4123 Monte Vista Dr.	St. Louis	63129	hier@prodigy.net
Howe	Mike	314-537-4826	Membership	2026	19 Washington Ter	St. Louis	63112	mhowe01@me.com

Deacon Ministry Handbook

Jeep	Chris	314-281-0087	Bereavement	2026	1948 Green Glan Dr	St. Louis	63122	cjeep984@gmail.com
Landman	Kim	636-699-0781	Senior	2026	387 Beckley Place	St. Charles	63304	kdlandman2@gmail.com
Layman	Jim	636-253-0787	Hospital	2027	801 Westwood Place	St. Louis	63122	laymanjd@gmail.com
Maxwell	Theresa	314-620-8641	Senior	2025	3 Marjean Ct.	St. Louis	63122	theresamaxwell54@gmail.com
Medlock	Jerry	314-719-7930	Hospital	2026	2367 Gateroyal Dr	St. Louis	63131	jmedlock1944@icloud.com
Midgett	Cindy	636-544-2545	Senior	2026	737 Shallowcreek View	Ballwin	63021	cindymidgett@gmail.com
Mitchener	Steve	314-575-2609	Membership	2026	627 Pearl Ave.	St. Louis	63122	steve.mitchener@dirxion.com
Ordelheide	Trish	636-300-7915	Bereavement	2027	1509 Mallard Pointe Ct	Chesterfield	63017	harvtrishord@att.net
Rikli	Trish	678-491-0113	Chair	2025	11 Ridgemont Cir	St. Louis	63129	enidmarie1965@gmail.com
Serkin	Anne	636-448-2589	Membership	2027	1013 Amsterdam Dr	Ballwin	63011	serkinanne@gmail.com
Shaw	Wendy	314-265-1149	Ordinance	2025	16812 Kingstowne Estates Dr	Ballwin	63011	DAS16812@aol.com
Tajkowski	Pat	314-497-1053	Hospital	2025	1109 Sidney	St. Louis	63104	pie_lady@hotmail.com
Toth	Rebecca	636-328-1053	Ordinance	2025	403 Bush Dr	Ballwin	63021	rebecca@noahscartllc.com
Vance	Mary	314-695-7639	Membership	2027	4200 Shenandoah Ave	St. Louis	63110	marybethgras101@hotmail.com
Willis	Kim	314-740-3262	Bereavement	2026	1635 Trotting Trail Rd	Chesterfield	63005	Kimberly_willis@yahoo.com





### Deacon for the Week Instructions

1. The Deacon Chair will contact the individuals assigned as Deacon for the Week and offering early in the week before the Sunday. If an individual is unable to serve on their assigned team for that Sunday, it is your responsibility to find a replacement and to notify the Deacon chair and support staff who the replacement is.
2. You may also be given additional assignments (scripture reading/ prayer/ call to worship, etc.). Please inform the Deacon chair if you are uncomfortable with any of this ASAP so the support staff will not give these assignments to you.
3. Please check Worship Guides for anything out of the ordinary that you may need to share with the offering teams.
4. Ensure that three (3) offering plates are on the table in front of the pulpit. If communion is being served, please ensure that the three (3) offering plates are available under the first pew.
5. Please come to the table at the close of the offertory response to leave the offering plates.
6. Follow the offering procedure to secure the offerings following the postlude.
7. At the conclusion of each service one of the offering deacons will assist you with securing the money.
8. When there are benevolent offerings, you are responsible for securing these as well.
9. Please visit our members who are in the hospital on the Friday of your week as Deacon for the Week. Contact the church office on the preceding day (Thursday) to identify who is in the hospital and the name of the hospital and room number. If you are unable to keep this commitment, arrange for another deacon to make the visit(s) on your behalf. Your visit does not replace the ministry of the hospital ministry team.
10. Contact the senior pastor on Tuesday morning to see what needs to be done during the week with regards to ministry. Be available to him during the week for ministry needs which may arise.

Note: When choir members are assigned to Deacon for the Week, they do not help with the collection of offering and with communion.

*Thank you for being God's servant. Your spiritual concern and discipleship will provide a channel for the Holy Spirit to minister to the needs of our faith community.*

### Sunday Offering Procedure

1. The offering is collected by three (3) deacons
2. (D1, D2 & D3 positions). The diagram for collecting the offering is attached to this document.
3. Deacon 1 position is the middle aisle for both sides of the sanctuary. Deacon 2 position is on the outside/window aisle for the piano side of the auditorium. Deacon 3 position is on the outside/window aisle for the organ side of the auditorium.
4. The three deacons move to the front of the sanctuary at the conclusion of the offertory hymn. See the Worship Service Guide for the timing of offering in the order of service.
5. Deacon 1 will take three (3) offering plates from the front pews, give one each to the Deacon 2 & Deacon 3 while keeping one.
6. The deacons then move to their beginning collection positions and collect offerings for all rows. The offering plate is passed through each row. Offering in the balcony will be collected by the usher and taken to the narthex after collection and given to the deacon of the week.
7. The deacons move to the narthex as soon as they have finished collecting offerings and give the collection to the deacon of the week.
8. At the beginning of the Doxology, or similar song, the deacons shall return to the front of the sanctuary and place the offering plates on the table.
9. During the 5 Sundays of Lent, the Doxology is not sung. Return offering plates to the front as soon as offering has been collected.
10. Following the organ postlude, the deacon of the week and one other deacon will secure the offerings. \*Please see instructions below.
11. On Communion Sundays, the Benevolence offering is collected by the deacons at each exit (piano side, organ side and narthex) as the congregation is exiting the building. The Benevolence offerings are given to the deacon of the week to be secured along with the regular offering.

*Please note: Choir members do not participate in offering and the serving of communion. The Deacon listed in column 1 takes their place.*

\*Instructions for Securing the Offerings

1. Following the worship service, please bring the offerings to the offices suite to secure them.
2. Key - The key to the deacon filing drawer is in the key box to the right of the postage machine in the copy room.
3. Filing Cabinet - The cabinet, labeled "H", is down the hall past the conference room doors.
4. Bank Bag – The bag and keys are in the second drawer. The keys are in the plastic case.
5. Unlock the bag and place the offering inside.
6. Please remember to lock the bag and return the key to the plastic case.
7. The bank bag should remain in the drawer for retrieval on Monday morning.
8. On Communion Sundays, the Benevolence offering is placed in the bag that is tagged "Benevolence" on the zipper pull.
9. PLEASE DO NOT TAKE THE BAG TO THE NIGHT DROP AT THE BANK
10. Please remember to lock the filing cabinet and return the key to the key box.
11. Please remember to return the offering plates back to the sanctuary (front pews).

Offering Diagram

Piano

Organ

Pulpit  
Communion Table

_____ D2 _____	_____ D1 _____	_____ D3 _____
↓	↓	↓
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
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_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____ 24 _____	_____ 24 _____	_____ 24 _____

Narthex

### Greeter Instructions

Deacon Offering Assistants – Arrive at 10:10am

- The Deacon listed in column 2 serves as greeter on the piano side.
- The Deacon listed in column 3 serves as greeter on the organ side.
- Welcome attendees & guests – provide any assistance or direction needed.
- Hand out Worship Guides
- Direct any folks needing audio assistance devices to Narthex (they are in the credenza)
- Be aware of location of medical supplies:
  - AED, next to the elevator
  - First Aid Kit, in drawers in copy room and small kit in credenza in narthex
  - Snacks, Water, Juice in plastic tub in narthex credenza
  - Wheelchairs, in narthex and coat room
  - Glucose pills and other medicines, in drawers in copy room

We would encourage all of you to engage in conversation with anyone you do not recognize. KBC is a place that knows how to love people well. Thank you for helping to get that message across each Sunday morning.

### A Note About Communion

The release of pew rows and the serving of elements to those unable to go forward is done by the Deacon of the Week (or who collects the regular offering if DFW is a musician). The benevolence offering is collected by the deacons who collect the regular offering. The Deacon of the Week assigns a deacon to release rows, take elements to instrumentalists and to take elements to balcony for sound and camera operators. The Deacon of week also assigns deacon to collect benevolence offerings at the piano side, organ side and narthex entrances.

## Ordinances Ministry Team Purpose and Function

The Ordinances Ministry Team provides valuable leadership in the supervision of KBC ordinances such as baptisms and communion.

### Team Purpose and Functions

The Ordinance Ministry Team's purpose is to effectively and lovingly:

- Assist the Senior Pastor or other ministerial staff member and candidates for baptism during baptismal services
- Prepare the elements for communion
- Assist with other KBC ordinances as requested by the ministerial staff.

### Team Meetings

The team leader conducts team meetings to ensure effectiveness and efficiency in fulfilling the team's purpose and in performing its functions. Team meetings are held as break-out sessions at deacon meetings. Copies of all meeting minutes should be given to the new team leader at the beginning of each deacon year. These minutes will do much to help the new team know what they are to do and how they are to do it.

### Updating This Section

The team should review this section and update it as often as needed, and especially at the end of the deacon year. The designated supportive staff retains the current issue of this section in a computer file. Changes shall be provided to her, and she will incorporate them into the file and distribute new printed copies of this section to the deacons for inclusion in their deacon binders.

## Baptism Assistance

### Ministerial Staff Responsibilities

- The Ministers will schedule all baptisms and notify the Ordinance Team.
- The baptizing minister will discuss with the candidates the spiritual and physical aspects of their baptism and tell the candidates to bring:
  - appropriate personal clothing to be worn under the baptismal robe;
  - personal clothing as needed to replace that worn during the baptism and toiletries

### Support Staff Responsibilities

- Notify the Ordinance Ministry Team leader and the sound person as soon as a baptism is scheduled and supply the following information:
  - date
  - name of the baptizing minister(s);
  - names of the baptismal candidates and their genders, if not obvious; and
  - age bracket of each candidate (child, teenager, or adult).
- Ministerial supportive staff will tell the appropriate custodian the dates for baptisms so:
  - the baptistery can be filled with water before the baptism;
  - the robing rooms properly stocked with robes, towels, and plastic bags before the baptism;
  - the wet robes and towels will be removed from robing rooms after the baptism;
  - the baptistery drained and robing rooms mopped dry after the baptism.

### Custodian Responsibilities

- Fill the baptistery with water at the proper temperature;
- Ensure that adequate baptismal robes and plastic bags are in each robing room;
- Drain the baptistery after the service and mop up the water on the floor of the baptistry robing rooms; and
- Arrange for the laundering of all wet robes and towels and for their return to their proper places in the robing rooms. Laundered robes should be hung up as soon as they are dry.

### Ordinance Team Leader

- Act as the deacon point-of-contact for the ministerial and administrative staff on matters related to baptism;
- Notify and schedule the appropriate number and gender of deacons from the Ordinances Ministry Team to assist at baptisms;
- Check periodically for the need of and arrange for (or with the designated supportive staff) the addition, replacement, or repair of any baptism supplies. The charges will be assigned to the deacon budget;
- Train the members of the Ordinances Ministry Team who assist at baptisms.
- Update this section as often as needed and always at the end of each deacon year by giving the hand-written changes or updated document file to the support staff.

