

**Williamsburg Community Chapel
Chapel Governance Series
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Williamsburg Community Chapel
Chapel Governance Series
Section 1 - Organization

Organizational Design Guiding Principles

For the husband is the head of the wife as Christ is the head of the church, his body, of which he is the Savior . (Eph 5:23)

Williamsburg Community Chapel is led by Jesus Christ, directed by the Elders and shepherded by the Staff

Led By Jesus Christ

Jesus Christ is the shepherd of His flock, the head of the Church universal and Savior of the individual believer. The Chapel is a vital part of His body. Just as He has a personal relationship with all who trust in Him by faith, so does He build His church by placing those believers together to reflect Himself in all His diversity and power. Through the Chapel, Jesus Christ is reaching out as He reaches through this family of faith.

Directed by the Elders

The Elders are responsible to the Lord to keep the Chapel true to Jesus' command to reach, teach, and release people to serve Him. It is a ministry of big picture oversight that includes every aspect of our church, but especially the ministries that reach out, reach in, teach the Word, and prepare our church family to serve the Lord. The Elders seek to lead in unity and unify our diverse body to worship, follow and serve our Head, Jesus.

Shepherded by the Staff

Chapel staff are paid servants of the Lord who are day to day on-site ministers. They spearhead ministry to all ages and they involve, include, inspire and integrate the Chapel family to grow in personal faith and reach outside the Chapel walls to extend Jesus' touch to our community and world.

Ministry Overview

Details of Elder responsibility and qualification are laid out with scriptural references in the Chapel Constitution and Elder (Section 2) and Lead Pastor (Section 3) job descriptions of this Chapel Governance Series. It should be noted that the term Lead Pastor is synonymous with the term Senior Pastor used in the Chapel Constitution, but has been chosen as a more accurate description of this role going forward.

There are two primary offices of the church as outlined in the New Testament: Elders and Deacons. Elders have primary responsibilities for the ministry of the Word and for

prayer. They also have oversight responsibility for the spiritual health of the church. Deacons provide practical support and service to ministries while Elders provide spiritual direction and oversight. The role of Deacons is described in detail in Section 4 of this Chapel Governance Series.

The Lead Pastor is a voting member of the board of Elders. He attends Board meetings to provide important information, counsel and participation in oversight discussions and has one vote with the Board on decisions. He also reports to the Board for job accountability and is, of course, excused from discussion relating to his performance. His primary responsibilities are the preaching, teaching and ministry of the Word of God and the supervision of paid pastoral staff. He is like the navigator of the ship, providing a charted course for pulpit messages throughout the year and ensuring that the quality and performance of the primary functions of preaching, Sunday worship, counseling, and pastoral staff function are healthy. The demands on the Lead Pastor can easily overtake his time as there is no end to the problems and challenges of ministry in the Chapel. Therefore, all Elders must assist the Lead Pastor to guard his time for the main functions of preaching and teaching the Word of God. He also professionally develops the pastoral staff that reports to him and shares the pulpit with them, while remaining the primary deliverer of Sunday sermons.

The Board of Elders includes nine Elders who are either appointed or elected as spelled out in the Constitution, as well as the Lead Pastor. This Board serves two functions as a collective group. It provides accountability for the performance of the Lead Pastor and it provides oversight of the finances, major church-wide decisions such as expansion and acquisition of property and to oversee major personnel processes for hiring and termination as spelled out in the Chapel Constitution. Applications for Chapel membership and the appointment of Deacons are also reviewed and approved by the Board of Elders. The Board approves important Chapel policies and procedures as well. The Board sets annual goals and objectives for the Lead Pastor and reviews performance to those goals and objectives at the end of each year. They will make decisions on compensation and raises for the Lead Pastor as well. Detailed responsibilities of the Board are further spelled out in Section 2 of this Chapel Governance Series.

Once again, when it comes to ministry oversight, it is not necessary, in fact it is inappropriate, for Elders to micromanage specific ministry activities. A light touch with a comfortable availability and a keen sense of observation and openness to listen is the goal.

Devotional Lives and Worship

Elders not only lead by direction and decision, they also lead by example. Elders need their number one priority to be their personal, private, devotional walk with the Lord. In these times of personal worship Elders will often hear the voice of God-sent direction that is intended to guide the Chapel. It is this kind of life that needs to be modeled.

