

**DEACON-LED MINISTRIES
CENTRAL CHURCH OF CHRIST**

PURPOSE: This document will serve as a framework for organizing and coordinating the ministries, programs, and services that the church provides to its members and the community. It is a living document; ministries may be added or adapted as needed.

1. **FELLOWSHIP.** To strengthen relationships within the church family and provide opportunities to establish relationships with friends and visitors through regularly scheduled fellowship activities.

Tasks:

- a. Plan and organize monthly fellowship activities (such as the international supper)
- b. Plan and organize annual international supper
- c. Plan and organize baby showers for new-borns
- d. Plan and organize funeral lunches
- e. Replenish kitchen supplies and post guidelines for kitchen use
- f. Post information on fellowship activities on the general bulletin board
- g. Coordinate the tasks of the serving groups
- h. Plan and organize annual Thanksgiving dinner
- i. Plan and organize annual Christmas dinner
- j. Plan and organize monthly 55+ activities

Leaders:

Elder	Glen Knutson
Deacon	Charles Johnson
Assistants	

2. **YOUTH.** To build up our teens and young adults (13-30 years of age) for a lasting relationship with Christ through weekly Bible studies as well as monthly and annual youth-driven service projects and other activities.

Tasks:

- a. Plan curriculum and conduct weekly Bible classes (Sunday morning, Tuesday night, and Wednesday night)
- b. Plan and conduct monthly youth devotionals and get-togethers
- c. Plan and conduct annual events such as the Mountains of Fun in the Prairies ski retreat (first weekend in February), Youth Rally (third weekend of September), Clearview summer camp, weekly summer activities in the local area, and Survival Camping Trip (last weekend of August)
- d. Manage youth room and set guidelines for use
- e. Maintain youth ministry bulletin board
- f. Participate in the STAND conference bi-annually
- g. Plan and conduct annual young adult conference in Winnipeg

Leaders:

Elder	Gary King
Deacons	Paul Birston
Assistants	Chad Celaire, Dwaine Gauthier

3. **CHILDREN.** To instruct our children (0 to 12 years of age) in God's ways through Sunday school and mid-week bible classes, as well as other activities.

Tasks:

- a. Organize Bible class teachers and select and order the curriculum

- b. Replenish supplies in the education office
- c. Plan and conduct annual vacation Bible school
- d. Plan and conduct kids' club activities
- e. Manage and assign classroom space and nursery, and set guidelines for their use
- f. Organize teacher training and accompanying workshops (such as the 21st Century Christian workshop)
- g. Maintain children's ministry bulletin board
- h. Coordinate the Tree of Knowledge program

Leaders

Elder Gary King
 Deacon Billy Leung
 Assistants

4. **TRANSPORTATION**. To provide travel support to members and visitors in need who wish to participate in worship services, Bible studies, and other church events.

Tasks:

- a. Establish and execute the transportation service process
- b. Organize volunteer drivers by assigning passengers
- c. Establish and execute the maintenance plan for the church van
- d. Maintain driving log for the church van

Leaders:

Elder John Muller
 Deacons Billy Leung, Ray Kazuk
 Assistants

5. **EDUCATION**. To provide relevant and encouraging Bible-based teaching curricula to all age groups.

Tasks:

- a. Procure teaching materials as requested by the Children's and Youth Ministries
- b. Together with the ministers, develop multi-year sermon and Bible study plans for adults
- c. Plan and organize Bible conferences, training workshops, extension courses, and other educational events
- d. Coordinate the internship/mentorship ministry training

Leaders

Elder Gary King
 Deacons Paul Birston, Billy Leung
 Ministers Shawn LeBlanc, Jay Manimtim
 Assistants

6. **WORSHIP**. To focus the minds and hearts of the church on God the Father and on Jesus on Sunday morning and evening worship services.

Tasks:

- a. Prepare weekly schedule for servers (Lord's table presider, Lord's supper emblems, sound board, song leader, prayers, passers, greeters, and ushers)
- b. Recruit and train new servers
- c. Provide ongoing training and workshops to current servers in order to ensure continuous personal improvement

Leaders:

Elder Jim Hobbs, Glen Knutson
Deacon Darwin Knutson, Ray Kazuk
Assistants

7. **MISSIONS.** To support Christians in their ministry to advance God's kingdom outside the local area, across Canada, and around the world.

Tasks:

- a. Promote the missionaries that we support within the congregation
- b. Coordinate mission trips
- c. Maintain Missions Ministry bulletin board
- d. Conduct fund-raising activities

Leaders:

Elder Wayne Turner
Deacons Paul Birston
Assistants

8. **OUTREACH.** To proclaim Jesus Christ to our local community through various outreach activities that demonstrate the love of God in tangible ways.

