

**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.

NEW IN VERSION 3.1: Version 3.1 sees the restructuring of ministries into the following headings and sub-headings:

- 1. Fellowship**
 - a. Church Activities
 - b. Men's Activities
 - c. Women's Activities
 - d. Member Support
- 2. Education**
 - a. Children
 - b. Teens
 - c. Young Adults
 - d. Family
 - e. Small Groups
- 3. Outreach**
 - a. Missions
 - b. Local
- 4. Worship**
 - a. Song-leading
 - b. Leadership Training
 - c. Worship Service
- 5. Administration**
 - a. Building and Property
 - b. Transportation
 - c. Technology
 - d. Communication
 - e. Financial Administration

I. FELLOWSHIP. To strengthen relationships within the church family and provide opportunities to establish relationships with friends and visitors through regularly scheduled fellowship events under church activities, men's activities, women's activities, **and member support.**

Elders: Glen Knutson, Gary King, Richard Wiebe

1. Church Activities. To strengthen the church as a body through fellowship activities.

Tasks:

- a. Plan and organize monthly fellowship activities (55+)
- b. Plan and organize annual activities (International supper, Thanksgiving and Christmas dinners)
- c. Plan and organize baby showers for new-borns
- d. Plan and organize funeral lunches
- e. Replenish kitchen supplies and post guideline for kitchen use
- f. Post information on fellowship activities on the general bulletin board
- g. Coordinate the tasks of the serving groups

Deacon: Charles Johnson

2. Men's Activities. To strengthen the men in their service to and relationships with God and with other godly men through fellowship activities that empower them to fulfil their responsibilities to God, their families, the church, and the community.

Tasks:

- a. Plan and organize men's breakfasts, occurring every six weeks

Deacon: Amir Hamed

3. **Women's Activities.** - To strengthen the women in their spiritual growth and build meaningful relationships through fellowship activities.

Tasks:

- a. Plan and organize Women's Day events
- b. **Plan and organize online/offline/hybrid Winter Devotional Series**
- c. Coordinate Prayer Sisters program
- d. Coordinate women's prayer **and Bible study** groups
- e. Coordinate weekly quilting ministry
- f. **Maintain Women's Ministry Bulletin Board (next to women's washroom)**

Contact: Linda M, Diana T, Stacey A, Melanie H

4. **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 **or deliver** church bulletins **and worship broadcast DVDs** to those who need them
- i. Create and send personalized greeting cards to encourage members

Deacons: Leonard Johnson, Brad Denby

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

Elders: Gary King, Billy Leung, Vince Anderson

1. **Children.** To instruct our children (0-11 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

Deacon: Kyle Brown

2. **Teens.** To build up our teens (12-17 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, 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. Plan and conduct annual young adult conference in Winnipeg

Deacon: Donald Walters

3. **Young Adult.** To equip the young adults (18-30 years of age) of the congregation through the provision of relevant and encouraging Bible-based education program and participation in Bible-based events.

Tasks:

- a. Plan curriculum and conduct weekly Bible classes (Sunday morning, Tuesday night, Wednesday night)
- b. Organize a group to participate in the annual STAND conference hosted by the Niagara Falls Church of Christ (February long weekend)
- c. Organize a group to participate in the Clearview Young Adults Weekend every summer (July)

Deacon: Chad Cellaire

5. **Family.** To equip young adults and adults of the congregation to build godly families in Jesus Christ through relevant and encouraging Bible-based education program and activities.

Tasks:

- a. Plan curriculum and conduct weekly Bible classes (Sunday morning, Thursday evening)
- b. Together with the ministers, develop multi-year sermon and Bible study plans for adults
- c. Plan and organize monthly family fellowship meals

Deacon: Tyler Laycock

4. **Small Groups.** To provide the congregation with a venue to grow in community with other members through fellowship, bible study, and prayer through Bible Talk groups that meet throughout the city at least once a week.

Tasks:

- a. Enable members to grow spiritually through weekly Bible studies followed by prayer time and fellowship in each Bible Talk group
- b. Support Bible Talk leaders by providing lesson series options and lesson plans (note: each Bible Talk can have their own lesson series at a time)
- c. Support Bible Talk groups by encouraging members who live within the same geographic areas to join

Deacon: Chad Cellaire

III. **OUTREACH.** local and overseas

Elder: Wayne Turner, Richard Wiebe

1. **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

Deacon: Dean Haskayne

2. **Local.** 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 monthly and annual clothing give-aways
- c. Maintain Outreach Ministry bulletin board
- d. Coordinate other local outreach activities
- e. Conduct weekly Celebrate Recovery program

Deacon: Anthony Ajakaiye

- IV. **WORSHIP.** To focus the minds and hearts of the church on God the Father and on Jesus on Sunday morning and evening worship services that are led by godly and capable men.

Elders: Glen Knutson, Tim Lock

1. **Song-leading.** To constantly improve the congregation's worship to God in song

Tasks:

- a. Plan and conduct monthly Praise and Harmony workshop sessions for the congregation
- b. Train song leaders

Elder: Tim Lock

2. **Leadership Training.**

Tasks:

- a. Train new servers
- b. Provide ongoing training and workshops to current servers in order to ensure continuous personal improvement

Deacon: Ray Kazuk

3. **Worship Service.**

Tasks:

- a. Prepare a weekly schedule for servers (Lord's table presider, Lord's Supper emblems, sound board, song leader, prayers, passers, greeters, and ushers)
- b. Recruit new servers

Deacons: Ray Kazuk, Oshokenoya Monofi

- V. **ADMINISTRATION.** To provide financial and facility administration and member support to the church in order to ensure the functionality and sustainment of the facility and member support programs.

Elders: John Muller, Wayne Turner, Billy Leung, Vince Anderson

1. **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

Assistant: Tim Arbuckle

2. Technology.

Tasks:

- a.

Deacon: Idris Onakpoya

3. Communication. 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

Contact: Melanie Hobbs

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

Deacon: Bob Haskayne

5. 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

Deacon: Dennis Gamble

Assistant: Wes Johnson