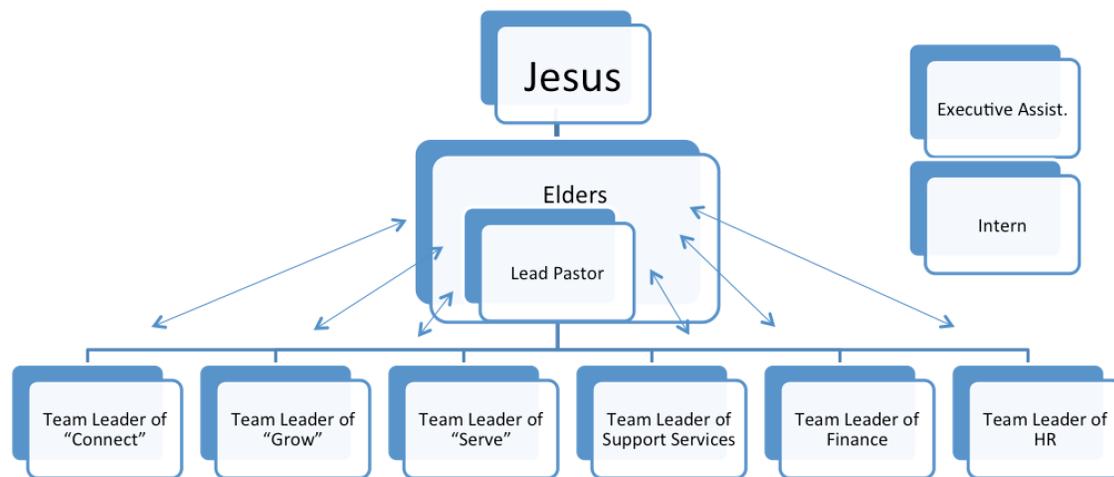
Organizational Structure

In words, here is how the Chapel organization works at the top:

Jesus is the Head of the Chapel as He is head of His universal church and we are submitted fully to His leadership.

The Board of Elders provide the overall direction for the Chapel organization. The Lead Pastor is a member of, and reports to, the Board of Elders. In general, the details of staff organization are left to the Lead Pastor to develop to carry out the ministry and administration of the Chapel. Elders review the full organization chart and specifically approve any changes to positions that report directly to the Lead Pastor.

Organizational Chart



The Organization Chart depicted above outlines the relationships that provide governance for all Chapel ministries and support activities.

On the top line is Jesus Christ, the Head of the church. His Word is the final authority on all Chapel matters.

On the second line is the Board of Elders, which includes the Lead Pastor. The Board is accountable directly to Jesus Christ, the Head of the Church, for setting direction that is consistent with His will for His church. The Lead Pastor also reports directly to the Board of Elders.

The Lead Pastor is the organizational head of the Chapel staff, and directly supervises the Team Leaders. Collectively, they are known as the Leadership Team. The Team Leaders on the third line of the Organization Chart also have a relationship with the Board of Elders and are expected to be regular, active participants in many Board meetings and deliberations. To avoid role confusion, the Elders do not have a supervisory relationship with the Team Leaders.

Positions below the third line are developed and implemented by the Lead Pastor and his staff, with an overall review by the Board of Elders to ensure consistency with the direction that they have set for the Chapel.

Williamsburg Community Chapel
Chapel Governance Series
Section 2 - Elders

Overview

The Elders of Williamsburg Community Chapel are composed of six persons elected by the Chapel membership, and three persons appointed by the Elders, and the Lead Pastor. Their role is to lead the spiritual, educational, and administrative (business, financial and human resources) ministries of the Chapel. The Elders are subject to the Biblical spiritual requirements set forth for those entrusted with leadership and overseer responsibilities.

Elder Prerequisites

- Elders must have attended the Chapel for at least five years.
- Elders must be active members of the Chapel.
- Elders must have participated in and/or led a small group, and/or served in a volunteer role for at least two years, preferentially in a coaching or leadership role.
- Elders must be known and approved for consideration by at least two of the following: congregation member, staff member, a member of the Chapel's Leadership Team, and/or a member of the Elder board.