## Baptism Assistance-Continued

### Assisting Deacons

- Meet the baptizing minister and candidates in the church office suite, by 10:15 a.m.
- Assist minister as requested with waders or other items.
- Ensure that each candidate has a handkerchief before descending the baptistery steps.
- Candidates are to place personal clothing worn during baptism in the plastic bags in each dressing room. The bag of wet clothing may be taken by the candidates immediately after dressing or after the service.
- Candidates may not use hair dryers in the dressing rooms or top-floor restrooms. The sound enters the sanctuary. Direct or escort those who want to use hair dryers to a main-floor or basement rest room.
- Place wet baptismal robes and towels on the floor near the floor drains.

### Supplies

- There is one set of waders and one set of rubber sleeves in the men's robing room.
- An ample supply of baptismal robes (clergy, adult, and child) and towels are in the men's and women's robing rooms. If a candidate fails to bring a handkerchief, some are available in the dressing rooms.
- Several boxes of medium-sized (8 gallon) plastic bags should be in each dressing room.
- The candidates place their wet personal clothes worn during baptism in these bags and may remove the bags of wet clothing after dressing or after the worship service.
- Two metal folding chairs should be in the men's dressing room, and one should be in the women's dressing room.

### Vice Chairperson of Deacons

The Vice-Chairperson of Deacons will ensure when assigning deacons to the Ordinances Ministry Team for the upcoming year that the team has a sufficient number of males and females available (not singing in the choir, working the sound booth, etc.). If this cannot be accomplished, then some deacons assigned to other ministry teams must volunteer to be available when needed to assist at baptisms.



### Communion Assistance

One team member of the Ordinance Team shall be assigned as leader of this responsibility. The communion leader shall be alert to the dates for communion and shall assign two members as partners for the duties of preparation and clean up for those dates. If a deacon is unable to serve on his or her assigned date, he/she should arrange for a substitute, or may change scheduled dates with another deacon. The communion leader will also ensure that all team members are aware of the processes involved for communion preparation.

The Team Leader will ensure that there are adequate quantities of bread, juice and cups are available.

Each partner-team shall also be responsible for seeing that the linens used for Communion are acceptable for the next communion date. If cleaning is required, THAT team should notify the Ordinance Ministry Team leader. The team leader will arrange with the minister of music to have the linens taken to a laundry and return them to the Deacon closet, ready to be used for the next Communion date. (The paid bill shall be given to the financial secretary for reimbursement.)

Sometimes the communion schedule must be altered. The communion leader shall be notified. In turn, he/she will inform the assigned scheduled deacons.

## Communion Instructions-Traditional

### Equipment Storage

The equipment is stored in the Deacon Alcove, located adjacent to the main level elevator.

- Upper right cabinet – chalice, bread plate, paten for rice crackers is in a red velvet sleeve (top shelf)
- Upper center cabinet above sink – 10 trays, 2 bases, 2 lids
- Upper right cabinet – empty cups, juice, rice crackers, filler bottles
- Drawers to left of sink, top drawer – 2 deacon trays
- Drawers to left of sink, second drawer – 1 deacon tray
- Tablecloths are hanging on the lower right side, under the counter.

### Equipment Preparation

The leader of ordinance group will verify there is sufficient inventory of juice, cups and rice crackers stored in the alcove. On the Saturday before Communion Sunday, member assigned for preparation shall:

- Purchase a loaf, package of pita or pocket-less bread.
- Take a food cart from the kitchen to the deacon alcove to collect the following supplies and return to kitchen for preparation.
  - 2 bases with 5 large trays (cup and bread) and a lid for each,
  - 3 deacon trays, bread plate and patten for rice crackers,
  - Chalice, 2 bottles of juice, rice crackers and plastic filler bottles.
- Cut cubes from the bread (place 40 pieces in each large tray and 20 in each deacon tray).
- Pour juice into the plastic filler bottle and fill cups about 3/4 full for each large tray (32 cups per tray) and 13 cups in each of the 3 deacon trays.
- Insert a few pieces of rice crackers in the 14<sup>th</sup> cup of each deacon tray and cover.
- Place a few rice crackers in a small Ziploc bag and lay on the patten. Small Ziploc bags are located in the upper cabinet to the right of the triple sink.
- Place all items on the cart and take into the sanctuary to set up the table.

### Setting up The Table

- Remove the cross, candles, Bible and offering plates from The Lord's Supper Table.
- Place the Bible and cross on one of the matching side tables. See Worship Pastor.
- Place the offering plates on the front pews, center aisle end.
- Move the table approximately 4 feet from the podium and remove the plexiglass cover, leaving the linen cloth over the table.
- Collect the white wooden table cover and place it over the Lord's Supper table.
- Place the appropriate color cloth on the table, then place the white linen cloth with the embroidered grapes and wheat on top.
- Cover the embroidered cloth with the large plexiglass.

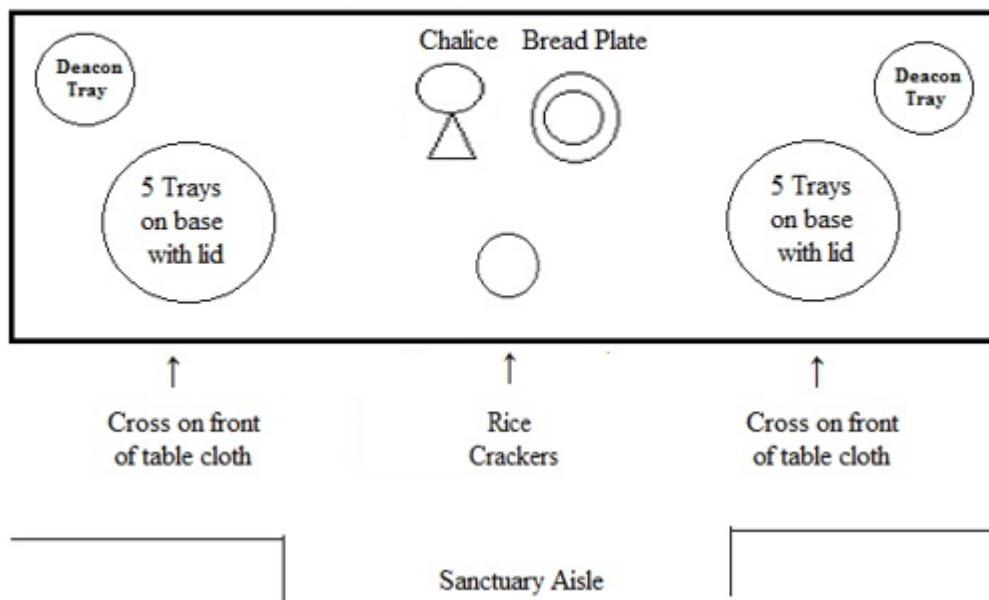
Communion Instructions-Traditional, Continued

- Set up the elements as shown in the diagram "Lord's Supper Setup".
  - Position the two stacks of 5 trays (on base with lid), centered with crosses on front of tablecloth. Set the patten between the trays.
  - Set the chalice and bread plate towards the center back.
  - Place one deacon tray on each back corner.
  - Store the third deacon tray in the parlor. This is for childcare workers.

Cleanup

- Collect items from the Lord's Table and transport them to the kitchen.
- Clean plates, chalice, and trays. Discard remaining bread pieces. Pour juice filled cups in the sink and discard plastic cups. Rinse and dry trays free of spilled juice.
- Fill empty trays with new cups, stack trays and cover.
- Place all clean equipment onto the rolling cart and store in the deacon alcove.
- Reset the Lord's Table by reverse order, cleaning plexiglass coverings.

**Lord's Supper Setup**



## Communion Instructions-Alternate

### Equipment Storage

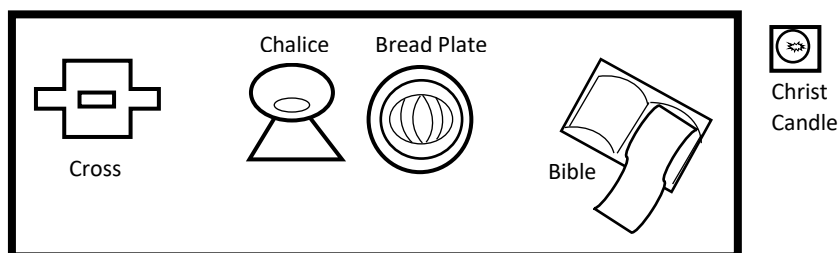
Glass bowls containing pre-packaged communion cups are stored in the deacon alcove, adjacent to the main level elevator.

### Setting up The Table

- Place the offering plates on the front pews, center aisle end.
- Move the table approximately 4 feet from the podium
- Replace the color parament under the plate glass. Additional assistance is recommended
- Adjust and secure cables to floor with provided tape to prevent trips, if not done already.
- Position the cross to the left side of the table.
- Position the closed Bible, to the right side of the table, angled toward the aisle.
- Place the chalice and bread plate on the table as shown in the diagram
- Cover both chalice and bread plate with a white cloth napkin.
- Purchase a loaf of bread, pita or pocket-less bread.

**Note:** Leader will provide advance notice if bread will be provided by others.

### Lord's Supper Table – Alternate Layout



### Communion Sunday

Prior to the service, lightly score the bottom of the bread and place it on the bread plate covered with a white cloth napkin. Position a second white cloth napkin over the chalice. Place a pre-packaged communion cup adjacent to the bread plate. Position the bowls of pre-packaged communion cups on tables, near worship guides located near doors entering the sanctuary:

- Each side of the double doors from Narthex.
- Entrance on organ side.
- Entrance on piano side.
- Welcome Center Entrance.
- Inside the sanctuary, adjacent to the double doors.
- Place cups in the lower level for the childcare workers in the drawer left of the sink.

### Cleanup after the service

- Return the bowls of communion cups to the counter in the deacon alcove and refill as needed from supplies in a box on the top shelf of the wall hung cabinet.
- Clean the bread plate, removing the bread and crumbs. Dispose, others collect or collect the loaf for your personal use.
- Return the bread plate, chalice and cloth napkin to the deacon alcove upper cabinet.
- Clean the Lord's Table
  - Keep the colored parament under the plate glass cover.
  - Clean the plate glass cover as needed.
  - Reposition the table, centered with the lectern.
  - Reposition the cross, centered with the lectern.
  - Position the open Bible to the right of the cross, angled toward the sanctuary aisle.
  - Place the Christ Candle to the rear right corner of the communion table.

Communion Schedule with Assignments and Liturgical Colors

Date	Assigned	Setup	Designated Color Cloth
July 7, 2024	Wendy & Rebecca	Traditional	Green
August 4, 2024	Doug & Amy	Traditional	Green
September 1, 2024	Wendy & Rebecca	Traditional	Green
October 6, 2024	Doug & Amy	Traditional	Green
November 3, 2024	Wendy & Rebecca	Traditional	Green
December 1, 2024	Doug & Amy	Traditional	Purple
December 24, 2024 (5:00)	Wendy & Rebecca	Traditional	White
January 5, 2025	Doug & Wendy	Traditional	White
February 2, 2025	Amy & Rebecca	Traditional	Green
March 2, 2025	Doug & Amy	Traditional	Green
April 6, 2025	Wendy & Rebecca	Traditional	Purple
April 17, 2025 (7:00)	Doug & Amy	Alternate	Purple (NOTE: Maundy Thursday Service)
May 4, 2025	Wendy & Rebecca	Traditional	White
June 1, 2025	Doug & Amy	Traditional	White

Contact	Mobile
Doug Copeland	314-496-6965
Amy Easterling	636-577-6937
Rebecca Toth	636-328-1053
Wendy Shaw	314-265-1149

### Bereavement Ministry Team Purpose and Functions

The Bereavement Ministry Team's purpose is to minister to the families of church members at the time of a loved one's death and in the season of grieving which follows a death. To this end, the team:

- Maintains a procedure to notify team members of the death or pending death of a church member or of a person in the family of a church member.
- Makes and maintains personal contact with the family of the deceased to identify needs that can be met by this deacon-led ministry.
- Provides information to the church concerning funeral arrangements and needs of the family and coordinates opportunities for the congregation to minister to the family of the deceased.
- Coordinates ongoing care (for at least 12 months) for the grieving in the season after a death has occurred.
- Provides information, education, and support groups which address the needs of persons who grieve.