Tasks:

- a. Conduct weekly Friendspeak program
- b. Conduct weekly regional and local Bible talks
- c. Conduct monthly and annual clothing give away
- d. Maintain Outreach Ministry bulletin board
- e. Coordinate other local outreach activities
- f. Conduct weekly Celebrate Recovery program
- g. Create and distribute seasonal newsletter to the community

Leaders:

Elder Wayne Turner
Deacon Richard Wiebe
Assistants

9. **COMMUNICATION AND MEDIA.** To provide cohesive and effective communication for various ministries of the congregation by coordinating efforts among various media inside and outside of the Central church of Christ.

Tasks:

- a. Produce and distribute Sunday morning worship service bulletins
- b. Prepare and send via email weekly church updates every Thursday
- c. Prepare and run PowerPoint announcement slides during Sunday morning worship service
- d. Prepare and run PowerPoint songs during Sunday morning worship service
- e. Maintain church website, ensuring all information is up-to-date
- f. Monitor and maintain church social media accounts (FaceBook – Winnipeg church of Christ International Group and Friends, and FaceBook – Central church of Christ, Winnipeg)
- g. Stream live weekly worship service online
- h. Place announcements on the church electronic sign on a weekly basis

- i. Curate and account for the books and other publications in the library
- j. Maintain member picture wall in the church foyer
- k. Update online church directory and provide hard copies to members as needed
- l. Aid and improve the visual representation of the Central church of Christ in order to communicate with consistency, purpose, and effectiveness

Leaders:

Elder Wayne Turner
 Deacon
 Assistants Pat Leung, Melanie Hobbs, Scott Kowalson, Linda Manimtim

10. WOMEN'S ACTIVITIES. To strengthen the women in their spiritual growth and build meaningful relationships through fellowship, Bible study, and other activities.

Tasks:

- a. Plan and organize women's day
- b. Coordinate Prayer Sisters program
- c. Coordinate women's Bible studies
- d. Coordinate women's prayer group
- e. Coordinate weekly quilting ministry

Leaders:

Elder Gary King, Glen Knutson
 Deacon
 Assistants Stacey Anderson

11. MEN'S ACTIVITIES. To strengthen the men in their service to and relationships with God and with other godly men through Men's Breakfasts, training workshops, and other such events, empowering them to fulfil their responsibilities to God, their families, the church, and the community.

Tasks:

- a. Plan and organize men's breakfast, occurring once every six weeks
- b. Coordinate leadership and skills training workshops in conjunction with the Worship and Education Ministry teams
- c. Plan and organize annual men's retreats and other events

Leaders:

Elder Gary King, Glen Knutson
 Deacons Richard Wiebe, Tim Lock
 Assistants Myles McMillan, Amir Hussein

12. BENEVOLENCE AND MEMBER SUPPORT. To provide material, physical, and spiritual support to the members of the congregation who have identified their need.

Tasks:

- a. On a case-by-case basis, consider the needs of church members who present themselves with a need, and provide support as necessary
- b. Coordinate efforts to help members in emergency situations
- c. If possible, refer the individual(s) in need to another member of the congregation who is able to assist, or to a local organization who is able to fill the need
- d. Uphold confidentiality and privacy requirements by ensuring that information is passed on a need-to-know basis

- e. Coordinate hospital visits
- f. Coordinate the efforts to help shut-in members, new mothers, single parents, and widows through visits, care, home repairs, Lord's supper, meals, and other services
- g. Manage the non-perishable food pantry in the church building and account for the distribution of the goods to members
- h. Mail out church bulletins to those who need them
- i. Create and send personalized greeting cards to encourage members

Leaders:

Elder Wayne Turner
 Deacon Leonard Johnson
 Assistants

13. **BUILDING AND PROPERTY.** To provide an environment that is comfortable, inviting, functional, clean, safe, and conducive to the worship of God while bringing the church together as a family under God.

Tasks:

- a. Manage facility service contracts such as snow removal, upkeep of grass and gardens
- b. Supervise building custodian
- c. Replenish janitorial supplies for the building
- d. Identify and plan repair work
- e. Maintain building security and safety
- f. Create building emergency evacuation plan

Leaders:

Elder John Muller
 Deacon Scott Johnson
 Assistants

14. **FINANCIAL ADMINISTRATION.** To efficiently manage the financial resources of the church in order make funds available to effectively support the ministry of the congregation.

Tasks:

- a. Receive weekly collection
- b. Manage the church contribution software program
- c. Determine employee salaries, deductions, and remittances to Receiver General
- d. Complete and forward annual Federal Charity Return, annual Provincial Return, and T4 summary to CRA and T4 slips to employees
- e. Manage Business Account at Royal Bank of Canada
- f. Update Quicken accounting software on a weekly basis
- g. Manage RBC Dominion investment account
- h. Manage financial files (receipts, payments, and verification reporting)
- i. Prepare and manage church budget with elders and deacons
- j. Prepare financial reports as required

Leaders:

Elder John Muller
 Deacon Dennis Gamble
 Assistant Wes Johnson