Time Commitment for Elders

- Elders' meeting - generally three evenings per month (more as needed).
- Four to six hours (on average) per month for review of Elder board materials, policies, correspondence, meeting preparation, and subcommittee conference calls.
- In addition to the regular Elders' meeting, committee responsibilities may require additional hours each month, depending on the committee's requirements.
- In the event of unforeseen serious issues that require immediate attention by the Elder board, a special meeting may be called requiring additional hours.

Biblical Overview of the Role of Elder

Scripture verses that address the role of an Elder: Titus 1:5-9; I Peter 5:1-4; Acts 20:28-31 and James 5:14, among others. At the Chapel, our Elders:

- Carry the responsibility and authority to see that the church remains on a true biblical course; that its members are being appropriately shepherded, that the body is being fed through insightful and accurate biblical teaching, and that the life of the church is being well managed with the assistance of competent and godly leaders.
- Guard and protect the body of Christ against harmful influences, confronting

those who are contradicting biblical truth or continuing in a pattern of sinful behavior.

- Shepherd the church by being an example and role model.
- Care about the spiritual, relational and physical well being of members; pray regularly for the sick.

Specific Duties of Chapel Elders

Spiritual Leadership

1. Foster the integrity of the total ministry of the Chapel for the glory of God
2. Exhibit personal love and concern for the spiritual growth and edification of the body
3. Pray for the Chapel, its ministry, staff, members and body
4. Confront false teaching and behavior contradictory to biblical truth and implement appropriate church discipline

Strategic Direction

1. Review and approve the strategic direction developed and recommended by staff and ensure that the Chapel's ministry and programs remain faithful to the Mission Statement
2. Exercise general oversight of the total ministry of the Chapel in accordance with the provisions of the Chapel Constitution
3. Formulate and establish policies for the guidance and administration of each Chapel ministry
4. Focus specifically on the "Ends" (i.e., ministry objectives) not the "Means" (i.e., the details of the manner in which the Ends are pursued).

Administration

1. Exercise general oversight of the administrative (business, financial and human resources) affairs of the Chapel as the church corporation board of directors.
2. Elect a Chairman of the Elders and other officers as deemed necessary
3. Appoint from its membership or from the church membership, pastoral elders, deacons and general church officers as deemed necessary
4. Select a nominating committee for the replacement of the Elders whose terms have ended

Chapel Organization

1. Establish the high-level organizational structure of the Chapel
2. Establish an internal organization to best suit the needs of the Chapel, which include such standing or ad -hoc committees
3. Monitor and assess organizational compliance with the Chapel Constitution and ensure/implement corrective actions as required
4. Remove senior leaders who require dismissal for cause
5. Encourage the Chapel staff to perform its responsibilities with excellence, while providing encouragement and acknowledgment/celebration of achievements and avoiding "micro-managing" or extending these duties into matters more

appropriately handled by Chapel staff

Lead Pastor Direction and Guidance

1. Encourage and support the Lead Pastor
2. Provide the Lead Pastor with a thorough position description setting forth expected duties and responsibilities
3. Conduct an annual performance evaluation of the Lead Pastor and provide appropriate feedback. Set compensation level for Lead Pastor in conjunction with annual performance review and cost of living analysis. The Lead Pastor is, of course, recused from his Elder role during these deliberations.

Fiduciary Oversight

1. Exercise responsibility for the stewardship of the Chapel finances
2. Evaluate and affirm the annual budgets developed and recommended by staff
3. Authorize commitment and/or expenditure of funds and establish provisions for adequate financial reporting
4. Approve all real estate transactions including, sales, financing, purchases and donations (as outlined in the Chapel Constitution).

Tending the Flock

1. Approve or reject all applications for membership or withdrawal from the Chapel
2. Participate (as needed) in the biblical process of conflict resolution outlined by Jesus in Matthew 18
3. Direct people into appropriate processes for guidance, assistance, and problem resolution
4. Respond to letters/phone calls from the church body
5. Pray for the sick and anoint those who so request with oil for healing purposes
6. In special circumstances, visit members of the church body who are sick (at home or in the hospital) for private counsel

Elder Accountability and Code of Conduct

1. Elders make a deliberate commitment to love their fellow Elders
2. Elders pray regularly for each member of the Elder team
3. Elders make themselves available, unless providentially hindered, each time the Board of Elders meets
4. Elders ask God to make themselves sensitive to the needs of each individual fellow Elder
5. Elders keep in strict confidence all that is shared
6. Elders are open and authentic in both their strengths and weaknesses
7. Elders tell each other, in love, when they agree and disagree with one another
8. Elders prayerfully enter into a covenant of accountability with one another

Personal Attributes of an Elder

The biblical teaching on church leadership begins and ends with the character of the individuals who are called to the leadership team of the church. The Chapel's evaluation of individuals who are nominated to serve as Elders at the Chapel includes a comprehensive process to evaluate the "Five Cs," with the primary focus on Character.