### Team Meetings

The team leader schedules a sufficient number of team meetings at the right times to ensure effectiveness and efficiency in fulfilling the team's purpose and in performing its functions. Team meetings often are held as break-out sessions at deacon meetings.

### Updating of This Section

The team leader shall review this section and update it as often as is needed but at least once a year during the month of May in preparation for the new deacon year. An updated section that contains the wisdom and experience of the past year's team leader is one way of helping the new team effectively and efficiently minister beginning July 1 of each new deacon year. The designated supportive staff assistant has the current issue of this section in a computer file. Provide the changes to her, and she will incorporate the changes into the file and distribute new printed copies of this section to the deacons for inclusion in their deacon binders.

## General Information

### Notification of a Death

- The Hospitality Coordinator is the person coordinating/working with deacons and the Bereavement Ministry Team in particular. They or one of the ministers will notify the Bereavement ministry Team when there is a death in the KBC family.

### Bereavement Team Schedule

- If you need to switch your on-call week, please be sure to notify the following people: Hospitality Coordinator, Pastoral Staff, and the Bereavement Team Leader (**Trish O.**) and let them know who will be taking your place on the schedule. If you can't cover your week for some reason, it is extremely important to switch with a team member, so we don't fail to minister to a bereaved KBC member.
- When switching, be sure you're available the week following your on-call week. Often the funeral/memorial service will fall in the week following the person's death.

### Bereavement Follow-Up Form

- The Hospitality Coordinator will probably be the one emailing the Follow-Up Form to you. If you are the "on-call" deacon and don't receive a completed form, contact the office to have one sent to you.
- The deacon who ministered to the family at the time of the death will follow up with the family for at least a year. At a minimum, send a card on the 1<sup>st</sup> anniversary of the family member's death. (I find it helpful to note on my calendar two weeks before the 1<sup>st</sup> anniversary, so I won't forget to send a card). Also send a card before Christmas. It is good to send the card at least a week prior to the Bereavement Service telling the family about the service and inviting them to attend. If the deceased was the mother or father of a KBC member, a "Thinking of You" card at Mother's or Father's Day would be thoughtful. It's also good to keep in touch with the family at other times during the year with cards, calls, or talking with them at church.
- Be sure to keep your Follow-up forms throughout the year so if you are rotating off at the end of the deacon year your forms can be passed on to the Bereavement Team Leader for assignment to other deacons for continued follow up. Also keep your forms updated with information that would be helpful to another deacon who would be continuing your follow up in the future.
- A follow up will automatically occur when the deceased is the spouse, child, parent, grandchild, or sibling of a member or an active non-member. Follow-ups for others will be assigned on a case-by-case basis.

### Bereavement Policies and Procedures

- The Hospitality Coordinator will email the bereavement team members when there is a death. She will also call the "on-call" deacon. You will receive a completed Follow-Up form as an email attachment from Tia.
- The "on-call" deacon should contact the family of the deceased as soon as possible. Identify yourself as a member of the KBC Bereavement Ministry Team, express your sympathy for their loss, talk with them about ways in which you can be of assistance, and inquire about their plans (funeral, memorial service, when, where etc.) If you learn of plans, notify the church office to be sure KBC knows the arrangements.



General Information 2022-2023

- The Senior Pastor will talk with the family about their wishes regarding a meal or reception and will notify the office staff.
- For your information, there are specific guidelines in place to help families make decisions regarding a funeral meal. (1) A meal or reception is provided when a church member dies or when a member of a church family dies and one of our ministers conducts the funeral or memorial service. (2) Two options are available to families who request a meal. **Option 1:** The church will provide a meal for the family when the number is estimated to be 50 or fewer. The office staff purchase and prepare the meal (cold sandwiches, salad, dessert, and beverages). A team arranged by the office staff will also set up, serve the meal, and clean up afterward. **Option 2:** If the family chooses to invite over 50 people, it will then be the family's responsibility to order and purchase the meal from an outside caterer. The office staff will arrange for people to set up, serve, and clean up the meal. The food would, of course, need to be delivered and ready to serve (cooked in advance).
- For the reception, coffee, punch, and cookies are usually served.
- The on-call deacon should attend the visitation and the funeral or memorial service or at least one of the two if unable to attend both.

## Checklist for Bereavement Team Members

### Contacting the Bereaved Family

- After receiving the assignment of the bereaved family, the deacon on call will review the Bereavement Procedures/Policies page in the deacon handbook.
- After reviewing the procedures, call the family and offer condolences, support, and help. Some offers of help might include, but aren't limited to transportation, childcare services for young children, household chores, etc.
- Depending on the timing of contact with the family, inquire about what arrangements have been made (date, time, place). Then notify KBC to be sure the church is aware of the information.
- Following the guidelines listed in the Bereavement Procedures/Policies page in the bereavement section of the handbook, the minister will talk with the family about the desire for a meal or reception and will notify the office staff of the family's desire.

### Visitation

- Attend the visitation. Be there to provide support and any help the family might need at that time.

### Funeral/Memorial Service

- Attend the funeral/memorial service. If you are unable to attend, ask a bereavement team member to substitute for you.
- Be in the narthex prior to the service to greet people, hand out programs, and answer questions such as locations of restrooms.
- If at KBC, the family and the KBC staff usually handle most of these things, but it would be helpful to check on these things to be sure everything is taken care of for the family.
  - a. Podiums at both entrances for guest book/pages if there is one. If there's a book, there need to be pages at both entrances.
  - b. Pens that write well at both guest book locations.
  - c. Programs at both locations. If running low, see office staff about printing additional copies.
  - d. Basket at both locations to hold envelopes for KBC memorials. (This would only occur if the family had identified a designated memorial).

Bereavement Follow-Up Form

Name of Bereaved	
Street Address	
City, State, Zip	
Home Phone	
Cell Phone (who?)	
Cell Phone (who?)	
Names of surviving family members and relationship to deceased:	

Name of Deceased	
Relationship to Bereaved	
Date of Death	
Additional Information:	

1 <sup>st</sup> Christmas Since Death:	
1 <sup>st</sup> Anniversary of Death	
Additional Event:	

Call Email Bereavement Deacon Leader	Kindler/Bulletin/Midweek Insert
Call Bereavement Team Member on Duty	Copy of this Form to Bereavement Deacon's Box
Email Bereavement Team	Email form to Bereavement Deacon & Leader

## Bereavement Team Resources

### Make Personal Contact with the Family of the Deceased to Identify Needs

The assigned team member should contact the family of the deceased as soon as possible. The first thing is to extend condolences and to assure the family of the church's love for them and of our desire to be of service to them in any way we can. Listening is as important as talking at this time. Families react differently at times of death depending upon the circumstances and the people involved. Be attuned to what is happening emotionally and otherwise during contacts.

Ask the family what their needs might be. They often may say that we can do nothing because they can't think too clearly at the time of what their needs may be, or they are afraid of creating a "burden" for others. If this happens, be prepared to suggest some possibilities. For instance, you might ask, "Could someone come by the house and cut your grass while you and your family are busy with funeral arrangements?" "Would it help if someone baby sat your youngest while the rest of the family is at the funeral home?" "Are there people at church you'd like us to contact about certain things?" Etc. And remember Job's friends. When they came and saw his great misery, they sat with him for seven days and did not say a word. This was their greatest ministry to him – just being there. When they began to talk, things went downhill. So don't worry about what to say; just be the presence of Christ and his church at a time of sorrow, and great ministry will occur.

### Provide Information to the Church, Coordinate Congregational Ministry to the Family

Be sure the church office is aware of funeral information. (They usually are aware through contacts from the ministering pastoral staff member.) Contact the family's Sunday school department and class leadership. Coach them in identifying ways to minister to the family members. We deacons will want to minister too, but close friends and Sunday school members often can minister best due to relationships with the family. If children are in the family, their children's Sunday school classes should be part of the ministry. Hand-made "we're praying for you" cards can be made by children and sent to their Sunday school classmates. Not only is this ministry, but it is good training at an early age on how to minister and can prepare people for life-long ministry. Consider the needs for food, for transportation, for someone to be at the funeral home during visitation just to "be there" and to be able to offer assistance if minor help is needed. Be present at the funeral if appropriate to show deacon sensitivity to that time. Be encouraging in all that you do. Consider keeping a record of deaths and send a sympathy card to the family on the first anniversary of the person's death. Also send them a card at Christmas following the person's death mentioning that you're thinking of them at this difficult time. Just being sensitive to needs and knowing that your presence often will provide more ministry than anything you do will prove sufficient for the need. And remember, all the ministry does not fall upon the ministering deacon. The pastoral staff is there to minister, and the family's Sunday school class and other church friends are there and ready to do much of the ministry. Your coordination, coaching, and encouragement will produce much ministry by others.

## Bereavement Team Resources-Continued

### Some Suggestions on Bereavement Follow Up

There is an intensive short-term phase of ministry with bereaved persons associated with the death itself and its immediate aftermath of formal visitation, the funeral itself and the first days following the funeral. But obviously, the death of a significant loved one sets in motion a grief process that lasts for a very long time. With some bereavement the pain of grief will extend through all the remaining days of life. Still, there is a period of long-term grief that will be more acute, more painful, and more needful of the church's ministry. This period entails the first eighteen months to two years after the death of a significant loved one. For the most part, our church does an effective job of ministering to bereaved persons in the first days following a death. In the interest of doing more effective ministry to the longer, deeper needs of grief recovery, the following suggestions are offered.

1. When a death occurs in one of your families, consider making immediate notations on your calendar to make a contact with the bereaved at the following intervals: after the first month, second month, third month, sixth month, ninth month, year, eighteenth month, and second year. For most of these contacts, a simple phone call will be appropriate, indicating that you've been thinking about the person, inquiring as to their feelings and their needs.
2. The church office will provide reminders of other important dates, such as the anniversary of death, the birthday of the deceased (if the deceased was a church member), the birthday of the survivor and the first Christmas following the death. These can be extraordinarily painful times and will be most fruitful times for a note or a call.
3. We tend to do our best work when the deceased person was a member of our church and known to us. It's important to remember, however, that the grief is just as real when the loved one who died lived elsewhere. Let's be more attentive to the grief of those who have lost siblings, parents, and other loved ones who may have lived far away.
4. With any in-town death, remember that a good time for early follow-up is in the days just after all the "company" goes away and the house settles into emptiness and quietness.
5. Because Sundays are often associated with family, Sundays are often a good day to call.
6. When you call, try never to say, "Let me know if there's anything I can do." This is among the least helpful things we can say for it places the entire burden on the other and few are likely to "let us know what we can do." Instead, offer specific gifts, take specific initiatives—e.g., bring food, take someone shopping, offer to go with them to the cemetery, etc.
7. Try never to censor or "correct" any expression of grief. Be open instead to hearing whatever sadness or bitterness or doubt the bereaved may need to express. Give the sense that God hears these expressions too and that as they offer them to you, they can offer them to God.

