

Diaconate Role Tracker

3/21/2020

Task	Called Leader(s) / Support		Documentation Location	Update Needed	Status - %completed
<b>Leadership/Executive Committee</b>					
Chairman	Ken B				
Assistant Diaconate Chairman	Marc				
1st Assistant Diaconate Chairman	Lisa				
2nd Assistant Diaconate Chairman	Marlene J.				
Team Leader	Ros				
Team Leader	Debra				
Team Leader	Maurice P.				
Team Leader	Tony W.				
<b>Ceremony</b>					
	<b>Primary</b>	<b>Alternate</b>			
Communion	Linda	Ann	Diaconate Manual	N	
Baptism	Ira	Tim	Diaconate Manual	N	
Foot washing	Art H.	Precious	Diaconate Manual	N	
Ordinations / Licensing / Certification	Precious	Art H.	Diaconate Manual	N	
<b>Opening &amp; Closing the Church schedule</b>					
	Arthur S.	Johnnie	Diaconate Manual		
<b>Congregational</b>					
Mothers & Fathers Assistance	Precious	Leonard	Diaconate Manual	N	
Getting Connected (New Member to Deacons Assignments)	Doretha	Renee	Diaconate Manual	Y	0%
Bereavement Support	Marlene	Teryl	Need Continuity doc	Y	0%
<b>Training</b>					
Deacon Candidates	Johnnie	Marc	Diaconate Manual	N	
Diaconate Training	Ros	Tony	Diaconate Manual	N	
Student Deacons	Johnnie	Marc	Diaconate Manual	N	
Acolyte	Debra	Cora	SOP	N	
<b>Finance</b>					
All Finance Operations - including special services/conferences	Ros	Lisa	Continuity	N	
End of Week Finance text message to Bishop & Pastor	Ken	Finance Leads	Continuity	N	
<b>Admin</b>					
<b>Scheduling (Consolidated and Addendum)</b>	Ros	Lisa	SOP	Y	0%
Communication	Ken	Marc	Diaconate Manual	N	
Meeting Agenda	Ken	Marc	Diaconate Manual	N	
Meeting Minutes	Lisa	Paula	Diaconate Manual	N	
Website updates / Maintenance, Reports	Joe	Ken	SOP	Y	0%

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<b>Task</b>	<b>Called Leader(s) / Support</b>		<b>Assigned</b>		
<b>Security</b>					
Weekly Security Activities	Ray	James	SOP	Y	0%
Safety / Parking Lot	Tim	Obie	SOP	Y	0%
Emergency Procedures	Leroy	Ray	Diaconate Manual	N	
Monitoring	Pat W	Ray	SOP	Y	0%
<b>Van Ministry</b>					
Drivers	Maurice	Arthur S.	SOP	N	
Drivers KCICCM	Ros	Tony	SOP	Y	
<b>Missions</b>					
Haven for Hope	Marlene	Johnnie	SOP	Y	0%
Food Pantry	Linda	Pam, Laddine	SOP	Y	0%
Clothing Boutique	Linda	Pam, Laddine	SOP	Y	0%
Thanksgiving Baskets	Lisa	TBD	SOP	Y	0%
Angel Tree	Renee	Nichelle	N/A		
Jail Ministry Support	Edwin G.	Arthur S.			
<b>Visitation - Funeral Support</b>					
Sick & Shut In (work with Pastoral Care Leader as needed)	Pearl	Marcie	Pastoral Care Smart Card	N	
Off Campus <b>Repast</b> Food Delivery to bereaved families	Cora	Pat Rose	SOP	Y	0%
<b>Task</b>					
<b>Called Leader(s) / Support</b>					
<b>Assigned</b>					
<b>Board of Director</b>					
Diaconate Representatives	Ken/Voting Rep _ Rotate Annually	Non-voting Rep _ Rotate Annually	SOP	Y	0%
<b>Facilities / Logistics</b>					
Facilities upkeep / General and Conference logistics	Daryl	Michael S.	SOP	Y	0%
<b>Diaconate Fellowship</b>					
Arrange Diaconate Fellowships / off site training locations	Pam	Ros	SOP	Y	0%