1. **First "C"—Character** (1 Timothy 3:2–7 and Titus 1:6–9)
 - *Above reproach* - Elders must lead by example and demonstrate a lifestyle free from patterns of sin.
 - *Husband of one wife* - Elders, if married, must be devoted spouses.
 - *Temperate* - Elders must be self-controlled, enslaved to nothing, and free from excesses.
 - *Prudent* - Elders must be sober, sensible, wise, balanced in judgment, not given to quick, superficial decisions based on immature thinking.
 - *Respectable* - Elders must demonstrate a well-ordered life and honorable behavior.
 - *Hospitable* - Elders must be unselfish with personal resources, willing to share blessings with others.
 - *Able to teach* - Elders must be able to communicate truth and sound doctrine in a non-argumentative way.
 - *Not addicted to wine* - Elders must be free from addictions and willing to limit their liberty for the sake of others.
 - *Not pugnacious or quick-tempered* - Elders must be gentle, patient, and able to exercise self-control in difficult situations.
 - *Uncontentious* - Elders must not be given to quarreling or selfish argumentation.
 - *Free from the love of money* - Elders must not be stingy, greedy, or for sordid gain, or preoccupied with amassing material things.
 - *Manage own household* - Elders must have a well-ordered household and a healthy family life.
 - *Not a new convert/not a new believer* - Elders must not be new believers. They must have been a Christian long enough to demonstrate the reality of their conversion and depth of spirituality.
 - *Good reputation with outsiders* - Elders must be well-respected by unbelievers and free from hypocrisy.
 - *Not self-willed* - Elders must not be stubborn, or prone to forcing their opinions on others or abusing authority. They must be servant-minded.
 - *Loving what is good* - Elders must desire the will of God in every decision.
 - *Just* - Elders must desire to be fair and impartial. Their judgments must be based on scriptural principles.
 - *Devout* - Elders must be devoted Christ followers, seeking to be conformed to His image. They must be committed to prayer, worship, the study of Scripture, and the guarding of their spiritual walk.
 - *Holding fast the faithful Word* - Elders must be stable in the faith, obedient to the Word of God, and continually seeking to be controlled by the Holy Spirit.

2. **Second “C”—Competence.** Possessing Holy Spirit-endowed gifts and abilities, combined with skills acquired through training and life experience.
3. **Third “C”—Chemistry.** The intangible quality of being able to “fit” within the existing team. The ability to blend into and enrich the current circle of community and relational harmony within the Elder board.
4. **Fourth “C”—Courage.** The ability, when needed, to enter into difficult exchanges and defend the faith, the church, and individuals in ways that preserve and maintain the community. The ability to speak the truth in love without destructive results.
5. **Fifth “C”—Calling.** The ability to sense God’s calling on one’s life for a particular season of service to the body of Christ: “I think God is in this.”

Additional Necessary Characteristics/Skills of Elders

1. Able to keep confidential information
2. Spiritual maturity
3. Able to exhort in sound doctrine
4. Excellent interpersonal skills
5. Excellent communication skills
6. Team player
7. Humility
8. Well-developed conflict-resolution skills

Additional Desirable Spiritual Gifts for Elders

The spiritual gifts of discernment, wisdom, and teaching are considered foundational gifts for those who serve as Elders; however, the presence of other gifts such as leadership, administration, encouragement, and mercy greatly enhance Elder functioning.

1. **Discernment.** The gift of discernment is the divine enablement to distinguish between truth and error. It is the ability to discern the spirits, differentiating between good and evil, right and wrong.
 - Scripture references are: 1 Corinthians 12:10; Acts 5:1–4; and Matthew 16:21–23.
 - People with this gift:
 - Distinguish truth from error, right from wrong, pure motives from impure motives.
 - Identify deception in others with accuracy and in an appropriate manner.
 - Determine whether a word attributed to God is authentic.
 - Recognize inconsistencies in a teaching, prophetic message, or interpretation.
 - Can sense the presence of evil.