### Bereavement Team Resources-Continued

8. Never ever interpret the death to them as God's will. You're not there to make sense of the death; you're there to facilitate the healing honesty of confession and prayer.
9. Never hesitate to mention the name of the deceased. Bereaved people are most often grateful when their friends do this.
10. Don't let looks be deceiving. One way that grieving people cope is to "put on a happy face" in public places. This lets them have momentary distance from their sorrow. It should not persuade us to conclude that they're fine and need no further special care. We can celebrate the ways they can cope in public, and in private can still offer outlets for their pain.
11. Do consider including in your ministry with the bereaved some real celebrations of the progress they have made. There's a time to say in all honesty, "It's a long hard road you're walking", but there also come times to say, "Look how far you've come!" A celebratory card or even a party at some significant transitional time could be a great affirmation of progress and grace.

### Ministry with the Grieving

The following material pertains specifically to those who are in grief because of the death of a loved one. But the same patterns and needs are usually present in other forms of grief, which include, among others: separation, divorce, job loss, relocation, failure, loss of limb, organ or bodily function, the death of any dream.

### Stages of Grief

The stages of grief are not as clearly separable as this list might imply. They should not be viewed as neat categories, each ending precisely where the next begins. They do indicate most of all that grief is a process and that the working through of the process normally includes these elements. These stages reflect the typical, healthy path toward recovery from severe loss. Wayne E. Oates, Your Particular Grief and Granger W. Westburg, Good Grief provide information regarding the stages of grief.

- The stage of shock when you get the news.
- The stage of numbness as you try to absorb the shock.
- The stage of mixed belief and disbelief that this can really be so.
- The stage of depression and deep mourning when you can sob without control or shame.
- The stage of selective memory when you get along quite well until a fresh reminder revives the whole issue.
- The stage of commitment to start "living again" and rebuilding your life.
- We are in a state of shock.
- We express emotion.
- We feel depressed and very alone.
- We may experience physical symptoms of distress.
- We are in a state of shock.
- We express emotion.

## Bereavement Team Resources-Continued

### Stages of Grief, Continued

- We feel depressed and very alone.
- We may experience physical symptoms of distress.
- We may become panicky.
- We may feel a sense of guilt about the loss.
- We are filled with anger and resentment.
- We resist returning.
- Gradually hope comes through.
- We struggle to affirm reality.

To minister following a death is to minister in a circumstance in which nothing you do can “fix” things and make them right. If you tend to be a person who needs to fix or control things, you will face two temptations when ministering with the bereaved: (a) avoidance, because of your embarrassment or sense of helplessness; (b) an over-assertion of yourself with the bereaved, offering words or gestures—more for your sake than for theirs—which do not address the depth of the loss. The one whom ministers to grief should do so with humble and courageous acceptance of what can and cannot be done.

To minister following a death is to be reminded of one’s own death. Those who have not constructively dealt with their own mortality will face two temptations in ministering with the bereaved: (a) avoidance, in order to keep death at a distance; (b) over-identifying in the grief, dealing more with your own sense of loss than with theirs. The one who ministers to grief should have begun to address personal issues of mortality, should keep focus on the needs of the bereaved, and should let every death be a teacher about his or her own death.

Grief ministry is most of all a ministry of presence. More important than saying particular words is the ministry of being visibly alongside those who mourn. Resist the urge to say words that attempt to explain or to put a better face on the death itself. (She’s better off now” or “It was God’s will” or “We know that all things work together for good to them who love the Lord,” etc.) There will come a time, perhaps, for the words that seek to add more meaning to the death. But such words should not come early in the process and should come at the cue of the bereaved.

Be open to the freely expressed sorrow of the bereaved. If it is time for them to weep, let them weep and encourage them in their weeping. It is not wrong to weep with them (John 11.35; Romans 12.15). If the bereaved cannot weep and seem to feel guilty about this, help them understand that numbness is part of grief too.

### Bereavement Team Resources-Continued

Grief ministry in the initial shock of death will often include the doing of detail work for the bereaved. They will be inclined to neglect their own physical needs. Provision of food is a solid ministry at such a time, as are other tasks of cleaning, calling, transporting, etc.

The most appropriate words of ministry in the early stages are the words of your love and of your prayerful support.

Perhaps more crucial than the immediate ministry during this time of shock is your ongoing ministry with the bereaved over the long months of the grief process. Regular contact should be made, with a willingness for some sustained conversations. Your task is to be consistent, a good listener, an anticipator of all the ups and downs of grief, and an assurance that they are not alone on the path of their grief.

Do not be reluctant to speak of the deceased. You will help the bereaved to find perspective and hope if you can remember their loved one well with them.

Use significant dates—anniversaries, birthdays, Christmas, Easter—to extend your grief ministry. Such dates are often hard for the bereaved but are opportunities for them to make new progress toward recovery.



## The Mourning Process

### Varieties of shock

Shock as Denial

Shock as Numbness

Helpful things you can do early in the mourning process:

- Answer the telephone and the doorbell
- Make sure all sympathy cards and flower tags are kept in one place. Note the kind of flower on the back of the flower tag and put the address of the sender there, too, if it is known.
- Help select the clothing for your friend to wear to the funeral
- Do laundry
- Clean, wash floors, polish shoes, do dishes, vacuum
- Chauffeur
- Find a photograph or other information the newspaper may need
- Cook
- Arrange for childcare
- Place floral arrangements
- Make transportation arrangements and reservations; meet people at arrival points
- Grocery shop
- Call employers, carpool riders, schools
- Cancel plans that need to be cancelled
- Notify groups of which the mourner is a part; start entrusting responsibilities to some of them as they offer help

### DIFFERENT KINDS OF HURT:

- Acute Pain
- The Crazies
- Hollow Ache

This outline taken from Nina Hermann Donnelly, I Never Know What to Say

## Deacon Ministry Handbook

Date	On Call	Date	On Call
June 30-July 6 2024	Trish O	Jan 5-11 2025	Kim
July 7-13 2024	Glen	Jan 12-18 2025	Chris
July 14-20 2024	Kim	Jan 19-25 2025	Trish R
July 21-27 2024	Chris	Jan 26-Feb 1 2025	Trish O
July 28-Aug 3 2024	Trish R	Feb 2-8 2025	Glen
Aug 4-10 2024	Trish O	Feb 9-15 2025	Kim
Aug 11-17 2024	Glen	Feb 16-22 2025	Chris
Aug 18-24 2024	Kim	Feb 23-Mar 1 2025	Trish R
Aug 25-31 2024	Chris	Mar 2-8 2025	Trish O
Sept 1-7 2024	Trish R	Mar 9-15 2025	Glen
Sept 8-14 2024	Trish O	Mar 16-22 2025	Kim
Sept 15-21 2024	Glen	Mar 23-29 2025	Chris
Sep 22-28 2024	Kim	Mar 30-Apr 5 2025	Trish R
Sep 29-Oct 5 2024	Chris	Apr 6-12 2025	Trish O
Oct 6-12 2024	Trish R	Apr 13-19 2025	Glen
Oct 13-19 2024	Trish O	Apr 20-26 2025	Kim
Oct 20-26 2024	Glen	Apr 27-May 3 2025	Chris
Oct 27-Nov 2 2024	Kim	May 4-10 2025	Trish R
Nov 3-9 2024	Chris	May 11-17 2025	Trish O
Nov 10-16 2024	Trish R	May 18-24 2025	Glen
Nov 17-23 2024	Trish O	May 25-31 2025	Kim
Nov 24-30 2024	Glen	June 1-7 2025	Chris
Dec 1-7 2024	Kim	June 8-14 2025	Trish R
Dec 8-14 2024	Chris	June 15-21 2025	Trish O
Dec 15-21 2024	Trish R	June 22-28 2025	Glen
Dec 22-28 2024	Trish O	June 29-July 5 2025	Kim
Dec 29, 2024 – Jan 4 2025	Glen		

Team Member	Phone	Email
Trish Ordelleide (Lead)	636-530-1137	harvtrishord@att.net
Glen Calvin	314-249-6861	lgcalvin@yahoo.com
Chris Jeep	314-281-0087	Cjeep984@gmail.com
Kim Willis	314-740-3262	Kimberly_willis@yahoo.com
Trish Rikli	678-491-0113	Enidmarie1965@gmail.com

## Senior Ministry Team Purpose and Function

The Senior Ministry Team's purpose is to provide a ministry of encouragement, practical support, and opportunities for personal enrichment and growth to the church's Senior Adults, regardless of if they regularly attend church services or cannot. The Senior Ministry Team may:

- Make and maintain contact with, and provides spiritual strength and support for, those who are generally unable to be present for worship and other functions of the church.
- Arrange for the homebound to receive communion.
- Coordinates transportation to worship and other church activities, appointments, and errands.
- Coordinate the performance of light maintenance and other household tasks.
- Provide information, support groups, and educational opportunities that enhance the life and functioning of the Senior member.
- Involve the church youth & children in interaction with, and ministry to, the Senior members.

### Team Meetings

The team leader schedules a sufficient number of team meetings at the right times to ensure effectiveness and efficiency in fulfilling the team's purpose and in performing its functions. Team meetings often are held as break-out sessions at deacon meetings. The team leader should maintain minutes of team meetings, and a copy should be provided to the deacon chairperson. Copies of all meeting minutes should be given to the new team leader at the beginning of each deacon year. These minutes will do much to help the new team know what they are to do and how they are to do it.

### Updating this Section

The team leader should review this section and update it as often as is needed but at least once a year during the month of May in preparation for the new deacon year binder. An updated section that contains the wisdom and experience of the past year's team leader is one way of helping the new team effectively and efficiently minister beginning July 1 of each new deacon year. Provide changes to designated supportive staff for updates, and she will incorporate the changes into the file and distribute new printed copies of this section to the deacons for inclusion in their deacon binders.

### Helpful Ideas

- Maintain a List of Homebound Members

The best sources for identifying our homebound members are: the list maintained by last year's Senior Ministry Team; the pastoral staff; and the leadership in Sunday School. The list should include at least the name, address, phone number, birthday, contact information for a family member, if any, who lives in the area, and if possible, an emergency contact (name, address, and phone number), such as a family member or responsible friend. The team leader will assign team members to homebound members based on who is the best match to minister to a given homebound member.

