



The Congregational Church of Hollis

Board of Deacons

Meets on 2nd Mondays at 7:15 pm
3 year term



Church Deacons

The Board of Deacons together with the Pastor direct the ministry of the church and promote the spiritual life of the church through its worship, faith and outreach. Deacons are visible at each worship service, including religious holidays, as they oversee the Meeting House. They assist the minister with the needs of the church families and members.

Responsibilities:

- Prepare sanctuary for worship services (and clean-up afterward)
- Provide for greeting and seating of worshipers
- Assist the pastor with the worship service including, but not limited to, preparing/serving Communion, collecting the offering, and assisting with Baptisms & Confirmation
- Deliver the alter flowers to shut-ins, hospitalized or bereaved members
- Listen for and provide care in ministry to the needs of families; visit elderly, infirmed or bereaved members
- Prepare food baskets for needy families during the holiday seasons
- Maintain membership rolls, assist in new member meetings, and welcome new members as they join the church
- The Pastoral Relations subcommittee is the liaison between the pastor and congregation
- Oversee/assist with use of Meeting House for special services (e.g., funerals, weddings)
- Diaconate representatives coordinate with Church Council, the Music Board, the Christian Education Board, and the Fellowship & Hospitality Committee via regular meetings to ensure coordination of and complementary worship services, music and church school programs
- Support and assist with special church events (e.g., picnics, coffee hour, celebrations)

Time & Talent Opportunities for Church Volunteers:

- Deliver alter flowers to homebound, hospitalized or bereaved church member
- Serve as a greeter for worship services
- Visit homebound or sick church family members
- Obtain boxes for Thanksgiving pumpkin pies made by Sunday School students

- Coordinate set-up of Christmas & Easter flowers in the Meeting House and their distribution after the holiday services
- Coordinate the decorating of the church for Christmas
- Transport canned goods to Brookdale and/or deliver holiday food boxes to recipients
- Prepare candles for Christmas Eve services
- Coordinate and refresh pew rack materials
- Help packing food boxes at Thanksgiving, Christmas and Easter.
- Assist with and participate in special church events and activities

From Feb 2018 Bylaws

Members of the Board of Deacons shall be active members of the church.

Board of Deacons

(a) The Board of Deacons shall consist of not more than 12 deacons, with a goal of gender parity, in addition to the Pastor; each shall serve a term of three years, four members to be elected annually. Each newly elected deacon shall be installed to the office by formal installation at a public service of worship at the earliest opportunity following his or her election. The board shall elect its own chairperson.

(b) The Board of Deacons with the Pastor shall direct the ministry of the church and promote the spiritual life of the church through its worship, faith, and outreach. They shall determine the order of worship and provide the necessary pulpit supply in the absence of the Pastor. They shall participate in the administration of the sacraments.

(c) The Deacons' Fund, administered by the Deacons' Fund Committee of the Board, shall receive the loose offering at four Sunday services each year (the first Sunday of January, the first Sunday of Lent, the first Sunday of July, and the first Sunday of October) and from designated gifts to assist the Board in performing their duties.

(d) The Board of Deacons shall receive and examine all requests for admission to church membership and accept into membership of the church persons they deem to be prepared for membership. The Board of Deacons shall also be in charge of maintaining the church roll and determining which members are to be placed on the inactive list or dropped from the church rolls.

(e) The Board of Deacons shall visit at the homes of new families in the community, the elderly, the sick, and the bereaved. They shall minister to the needs of the parish families and inform administrators of the Deacons Fund, other board committees, and the Pastor when their services are required.

(f) The Board of Deacons shall in some way express the concern of the church for those who are shut-in or hospitalized, either through correspondence, flowers, or personal calls.

(g) The Board of Deacons shall have responsibility for the provision and care of all appointments to worship such as flowers for the altar at each service, preparation of communion elements, care of the communion service and care of the communion linens.

(h) The Board of Deacons shall assign to committees different areas of responsibility such as Worship, Membership and Evangelism, Home Ministry, Pastoral Relations, and administration of the Deacons Fund. Chairpersons and some or all members of these committees shall be members of the Board. The Board of Deacons shall have the power to appoint persons to these committees who are not members of the Board. The Board of Deacons shall appoint one of their members to serve on the Board of Music, Board of Christian Education, Fellowship & Hospitality Committee, and Church Council.

(i) All policy, major actions, programs and decisions of all committees of the Board must be submitted to and be approved by the Board of Deacons before they are executed.

(j) A written report shall be given at the Annual Meeting.

(k) All business of the Board shall be conducted at scheduled meetings with a quorum of at least six members present.