2. *Wisdom.* The gift of wisdom is the divine enablement to apply spiritual truths effectively to meet needs in specific situations.
 - Scripture references are: 1 Corinthians 12:8; James 3:13–18; 1 Corinthians 2:3–14; and Jeremiah 9:23–24.
 - People with this gift:
 - Focus on the unseen consequences in determining what next steps to take.
 - Receive an understanding of what is necessary to meet the needs of the body.
 - Provide divinely guided or given solutions in the midst of conflict and confusion.
 - Hear the Spirit provide direction for God’s best in a given situation.
 - Apply spiritual truth in specific and practical ways.

3. *Teaching.* The gift of teaching is the divine enablement to understand, clearly explain, and apply the Word of God, causing greater Christ-likeness in the lives of listeners.
 - Scripture references are: Romans 12:7; 1 Corinthians 12:28–29; Acts 18: 24–28; and 2 Timothy 2:2.
 - People with this gift:
 - Communicate biblical truth that inspires greater obedience to the Word.
 - Challenge listeners simply and practically with the truths of Scripture.
 - Present the whole counsel of God for maximum life change.
 - Give attention to detail and accuracy.
 - Are committed to consistent personal time of biblical study and reflection.

4. *Leadership.* The gift of leadership is the divine enablement to envision the future of the church coupled with a humble heart to serve others.
 - Scripture references are: Genesis 12:1; Isaiah 43:18–19; Matthew 7:7; Matthew 20:25–28; Luke 22:27; John 10:3–4, 11; I Corinthians 2:9–13; and James 1:5.
 - People with this gift:
 - Are servants by nature; eager to see the church prevail in the world.
 - Demonstrate spiritual foresight that anticipates the work of God.
 - Allow Scripture and prayer to inform their decision-making process.
 - Impart vision to others using clear communication.
 - Can assess significant past events and their potential for impact on the present and future.
 - Are able to think creatively and apply ideas and concepts in new ways.
 - Desire accountability in fulfilling their responsibilities and meeting the needs of those they serve.

Overview

According to the Constitution of the Williamsburg Community Chapel, the Lead Pastor (referred to as “Senior Pastor” in the Constitution) must be committed to the purpose, nature and mission statement of the Chapel. The Lead Pastor has primary responsibility for preaching and teaching, leading a team-based ministry model, communicating vision, and shepherding the flock. He directly supervises the Chapel staff and reports directly to the Board of Elders.

As an Elder himself, the Lead Pastor lives a life worthy of imitation by adhering to the scripturally-based “Personal Attributes of An Elder” and “Elder Accountability and Code of Conduct”, and possesses the “Additional Necessary Characteristics/Skills of Elders” outlined in Section 2 - Elders of this Chapel Governance Series.

Lead Pastor Prerequisites

In order to be considered as a Lead Pastor candidate, an applicant shall possess, at a minimum, a Master’s of Divinity Degree from an ATS-accredited institution, with a minimum of three years contemporary work experience as an ordained pastor working within a large church environment.

Scriptural Overview of Biblical Teacher

The Lead Pastor of the Chapel must demonstrate and exemplify the qualifications set forth in the Scriptures for an overseer of the Church. Specifically:

- He is a person of good report - one who has demonstrated that his goals and aspirations are spiritual, and not fashioned after those of the world (Romans 12:12; 1 Corinthians 6:14-7:1)
- His constant goal and continual effort should be that every area of his life be above reproach before the Lord and before men (Romans 14:13-23; 1 Corinthians 10:23- 33)
- He must recognize the priority of love both in his motives and his methods, as he fulfills his ministry (1 Corinthians 13:1-8)

Duties and Responsibilities of the Lead Pastor

Preaching and Teaching

The Lead Pastor leads the pastoral team in the areas of preaching and teaching under the guidance and authority of Jesus Christ. As such, he oversees the pulpit ministry and the

administration of ordinances.