### Senior Ministry Team Purpose and Function-Continued

- Maintain a Record of Current Information Relevant to Ministry  
Needs that should be identified might include the following: their desire to have communion administered by a deacon team member at their place of residence; their desire to be visited, and how often; their daily/weekly needs for assistance; some biographical information, such as their birthday, interests, etc.; names of family members who live close by; names of people in the church who currently visit them (these visitors often provide consistent, outstanding ministry!); their desire and ability to attend a special church event, such as a music program; their ability (hearing) and desire to receive phone calls.
- Make Pastoral Visits and Telephone Calls As Appropriate  
Develop a visitation schedule. Birthdays are always a good time to visit, and showing up with a card or a cake makes it special. Phone calls are an excellent and efficient way to maintain contact.
- Administer Communion to Homebound Members as you feel comfortable doing or at their request  
Those of us who attend church regularly may never have considered what it means not to be able to attend and want to, and not to be able take communion, a central part of worship since the beginning of the church. Homebound communion is a way we take the church to people, and in a most meaningful way. If a homebound member is willing and able to receive homebound communion, make this a key part of your ministry to them. The team leader will determine the schedule for this and the administrative procedures to make it effective and efficient. This section contains two documents to help you: "Some Suggestions for Serving Communion to the Sick or Homebound" and "An Order for Serving Communion to the Sick or Homebound." Experience among the deacon body has shown that this is not a difficult thing to do, and once you do it, you'll find that the ministry is returned to you ten-fold! As you administer communion and say the words that accompany that thanksgiving, you truly are the presence of Christ at that moment to the homebound member.
- Provide Support and Encouragement to Other Ministries to Senior Adults  
The church has a number of ministries in which Senior Adults are involved. Explore ways in which the work of this Deacon Ministry Team might support and encourage such ministries as: Sunday School, Senior Adult Choir and other music ministry opportunities, delivery of flowers to homebound and/or ill.
- Involve the Church Youth and Children in the Senior Ministry when possible.  
The youth and children can learn to minister by being involved in the Senior Ministry. Some ideas to consider are: Have the youth visit a homebound member and chat for a few minutes; draw a birthday card and take it to the homebound member.

### Senior Ministry Team Resources

Moving into a Senior Care Facility is a big change and requires adjusting and support from family and friends. The following offers some suggestions towards making that adjustment. As part of the Senior Ministry Team, you will encounter some of these in your visits or communications with those to whom you minister. The following are suggestions for the resident moving into a facility, but they could be helpful as you provide encouragement to them and family.

#### 5 WAYS TO ADJUST TO A NEW SENIOR LIVING COMMUNITY

##### 1. GIVE YOURSELF TIME

Moving to senior living can be a big change. Do not rush yourself in adjusting to a new season. Appreciate the journey instead of just 'getting through it.' Take small steps every day, doing minor things to make your new senior living community feel like home. Take your time unpacking your boxes, decorating your new apartment home, and unpacking. Ask family and friends to help you unpack. You may find that you enjoy reliving memories as you unpack and even create new memories with family members as you move in.

##### 2. CHECK OUT THE ACTIVITY CALENDAR

Contact your community's concierge to get plugged in. All Leisure Care communities have robust activity calendars and there is something for everyone. From gardening clubs and travel clubs to book clubs and foodie groups, you are sure to find something that piques your interest. Go through the weekly calendar and commit to trying one group activity per week. Try something new and you may ignite a new passion or find a new lifelong hobby.

##### 3. ESTABLISH A ROUTINE

Once you find a few things that you truly enjoy doing, make it a priority to attend regularly. Regularly attending social gatherings will help you get to know the people in the group better. Commit to a few clubs or events and promise yourself that you will attend. Schedule it in your planner or on your calendar and bravely show up.

##### 4. GET TO KNOW YOUR NEIGHBORS

One of the great things about senior living is that you live with friends. Your next-door neighbors are in a similar stage of life and can likely understand what you are going through. Furthermore, everyone has been the new person on the block at some point. Everyone in senior living has made the move and been where you are. Leverage your common experiences to develop new relationships.

##### 5. SET SMALL AND REALISTIC GOALS

All of the new opportunities available in senior living can be overwhelming. Don't try to do everything at once. Establish daily, weekly, and monthly goals to encourage you. Maybe it's trying a new hobby, or taking an exercise class, or maybe it's just walking across the hall to introduce yourself to a new neighbor. Small but steady steps will add up over time and make you feel at home in no time.

#### Senior Ministry Team Resources- Continued

*Most assuredly, I say to you, when you were younger, you girded yourself and walked where you wished, but when you are old, you will stretch out your hands and another will gird you and carry you where you do not wish. John 21.18*

Entry into a Senior Nursing Facility can be a difficult transition for both the new resident and the family member(s) who have found it necessary to place their dear one in a care facility. However, most adjust and begin coping with this new set of circumstances in their lives. (God has built a tremendous capacity of hope and resiliency in the human heart.) But consider the types of losses that do or may occur for a Senior facility resident in a relatively short time.

- A. Loss of accessibility to significant persons in their lives
  - by death or ill health of the spouse or other caregiver
  - of the daily presence of family members
  - of friends
  - of their faith family members
  - of "going to" their doctor
- B. Loss of things
  - home environment
  - precious mementos
  - independent routine and enjoyable activities, particularly accustomed worship
- C. Loss of ability
  - Physical
    - mobility for walking, writing, driving, even manipulating a wheelchair
    - for hearing or seeing well enough to enjoy active participation with others
    - control of body functions
  - Mental
    - to make safe choices of action
    - to recall important things, like taking medicine
    - to control emotions
    - to be in touch with reality
- D. Loss of dignity with resultant feeling of worthlessness

Some of these losses may occur in rapid succession and can trigger a host of feelings that need verbal expression to someone who will listen responsively. (Often a family member cannot.) Sensitive listeners can detect, identify and accept the airing of feelings of loneliness, isolation, estrangement, frustration, rage, anguish, embarrassment, depression, or worthlessness.

Senior Ministry Team Resources- Continued**Suggestions for Serving Communion to the Sick or Homebound**

As requested, or when you feel comfortable offering it

1. "An Order for Serving Communion to the Sick or Homebound" has been prepared for you. It is important to understand that the order is a suggested outline, not a script to be rigidly followed or read from. You may choose to use the order in part or in full or to disregard it and devise your own. Whatever order you use should be carefully thought through, natural to your personality and a warm, personal gift to the one(s) receiving it.
2. Before beginning the service itself, but after appropriate greetings have been exchanged and everyone is comfortable, take a moment to prepare the elements. See that the bread is broken into enough pieces for the people present, and pour the juice into the cups, but do not yet distribute either element.
3. At three points in the suggested order, there are sample sentences for communicating a certain thought. It's especially important that these are not read but said to the person(s) receiving communion. So, say it your way, in your words as simple and as conversationally as you can.
4. The opening prayer may be a simple prayer of thanks for the occasion and for the person receiving communion, and an invocation of God's blessing on what is about to follow.
5. Several scripture readings are included that seem appropriate to the occasion, though you may certainly add to the list. You may wish to read one text from the Old Testament and one from the New. It's important to select the text ahead of time and to have read through it. You would also be wise to mark the pages with a bookmark, ribbon or paper clip so that you can find them without fumbling.
6. Distribution of the bread and cup should be simple and preferably done in silence. After distribution of the elements, you may from I Corinthians read the words while holding the bread or cup you may say them from memory or say something very simple, such as "The body of Christ" and "The blood of Christ for the forgiveness of our sins."
7. The closing prayer may include intercession for the person(s) who have received communion, intercession for the church and thanksgiving for the gifts of the hour and in the days to come.
8. You may wish to consider some ways of more visibly including the person(s) you are visiting. For example: you might use their Bible instead of your own; if they are able to read, you might ask them to read one of the texts; you might ask them to offer one of the prayers; you might let them say what the Lord's Supper means to them, either before the "service" or even during the "Invitation to Communion." Whether or not you do any of these things (and most of us probably will not) depends on how well you know people and how comfortable you judge them to be with such things.
9. Don't leave too abruptly after the closing prayer. Express love and continuing interest. When you leave, leave them with the sense of God's abiding presence and peace.

Senior Ministry Team Resources- Continued

**An Order for Serving Communion to the Sick or Homebound**

**Acknowledge the Presence of Christ**

*Our Lord promised that where two or three are gathered in his name God would be present with us. Surely God is with us here. Let's pray.*

**An Opening Prayer**

**A Reading from the Old Testament**

Such as any of the following: Psalm 23; Psalm 71.17-24; Psalm 103.1-14; Psalm 139.1-18, 23-24; Isaiah 40.28-31; Isaiah 53.1-6

**A Reading from the New Testament**

Such as any of the following: Matthew 11.25-30; Luke 22.7-20; John 6.35, 50-51; John 15.4-11; Romans 8.26-28, 31-39; Philippians 4.4-13

**Invitation to Communion**

*Let's share together now in the Lord's Supper. Remember that this bread and this cup are symbols of our Lord's body broken for us and his blood shed for us. This is his gift to remind us that all our sins are forgiven, that Christ abides with us every day, and that one day we will all sit down at his table together.*

**The Bread**

The bread is distributed  
Read I Corinthians 11.23-24  
The bread is eaten

**The Cup**

The cups are distributed.  
Read I Corinthians 11.25  
The cup is drunk  
Read I Corinthians 11.26

**Assurance of Love**

*.... your church wants you to know today that we love you, and most of all that Christ loves you. We may often be separate from each other, but Christ never leaves us. And in him we are God's family together.*

**Read Ephesians 3:14-21**

**Closing Prayer**



Senior Adult Ministry July 2024 – June 2025

Name	Address	Phone Number	Emergency Contact	Birthdate	Pets?
Allison, Jackie	1122 Ruth Dr. St. Louis, MO 63122	314-478-7810 (cell)	Mitzi Farrell 314-498-3210	7/23	2 cats Family Pet Hospital 314-720-1704
Ames, Nancy & Meeks, Dot	101 Evergreen Ln Apt 333 Glen Carbon, IL 62034	314-954-3282 (Dot) 314-616-3986 (Nancy)	Susan Slaughter? 314-750-2868	11/12 Dot 10/27 Nan	
Belden, Carolyn	858 Briarfarm Ln St. Louis, MO 63122	314-821-4250	Paul Farmer 573-418-7984	7/1	
Berger, Joann	6941 Wise St. Louis, MO 63139	314-647-8270			
Berry, JL & Joy	4686 Britcastle Dr. St. Louis, MO 63128	636-265-0451? 0452?		8/29 Joy 6/4 JL	
Bock, Betty	Dougherty Ferry Assisted Living 2929 Dougherty Ferry Rd. Apt 234 St. Louis, MO 63122	636-628-1492 (cell)	Julie Woodhouse 314-398-4926	3/24	1 dog (Lives with Julie)
Bonney, Joanne	15 Country Crossing Estates Dr St. Peters, Mo 63376-3858	636-379-4921 314-591-3241 (cell)		7/12	
Bowling, Catherine	14980 Manor Ridge Dr Chesterfield, Mo. 63017-7712	636-537-3292	June Sellenriek 636-891-3443	9/18	
Brasel, Ron & Jerry	270 Horseshoe Dr St. Louis, MO 63122	314-822-1148 (house) 314-941-2722 (Jerry cell)	Beth Brasel 314-402-1020	6/26 Ron 3/3 Jerry	
Bushey, Sue	1029 S Rock Hill Rd St. Louis, MO 63119	314-330 5421	Mary Nieman 304-638-7137?	2/14	
Cadwell, Zola	1633 Laclede Station Rd, Rm 313 St. Louis, Mo 63117	314-261-4004	Steve Cloninger 314-686-8325	5/31	
Crouch, Betty	239 Chasselle Lane St. Louis, Mo 63141-7332	314-434-5595 (home) 314-330-6555 (cell)	Ibby (daughter) 314-330-6555	9/16	
Cunningham, Dorothy	727 Friends Ln. Granville, OH 43023	314-443-1077	Warren Hauk 614-397-2874	3/2	
DeVolder, Max & Suzanne	840 Pine Tree Ln St. Louis, MO 63119	314-398-4839		10/27 Max 12/10 Suz	
Fogarty, Reatha	Cedarhurst of Arnold Memory Care 2069 Missouri State Rd Arnold, MO 63010	636-218-2009	Robert Fogarty 636-296-1938	12/22	