Specifically, the Lead Pastor:

1. Typically devotes a significant portion of his time toward the preparation of preaching and teaching, and preaches at weekly services approximately two-thirds of the time and equips and encourages the Associate Pastors to preach the balance of the time
2. Communicates effectively with a broad range of age groups and a large culturally-diverse congregation
3. Leads the body through an effective pulpit ministry that opens the Scriptures in such a way as to motivate them to mature in the faith, to become effective in ministry to the body and to reach those who do not yet know Jesus

Mission and Vision

The Lead Pastor, in conjunction with the other Elders' counsel and assistance, demonstrates watchful and responsible concern for the integrity of the total ministry of the church.

Specifically, the Lead Pastor:

1. Works diligently to foster the Chapel's stability, vision, growth, and expansion; and to train and equip Christians for the work of the ministry
2. Takes time to study, research, and dream about where God is leading the Chapel
3. Is responsible for effectively communicating the mission and vision of the Chapel to the staff and congregants
4. Provides oversight, assisted by the Leadership Team, for the vision planning process with the staff, the planning of the annual leadership retreat(s), as appropriate
5. Leads strategic planning sessions, assisted by the Leadership Team and the other Elders, to address future needs of the church

Staff Leadership

The Lead Pastor serves as the pastoral leader of the Chapel, and directs the plans and programs for the ministry of the Chapel. He is a collaborative leader who promotes a team-based shepherding model that is Christ-led and Elder-directed.

Specifically, the Lead Pastor:

1. Sets the tone for a Christ-centered ministry atmosphere
2. Recruits, builds and mentors a teaching team capable of maintaining a high quality pulpit ministry
3. Effectively delegates responsibility and authority to other members of the Leadership Team

4. Collaborates with the Leadership Team to prioritize resources toward the Chapel mission and vision
5. Performs annual performance reviews of the Team Leaders

Stewardship

The Lead Pastor has a key role in ensuring that the body remembers and takes to heart its sacred call to be the hands and feet of Jesus.

Specifically, the Lead Pastor:

1. Promotes, educates, and advocates responsible scripturally-based stewardship of time, talent and treasure
2. Collaborates with the Leadership Team and Board of Elders with regard to the financial matters of the congregation
3. Works diligently to prepare believers for works of service to foster unity and maturity in the Body of Christ.
4. Oversees, promotes and personally engages in congregational benevolence and mission engagement locally and globally

Shepherding the Flock

As shepherd, the Lead Pastor models the heart of the Chief Shepherd and ensures that the Church is well led, cared for, fed, and protected (cf. Acts 20:28; I Peter 5:1-4).

Specifically, the Lead Pastor:

1. Provides spiritual leadership to the congregation to build mature followers of Jesus Christ who aspire to seek Him constantly, serve Him faithfully, and share Him boldly.
2. Leads the body in becoming a people of prayer deeply aware of their dependence on the Lord and their need to be in continuing communication with Him
3. Shares pastoral responsibilities such as visitation, counseling, worship services, baptisms, the Lord's Supper, weddings, and funerals with the pastoral team

Accountability Structure

The Lead Pastor is the senior member of the Chapel staff. The Lead Pastor reports to and is directly accountable to Board of Elders. The Lead Pastor directly supervises the Team Leaders - collectively known as the Leadership Team - who are mutually accountable on spiritual matters and issues of personal integrity to one another, the Board of Elders, and the church body at large.

Personal Attributes of the Lead Pastor

The Lead Pastor of the Williamsburg Community Chapel is a person who maintains a healthy relationship with God. He, in turn, models Christ-centered servant leadership and humility in all aspects of his daily walk with God.

Core personal attributes and behaviors include:

- Personal active involvement in the life of the church
- Maintaining a life that exemplifies a disciplined plan of personal worship to include; prayer, Bible study, and financial giving as a part of the regular church offering
- Commitment to maintaining a scheduled family time, including weekly protected time and annual vacation periods in pursuit of a healthy ministry life
- Commitment to personal regular accountability on personal and spiritual matters with the Board of Elders, Leadership Team and other godly men
- Pursuit of opportunities for mentoring/coaching/teaching/relationship building with other men in the body
- Pursuit of a continuing education plan for skill building and self-improvement
- Desire to develop a sphere of influence for the Kingdom in the Williamsburg area and beyond
- Personal passion for the broader mission of the universal church in one or more areas beyond the walls of the Chapel

Lead Pastor Selection and Call Process

According to the Constitution of the Williamsburg Community Chapel, the Elders appoint a Pastoral Search Committee to prayerfully review and evaluate the qualifications of a prospective Lead Pastor as the need arises. The recommendations of the Pastoral Search Committee will be presented to the Elders. If the recommended candidate is approved by a unanimous vote of the Elders, arrangements are made for the candidate to visit the church, present a sermon and meet the membership of the church informally. Subsequently, a special meeting of the membership is called to vote on whether to extend a pastoral call to the candidate.