## Deacon Ministry Handbook

Forbis, Virginia	208 Stoney View Ct St. Louis, Mo 63146-5616	314-997 6694	John Forbis 314-458-7069	8/31	
Harter, June	Manor Grove 711 S. Kirkwood Rd St. Louis, MO 63122	314-822-8737	Marty Tanner 314-568-9542	2/16	
Hightower, Ladonna	Sunrise Senior Living 45 E Lockwood Webster Groves, MO 63119	314-227-7231	John Biggs 314-399-2615	9/25	
Johns, Faye	Creve Coeur Assisted Living & Memory Care 693 Decker Ln 220 A St. Louis, MO 63141	314-915 0018 (cell)	David Johns 314-956-3124 Joseph Johns 314-956-4011	10/28	
Jones, Herb	374 Autumn Creek Dr Apt B Valley Park, Mo 63088-2452	636-529-1382 (home) 478-737-1942 (cell)	Barb Schuette 636-225-5511 (Office Lady)	11/2	
McDougall, Maralee	1406 Marshall Rd St. Louis, MO 63122	314-984-9882	Jan Thompson 314-541-6857	5/22	
Mote, John & Faye	705 S. Laclede Station Rd Apt 272 St. Louis, MO 63119	314-716-3774	Keith Mote 630-512-7808	3/18 John 7/17 Faye	
Patrick, Jill	316 N Harrison St. Louis, MO 63122	314-795-6367			
Pirtle, Jane	Creve Coeur Assisted Living 693 Decker Lane Apt 234 St. Louis, Mo 63141	314-994-1170	Joan 314-808-1687	1/12	
Schober, Kathy	11723 Arboroak Dr. St. Louis, MO 63126	314-849-3233 (home) 314-623-6982 (cell)	Jerrie Lape 314-650-4765	6/3	
Seim, Glenda	St. Joseph Apartments 7677 Watson Rd. Apt 326 St. Louis, MO 63119	314-705-1935		5/21	
Spencer, Fay	c/o Darla Gavin 7917 Colonel Dent Dr. St. Louis, MO 63123		Darla Gavin 314-378-4674	3/20	
Starkey, Bill and Jenny Petty	1541 Grant Ridge Ln St. Louis, Mo 63126-1307	314-968-1154 - Bill 417-234 8634 Jenny cell	Trent Tinsley 314-713-1209	10/11 Jenny 10/2 Bill	
Stephens, David & Linda	994 Century Oaks Dr. Manchester, MO 63021	636-825-2215	Carla Stephens 314-650-2902	10/17 David 6/19 Linda	

## Deacon Ministry Handbook

Sutton, Judith	40 Meramec Trail Dr. Apt 125 Ballwin, Mo 63021	314-550 6324	Nancy Dunlap 314-422-1135	6/26	
Pat and Keith Trautwein	2416 Sunnybrook Dr St. Louis, Mo 63114-1522	314-426 2827	Mara Hasenbeck 314-724-8032	7/10 Pat 1/26 Keith	
Wenger, Wanda	4474 Butler Hill Rd. Rm 306 St. Louis, Mo 63128	314-842-8399	Daughter, Pat	4/11	
Williams, Pat	1629 Salem Hills Drive St. Louis, Mo 63119-1235	314-961-8033		8/27	
Willis, Lorre	13198 S Outer 40 Rd Apt 305 Chesterfield, Mo 63017	314 974 3324	Greg Willis 314-303-4997	8/28	

### Hospital Ministry Team Purpose and Function

The hospital and recovery ministry team provides spiritual strength, encouragement, and practical support to persons who are preparing for hospitalization, are hospitalized, or are recovering from hospitalization, as well as to their families. To this end, the team

- maintains this document that includes procedures for effective and efficient team ministry
- makes personal contact with the patient and family to identify their needs and to provide needed support immediately before and during hospitalization. This could include prayer support, transportation to doctor for follow up visits, or a meal

Helpful suggestions for the team's ministry are contained in this section and in the "Pastoral Community" and "Crisis Ministry" sections of this deacon handbook.

#### **Process Overview:**

1. Church is notified of a hospitalization
2. All hospital team members and church professional staff are notified immediately VIA TEXT MESSAGE about the hospitalization. This message contains all pertinent information, and a reminder about which deacons are the primary and back up visitors for this period
3. A simple summary of a call or visit is:
  - a. Go – make the call and visit
  - b. Grin – Be friendly
  - c. Give – of yourself. Listen empathetically
  - d. Git – Don't stay too long
4. Primary visitor calls and visits, they summarize the visit VIA EMAIL to the entire team and church professional staff. This email chain serves for updates for the entire duration of the hospital stay and recovery.

#### Appointment of Team Members and Leaders

The deacon chairperson compiles the list of the deacons that have chosen this team and chooses and contacts a candidate for the Hospital Ministry Team Leader. The team leader recruits inactive deacons and other people who desire to serve as volunteers on the team. These volunteers will receive all communications for the team and may make hospital visits if they choose. The team roster (with team members' names and contact information) and the rotating schedule of primary and back-up visitors are separate documents in this section

#### Team Meetings

The team will meet monthly, usually after the conclusion of the normal monthly meeting of all active deacons.

#### Team Procedures

Hospital stays are shorter with each passing year, and each Hospital Team member will be notified by text message from the Church Administrator about new hospitalizations. It is imperative that the church be notified immediately when a hospitalization occurs. If a Team member becomes aware of a hospitalization, they should call the church to notify them. This will ensure that a text message will be sent out. Therefore, good hospital ministry requires that:

- persons promptly notify the church office when they know that they will be admitted to the hospital

### Hospital Ministry Team Purpose and Function-Continued

- A text message will be sent to all team members and the church professional staff. The message will be from 22383. The message will contain the following information:
  - Name of Hospitalized person
  - Hospital name, Main Phone #, Room #
  - Person's cell phone #
  - Reason for Hospitalization
  - OK to Call?
  - OK to Visit?
  - OK to share this information?
  - Reminder of primary and backup deacon hospital team member on call for this 2-week period.
- Please text or call the person immediately to talk to them and schedule a visit. Visit ASAP, since hospital stays are often very brief.

### Primary Back-up Visitor Assignments, Visits, and Reports

The team leader assigns all team members to 2-week period as the "primary visitor" and to different 2-week period as the "back-up visitor." The usual number of team members results in each team member serving about four to five times per deacon year in each role.

The KBC Administrative Assistant will send a text message notification to all team members when a person is known to have been admitted or is scheduled to be admitted to the hospital and will provide the above information. If you are the primary visitor and are unable to serve, you must contact your backup to fill in.

After a call or visit, the primary visitor will provide all the team members and professional staff with an email summary of their visit. You may also choose to contact the patient's Sunday school class or close church friends who know the needs and are prepared to respond.

The team member will be notified of a hospitalization only one time. It is up to the team member to keep the entire team and professional staff in the loop of the patient's status and progress.

Hospitalized patients are sometimes transferred to a residential rehab unit (a hospital-like setting) before going home for further recovery. Primary visitors are to visit those in residential rehab settings just as they visit those in hospital settings and are to issue standard e-mail reports as outlined below.

### Fill-in substitutions and the Trading of Assignments

The following procedures will ensure continuity of pastoral care when an assigned primary or back-up visitor cannot make hospital visits or has traded assignment periods with another deacon.

### Hospital Ministry Team Purpose and Function-Continued

If a primary visitor will not be available for part or all of a 2-week assignment, then he or she will contact the back-up visitor to see if the back-up can provide sufficient coverage alone. If the back-up visitor's schedule will not permit sufficient coverage, then the primary visitor will make arrangements in advance for another team member to perform the primary visitation duties for the period and will notify the Administrative Assistant. A back-up visitor will follow this same procedure when he or she will not be available for much or all of a 2-week back-up assignment. If a team member trades assignment periods with another team member or a volunteer, then the deacon who initiates the trade will provide the name and date change information to the Administrative Assistant, for both deacons/volunteers involved in the trade.

### Daily Hospitalization Updates

Team members may call the church office (314-965-2349) during office hours and speak to the Administrative Assistant, to find out who is in the hospital that day.

### Contact Information

E-mail addresses and phone numbers for church staff members team members are appended to the visitation schedule.

### Hospital Team Resources

#### Why the Church offers special ministry to the sick:

Because Jesus did—by personal word and personal touch. He more than treated their sickness, he bore sickness with them (Matthew 8:17). He was engaged with the sick not passively but by the real expenditure of himself (Mark 5:30).

Because in being with the sick we are being with Jesus and in ministering to them we minister to him, as he instructed us. *"I was sick, and you visited me...inasmuch as you did it for the least of these my brothers and sister, you did it for me."* (Matthew 25:36,40). Bonhoeffer: *"Among the sick we learn more about the world and come closer to the pangs of Jesus' cross than we do among the well."*

#### What it feels like to become a patient in a hospital.

- A. Effects of the institution:
  - Depersonalization
  - De privatization
  - Loss of control
  
- B. Effects of the sickness
  - Discomfort
  - Uncertainty of outcome
  - Concern for family and regular responsibilities
  - Dealing with ultimate issues: work, purpose, relationship, life, death, God
  
- C. Elements of emotional upheaval
  - Embarrassment
  - Fear
  - Rage
  - Doubt
  - Regression into childishness, egocentricity

#### Some suggestions for Hospital Visits

- Before the visit, acquaint yourself as much as possible with the circumstances of the illness.
- Be certain that you are in compliance with hospital visiting rules. You may wish to make a prior telephone call to guarantee the appropriateness of your visit.
- If the patient is sleeping, you will generally do well to leave a note and let them sleep. There are exceptions, however, if the patient is primarily in a phase not of illness, but of waiting for test results and sleeps from boredom or anxiety. You may wish to consult the nurses' station on the appropriateness of waking the patient. But when in doubt, let them sleep.
- As the visit begins, convey natural and quiet warmth. If needed, identify yourself and your church. Your countenance may need to reflect appropriate concern, but should not communicate tragedy, despair, or other funereal features.
- Read the room. You will learn about the patient's support system and spirit by the presence or absence of cards and flowers, etc., by the position of window shades and door, and by the posture of the patient.

Hospital Team Resources-Continued

- Without giving the impression that you'll be camped here for hours, be seated. Give no impression of hovering or rushing. Be relaxed and at home.
- When inquiring about the patient, ask open-ended questions that give the patient opportunity to express him/herself. "Yes" or "No" questions aren't very helpful. The more general "How is it going with you?" may elicit a deeper response than "How are you feeling?"
- Listen more than you talk.
- Allow for some general chatter, but don't let it become a screen. Move the person into talking about him/herself.
- Celebrate or sympathize as appropriate (Romans 12:15). Where the news is bad, do not pass over it but give room for the patient to speak. If part of the complaint, however, is aimed at other people, do not join in condemnation. Simply help identify the feelings.
- Without "preaching" or needing to sound eloquent, speak the quiet words of hope and love.
- If appropriate, inquire about the family. This can give clues to further ministry.
- A general rule is that if the patient is on the way to recovery or will probably recover, the conversation should point to the future; if recovery is not likely, help to recall and to bless the past.
- Silent sitting is sometimes appropriate. Your greatest gifts are presence, courage and love—all of which may have their richest expression in long silence.
- The reading of scripture is often appropriate. For the anxious—Philippians 4.6-7; for the restless—Psalm 4; for the guilty—Psalm 32.51; for the fearful—Psalm 23, 27, 46; for the grieving—Psalm 42; for those in need of healing or of celebrating a healing—Psalm 103.1-5.
- Prayer, more often than not, is a needful part of a hospital visit. (See accompanying page.)
- Keep your visit brief, and if the patient is in pain, be very brief. The usual length of a hospital visit should be no more than ten minutes.
- End positively with a commitment to continued prayer, provided you mean it.
- Report your visit to others at church who can share in concern and prayer.
- Ask about other practical needs that the team and/or church members could help to meet (Examples: Light home or auto maintenance, yard work, trash removal, transportation to church or medical and other appointments, running errands to grocery, pharmacy, post office, etc.)



KBC Deacon Hospital Visitation Schedule 2024-2025 Deacon Year

Start Date	End Date	Primary Visitor	Backup Visitor
7-Jul-24	20-Jul-24	Steve Mitchener	Pat Tajkowski
21-Jul-24	3-Aug-24	Jim Layman	Tom Duncan
4-Aug-24	17-Aug-24	Don Bee	Jerry Medlock
18-Aug-24	31-Aug-24	Janis Dickerman	Steve Mitchener
1-Sep-24	14-Sep-24	Pat Tajkowski	Jim Layman
15-Sep-24	28-Sep-24	Tom Duncan	Don Bee
29-Sep-24	12-Oct-24	Jerry Medlock	Janis Dickerman
13-Oct-24	26-Oct-24	Steve Mitchener	Pat Tajkowski
27-Oct-24	9-Nov-24	Jim Layman	Tom Duncan
10-Nov-24	23-Nov-24	Don Bee	Jerry Medlock
24-Nov-24	7-Dec-24	Janis Dickerman	Steve Mitchener
8-Dec-24	21-Dec-24	Pat Tajkowski	Jim Layman
22-Dec-24	4-Jan-25	Tom Duncan	Don Bee
5-Jan-25	18-Jan-25	Jerry Medlock	Janis Dickerman
19-Jan-25	1-Feb-25	Steve Mitchener	Pat Tajkowski
2-Feb-25	15-Feb-25	Jim Layman	Tom Duncan
16-Feb-25	1-Mar-25	Don Bee	Jerry Medlock
2-Mar-25	15-Mar-25	Janis Dickerman	Steve Mitchener
16-Mar-25	29-Mar-25	Pat Tajkowski	Jim Layman
30-Mar-25	12-Apr-25	Tom Duncan	Don Bee
13-Apr-25	26-Apr-25	Jerry Medlock	Janis Dickerman
27-Apr-25	10-May-25	Steve Mitchener	Pat Tajkowski
11-May-25	24-May-25	Don Bee	Tom Duncan
25-May-25	7-Jun-25	Jim Layman	Jerry Medlock
8-Jun-25	21-Jun-25	Janis Dickerman	Steve Mitchener
22-Jun-25	5-Jul-25	Pat Tajkowski	Jim Layman

## KBC Deacon Hospital Team 2024-2025

Name	Cell	Email
Jim Layman, Leader	636-253-0787	laymanjd@gmail.com
Tom Duncan	314-800-8944	duncan9444@sbcglobal.net
Jerry Medlock	314-719-7930	Jmedlock1944@icloud.com
Steve Mitchener	314-952-4256	Steve.mitchener@dirxion.com
Don Bee	314-602-2181	superbee01@att.net
Pat Tajkowski	314-497-1053	pie_lady@hotmail.com
Janis Dickerman	314-651-9163	jwdicke@yahoo.com
KBC Admin	314-965-2349	twright@kirkwoodbaptist.org

### Membership Outreach Team Purpose and Function

The Membership/Outreach Ministry Team envisions a community that connects and builds relationships that draw on friendship and faith for strength and growth. It provides leadership in emphasizing the positive aspects of the church with a focus on enhanced membership.

#### Roles of the Team Leader:

Share the vision, purpose, and responsibilities with all team members.

Assign responsibilities fairly.

Provide opportunities for new ideas to flourish

#### Roles of the Team Members:

Willingly contribute time, ideas and talents

Accountable in accomplishing assigned tasks

Share talents with other team members and deacons to ensure their continual growth

#### Team Purpose and Functions

The Membership Ministry Team's purpose is to effectively and lovingly:

- Identify potential new members through the visitor information form filled in during the worship service. Encourage an announcement from the pulpit to welcome visitors and invite them to sign the visitor form in the pew.
- Present and recommend applicants for membership to the church. Stay connected with the applicants for at least a year to ensure that KBC is meeting their needs.
- Guide and connect new members and their families as they find their place in our faith community. Work with the Senior Pastor and other staff ministers on a program of new member orientation.
- Encourage active members and non-member regular attendees to participate fully in the life of the church.
- Work with the Senior Pastor on outreach opportunities

#### Team Meetings

The team leader guides the team during the Ministry Team time at each monthly Deacon meeting.

Team meetings often are held as break-out sessions at deacon meetings. During the meeting report time, submit minutes of the breakout session to be included in the Deacon meeting minutes. Copies of all meeting minutes should be given to the new team leader at the beginning of each deacon year.

These minutes will do much to help the new team know what they are to do and how they are to do it.

#### Updating This Section

The team should review this section and update it as often as needed, and especially at the end of the deacon year. The senior pastor's secretary retains the current issue of this section in a computer file.

Changes shall be provided to her, and she will incorporate them into the file and distribute new printed copies of this section to the deacons for inclusion in their deacon binders.

Guidelines and Helpful Ideas for the Membership Ministry Team

1. Welcoming visitors with information about KBC
  - The ministerial support staff will notify the Membership team leader of any visitors who have completed the form during worship service or have contacted the office with questions regarding membership.
  - The team leader will assign the interested visitor to a Membership team member, who will contact them to welcome them, and begin to develop a relationship with them.
  - The ministerial staff will be made aware of visitors, contact by the Membership team member and potential for membership.
  
2. Recommending applicants for membership
  - The ministerial support staff member will provide a packet of materials to deliver to the new member during the visit.
  - If baptism is required for an applicant, and it cannot be scheduled before the applicant is presented to the church, then the recommendation shall be for membership upon the applicant's having received believers' baptism by immersion.
  - After an applicant has been accepted into membership, the deacon who presented the individual will fill in a prepared report to be given to the pastor's secretary along with a biographical sketch to be placed in the Kindler. The same sketch, along with a picture of the new member, shall be attached to the New Member Board. A suggested format for the sketch follows:
    - o Name, Address, & Phone
    - o Date Joined
    - o Christian experience
    - o Occupation
    - o Children's age(s), school grade and SS Department
    - o Interests and Hobbies

## 3. Networking and Connecting New Members

The team member who introduced an applicant or family to the church for membership will also help new member(s) become engaged in the life of the church.

Team members may personally help new members find a Sunday School class; discover the new member's gifts and interests, and help the new member find areas of service in keeping with those gifts. Help leaders in these areas contact the new member(s); and introduce the new member(s) to people who could be a great beginning for making church friendships.

Seek outreach opportunities.

### The First Home Visit With New Members

Your initial visit with a new member is filled with symbolic significance. More than usual, your presence in this introductory conversation is a kind of embodiment of the whole church. For this reason, please give special attention to being prompt, prepared, attentive, and gracious. Here are some suggestions for this all-important visit.

1. The visit doesn't have to take place in the person's home if circumstances do not permit; but whenever possible, home visits are preferable. A home visit communicates intimacy, acceptance and the good news that church isn't just something you "come to" – church also comes to you.
2. Please make your initial phone call immediately on receipt of your assignment and do your best to get the visit scheduled no more than three weeks after the date of joining.
3. Study the information provided to you about the individual or family. If it is too sketchy, please make a call to one or more of the ministers for additional information. You will receive a New Member Packet in your Deacon box at church.
4. If your new member is a child of a family already in our church who has now made a profession of faith, remember that he or she deserves a visit from you in celebration of their decision.
5. Take some time to give new members a sense of who you are. Tell them where you're from, what you do and what you enjoy doing when you're not working. If you've got family in the church, use a pictorial directory (if there is a current publication) or take some pictures to show them your family.
6. Part of what it means to tell a new member who you are is to share with them a sense of your own faith experience. This will include your experience(s) in Kirkwood Baptist Church; when you joined, what drew you to the church, what matters to you about this church. You should also share briefly about your experience with Christ, including when you made your profession of faith, how your faith has been renewed and if appropriate, your present experience of Christ.
7. This brief testimony of your own experience should lead naturally to asking new members about their own faith experience. An appropriate lead-in might be, "Well, I've said enough about myself. I'd like to learn more about you. What can you tell me about your experience of faith? Tell me about your church experience, about how you became a Christian." An appropriate follow-up question might be, "Do you feel like your faith is growing these days? Are there ways you'd like your faith to grow in this church?" Any way you can show your identification with their experience, or their need will be most helpful. If you detect that they need some specific help, offer what you can and/or assist them in making connections with someone they can talk with.
8. Be an advocate for the new member's involvement in the life of the church, especially in those events that facilitate good assimilation: Sunday School, music programs, mission/service opportunities. Try to be a Minister of Introduction – giving them the names and showing them the faces of persons, you think they would do well to know.

### The First Home Visit With New Members-Continued

9. Presentations of New Members should be warm, personal and reasonably concise. You will likely have all the information you need from your notes at the first meeting. Please be sure you turn in a copy of this presentation or a written biography to the church office for the Kindler. This short biographical sketch should focus on the new member's equivalent to your story in items 7, 8 and 9 above. Most important is to write a statement about their Faith which makes us all one in Christ. The other facts about them will help us as a church to draw connections with them. You should convey to us a sense of who they are and speak as their advocate, their friend, their Barnabas to the church. (Acts 9.26-27)
  
10. A vote on all new members will be done at each quarterly congregational meeting by the team leader or the assistant team leader. This will make it less awkward for the new member. In special circumstances if a person plans to be involved in a committee or area that requires a vote sooner, with the Senior Pastor's approval, they can be voted on at another time.

#### **New Member Packet Contents**

- New Member Record Form
  
- Copy of the Constitution and Bylaws of KBC
  
- On Mission at KBC booklet
  
- Pen/pencil
  
- An offering envelope
  
- ACH Authorization Form
  
- Ways to Give Flyer
  
- Church Directory
  
- Other items as appropriate



New Member Record

Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_

Date of Birth (month, date, year): \_\_\_\_\_ Grade: \_\_\_\_\_

Address: \_\_\_\_\_ City and Zip: \_\_\_\_\_

Preferred Email: \_\_\_\_\_

OK to send automated emails? (Weekly Newsletters, Announcements, and Notices)? Y or N

Primary Phone: \_\_\_\_\_ Cell or Home? Permission to Text? Y or N

Secondary Phone: \_\_\_\_\_ Cell or Home? Permission to Text? Y or N

Emergency Contact Name: \_\_\_\_\_ Relationship: \_\_\_\_\_

Phone: \_\_\_\_\_ Email Address: \_\_\_\_\_

Interests, skills or gifts? (ie: music, plumbing, prayer, service): \_\_\_\_\_

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

I would like to:

- Publicly accept Jesus Christ as Lord and Savior, request believer’s baptism by immersion and become a member of Kirkwood Baptist Church.
- Request membership in Kirkwood Baptist Church, by statement of previous acceptance of Jesus Christ as Lord and Savior and baptism. (Including baptism other than immersion)
- Share a personal decision with the church family (Note on back of page).

Name and location of your most recent church home: \_\_\_\_\_

\_\_\_\_\_

## Deacon Support Ministry Team

### Deacon Ministry Team Purpose and Functions

The officers and to that end, the team:

- Administers the process by which Team Leaders and members are assigned and Deacon Officers are nominated and elected.
- Coordinates all deacon meetings, including the Thursday night meal meetings
- Coordinates with the Senior Pastor the process by which Deacons are nominated, elected, ordained, and oriented; and the selection and election of the Deacon Officers.
- Works with the Senior Pastor to plan an annual Deacon Retreat and any other overall training needed by the Deacon body.
- Encourages and supports the effectiveness of other Team Leaders

### Team Meetings

The Chair of the Deacons schedules enough team meetings at the right times to ensure effectiveness and efficiency in fulfilling the team's purpose and in performing its functions.

The Secretary of the Deacons should maintain the minutes of the Deacon meetings. Copies of the meeting minutes should be given to the new Deacon Chair at the beginning of the next deacon year. These minutes will do much to help the continuity in purpose and functions of the team.

### Updating of this Section

The Chair of the Deacons shall review this section and update it as often as is needed but at least once a year during the month of May in preparation for the new deacon year binder. An updated section that contains the wisdom and experience of the past year's team leader is one way of helping the new team effectively and efficiently minister, beginning July 1 of each new deacon year. The designated ministerial support staff has the current issue of the Deacon Officer and Deacon Handbooks in a computer file. Provide changes to this supportive staff member to incorporate the changes into the file, print, and distribute new copies of the handbooks to next year's deacons.



By-Laws Section 5. Deacons

(1) Primary Ministries

Deacons perform the following primary ministries:

- *Prayer* – Deacons pray with the senior pastor and other staff ministers for the life and ministry of the church.
- *Bereavement Ministry* – Deacons provide ministry to church families at the time of a loved one's death and in the season of grieving that follows a death.
- *Hospital Ministry* – Deacons provide spiritual strength, encouragement, and practical support to persons who are preparing for hospitalization, are hospitalized, or are recovering from hospitalization, and to their families.
- *Senior Adult Ministry* – Deacons provide encouragement, practical support, and opportunities for personal enrichment and growth to the church's senior adults.
- *Homebound Ministry* – Deacons provide encouragement and practical support to those who are homebound.
- *Communion Service Assistance* – Deacons prepare the elements for communion and assist the presiding clergy at the celebrations of communion.
- *Baptism Assistance* – Deacons assist the baptizing clergy and baptismal candidates at baptisms.
- *Offering Assistance* – Deacons collect offerings during worship services.
- *New Member Assimilation* – Deacons present membership candidates to the church and coordinate their assimilation into the life and ministry of the church.

(2) Guidelines

- (a) Scriptural guidelines for the ministries and personal character of deacons are provided in Acts 6.1-7 and 1 Timothy 3.8-13, respectively.
- (b) *Church Guidelines for Deacons* shall be maintained and updated by the deacons as they shall deem appropriate. The *Guidelines* shall seek to reflect this church's current understanding of the spirit and intent of the scriptures regarding the ministries and personal character of deacons. The deacons shall present each updated document to the church for adoption. A copy of the *Guidelines* shall be an attachment to these *Bylaws*.

### (3) Nomination and Election

- (a) The deacon nomination and election process shall be administered by a deacon election committee. The deacon chairperson shall appoint the committee and its chairperson from among the active deacons with the consent of the active deacons. The committee shall serve for a one-year term. (The word "year" as used throughout this section means "deacon year," the period from July 1 of one calendar year through June 30 of the succeeding calendar year.)
- (b) The deacons shall determine each year the number of deacons required to provide effective ministry during the following year.
- (c) Deacons shall be resident members of this church. The standard term of service shall be three years (except for those deacons elected to fill unexpired terms per paragraph 4) and shall begin on July 1 of the election year and end on June 30 of the expiration year. The terms of approximately one-third of the deacons shall expire each year, and those deacons shall rotate off active service. They shall be eligible to serve again as active deacons after at least one year of inactive status.
- (d) In February, the names of candidates for deacon nomination shall be solicited from resident church members. A form shall be made available to all resident church members that includes the *Church Guidelines for Deacons* and a list of deacons currently serving, with a notation beside the names of any of those rotating off who are eligible to serve again without an intervening year of inactive status per paragraph 4d.
- (e) The deacon election committee shall order the list of candidates according to the number of times each candidate was named, removing the names of any candidates the committee deems, in consultation with the deacon chairperson and senior pastor, not to meet the guidelines of paragraph 2. The members of the committee then shall contact the qualified candidates in the order of their listing, helping them examine themselves in light of the guidelines of paragraph 2. These contacts shall continue until all qualified candidates have been reviewed or the number of nominees required per paragraph 3b has been obtained, whichever comes first. Only those candidates who agree to be nominated shall be presented to the church for election.
- (f) The deacons shall present a slate of nominees for election to deacon at the church's regular April business meeting. The slate of nominees shall have appeared in a *Kindler* published at least one week in advance of the regular April business meeting. The church shall vote on the slate of nominees by a single voice vote.

### (4) Filling of Vacancies

- (a) When a deacon dies, resigns, or is removed from office by the active deacons, the deacons shall determine if the unexpired term will be filled immediately or during the next annual nomination and election process.
- (b) If the unexpired term will be filled immediately, then the deacons shall present a nominee for election at a regular church business meeting to complete the unexpired term. The nominee shall

be an inactive deacon who has served as an active deacon in this church and who has completed at least one year of inactive status. The nominee shall have agreed in advance to his or her nomination. The church shall vote on the nominee by a voice vote. If two or more nominees are presented to fill two or more positions, the church shall vote on the slate of nominees by a single voice vote.

- (c) If the unexpired term will be filled during the next annual nomination and election process, then the deacon election committee shall determine which of the nominees will serve the unexpired term. However, the committee may convert the unexpired term to a standard three-year term to better balance the three-year rotation schedule.
- (d) If a deacon nominee is elected to fill an unexpired term of one year or less, then he or she shall be eligible to serve again without an intervening year of inactive status. If a deacon nominee is elected to fill an unexpired term of more than one year, then he or she shall be eligible to serve again after at least one year of inactive status, thus ensuring that no deacon may serve more than four consecutive years in active status.

### (5) Ordination

All selected deacon candidates who have not previously been ordained by a church of any Christian denomination shall verbally share their Christian testimonies and commitments to the deacon ministry and this church with an ordination council that shall be comprised of ordained deacons and ordained ministers who are members of this church. The deacon chairperson shall serve as chairperson of the ordination council. When feasible, the ordination council shall meet with ordination candidates prior to their nomination to the church for election as deacons. The candidates shall be ordained upon the approval of the ordination council and their election as deacons.

### (6) Deacon Officers

The deacon officers shall be a chairperson, a vice-chairperson (chairperson-elect), and a secretary. The deacons shall select the officer nominees, and the nominees shall be elected annually in the June deacons meeting by those persons who will serve as active deacons in the upcoming year.

*(Approved November 12, 2003)*

## Guidelines for Deacons

### QUALIFICATIONS

**General:** A candidate should be at least 25 years of age (by July 1 of election year), one well-founded in Baptist doctrine and polity, and a resident member of KBC for two years prior to nomination; or a resident member of KBC for one year having had previous satisfactory experience as an ordained Baptist minister or a deacon in another Baptist church of like faith and order.

**Christian Experience:** A deacon should have a definite and mature experience as a Christian disciple. As Paul said, a deacon must hold the mystery of faith in a pure conscience. A deacon should be tried and tested as Paul describes in I Timothy 3:10.

**Character and Reputation:** In personal and public life, the deacon's behavior should reflect credit and not disfavor on the Church and the cause of Christ. The deacon's life should reflect the fruit of the Spirit as described in Galatians 5:22-23.

**Home Life:** The life of a deacon should be characterized by personal integrity. The intent of the guidelines is to limit the deaconship to those persons who have achieved a stable and healthy home life, regardless of the circumstances preceding their current personal situation.

### Church Support

- The deacon should faithfully and actively participate in the full program of the church, both in attendance and involvement.
- The deacon should be a regular, faithful and cheerful tither in support of the financial program of the church.
- The deacon should be characterized by a wholesome spirit of cooperation with the entire church ministry.
- The deacon should be able and willing to assume his or her responsibility in the work of the deacons including team ministry, attendance at meetings, visitation and prayer.
- The deacon should be a person of vision and progressive disposition concerning the affairs of the Kingdom of God and KBC, always faithful and eager to consider any worthy proposal for an improved, enlarged and efficient church program.

### Ministries

Deacons are the primary lay ministers of the congregation. They are those persons who have been publicly elected to the deaconship and have testified that they will serve in response to the leadership of God's spirit. The service of the deacons cannot be sharply defined (because it is growing and developing all the time), but the following activities indicate some of the major ministries. The outline will supply some information to those who are seeking God's leadership for their own lives in relation to this important office.

- Deacons assist the pastor and staff in praying and planning for the total life and ministry of the church.
- Deacons are responsible for service on a team ministry as well as orientation of new members and the outreach program of evangelism.
- Deacons serve the elements in the celebration of the Lord's Supper and assist in the ordinance of Christian baptism.
- Deacons meet on a regular schedule for regular business and ministry reports.

## The Issue of Pastoral Identity

To exercise pastoral ministry is to give exhortation and comfort in the spirit of Christ and his church. It is to give gifts in ministry in the name and authority of Jesus. (Ephesians 4:11; John 21:15; 1 Thessalonians 5:14; John 13:13-14, 34-35) But the exercise of this ministry is problematic for many who are called to do it. They feel a sense of ought-ness about this work but not a sense of at-homeness about it for themselves. Thus, the need for a maturing confidence in the ministry of shepherding God's people, the need for a growing pastoral identity.

### Roots of Poor Pastoral Identity?

Sense of inadequacy, unworthiness, guilt. No training or poor training for ministry. No models or poor models in ministry. No experience or bad experience in ministry. Low self-esteem. Differing talents from those normally associated with "ministry." Intimidation in an age of so many forms of professional expertise in caring for people. Unrealistic expectations of what a ministering person should be.

### Out of a weak pastoral identity can emerge some unfortunate failures of ministry:

- Absence or complete neglect of ministry. Insecurity petrifying into paralysis.
- Clinging to the surface of things, discussing information and the more trivial details of human need, but fearful of discussing feelings or probing the deeper issues. Insecurity leading to the avoidance of ultimate issues.
- Focusing upon the self rather than the other. Therefore not listening well, not fully attentive to the needs of the other. Insecurity leading to self-absorption.
- Over-empathizing with the other, offering them no balance of secure objectivity but yielding entirely to the perspective of the other. Insecurity leading to over-identification.
- Seeking reward for ministry to feed the insecure self - fishing for laughs, good feelings, thanks, sexualizing, ingratiating, manipulating. Insecurity as self-gratification.