In the event of an affirmative vote by two-thirds (2/3) vote of a quorum of active members, the Elders are empowered to extend a call to the candidate.

Termination

The Lead Pastor may resign by giving written notice to the Elders sixty (60) days in advance. The Elders must approve a shorter notice. The Lead Pastor may be dismissed by a two-thirds (2/3) majority vote of the entire Board of Elders.

Williamsburg Community Chapel
Chapel Governance Series
Section 4 - Deacons

Overview

Deacons of Williamsburg Community Chapel are appointed by the Board of Elders to serve as volunteers in the ministry and administrative areas of the Chapel. Working alongside the members of the Chapel staff, the role of the Deacons is to assist the staff in performing the work of the church. Deacons are subject to the Biblical spiritual requirements set forth for those entrusted with this role.

According to the Williamsburg Community Chapel Constitution, Deacons participate with the church staff and Elders in the supportive ministries of the Chapel. The background for deacons comes from Acts chapter 6, where Deacons were appointed to provide support in meeting practical needs of the body so that the spiritual needs could be attended by the Apostles. In that context, Deacons provide administration and support to specific ministries to permit staff and Elders to serve across various ministries and provide spiritual oversight to the bigger picture.

It is important to distinguish between the roles of Elders (see Section 2) and Deacons. Deacons make it possible for a host of ministries to function by providing the coordination, administration and participation that Staff can't do by themselves. Elders provide oversight to ministries to ensure that they are in line with Chapel Mission and Vision.

Deacon Prerequisites

- Deacons must have attended the Chapel for at least three years.
- Deacons must be active members of the Chapel.
- Deacons must have participated in and/or led a small group, and/or served in a volunteer role for at least two years.
- Deacons are nominated by the staff, known by at least two of the following: congregation member, staff member, a member of the Chapel's Leadership Team, and/or a member of the Board of Elders and ultimately approved by the Board of Elders.

Time Commitment for Deacons

- The time commitment for Deacons varies widely based on the needs of the specific ministry or administrative area in which the Deacon is called to participate.
- As a broad average, a Deacon commits six to eight hours per month for review of ministry or staff materials, policies, correspondence, meeting preparation, and conference calls.
- In addition to attending the regular ministry or staff meetings, a Deacon's

committee responsibilities may require additional hours each month, depending on the ministry or staff area's requirements.

- Deacons serve for a term of three years and cannot serve more than two consecutive terms without an exemption from the Board of Elders.

Biblical Overview of the Role of Deacon

Scripture verses that address the role of a Deacon include 1 Timothy 3:8-12 among others. At the Chapel, our Deacons:

- Assist a specific Chapel ministry or administrative area to help ensure that the church remains on a true biblical course; that its members are being appropriately shepherded, that the body is being fed through insightful and accurate biblical teaching, and that the life of the church is being well managed with the assistance of competent and godly leaders.
- Help guard and protect the body of Christ against harmful influences, confronting those who are contradicting biblical truth or continuing in a pattern of sinful behavior.
- Help shepherd the church by being an example and role model.
- Care about the spiritual, relational and physical well-being of members; pray regularly for the sick.

Specific Duties and Responsibilities

Organization

- Provide “roll up your sleeves” work to plan and carry out ministry activity and stewardship of funds by assisting the ministry head to whom they report. This includes:
 - goal setting (collaborating with Staff)
 - publicizing ministry functions and activity
 - obtaining volunteers from the Chapel body
 - following through to carry out ministry activity with a desire to improve and grow

Leadership

- Participate in the ministry from a sense of “calling” and demonstrate leadership by service and example
- Work with a spirit of teamwork, openness, encouragement and cooperation.
- Develop new leaders who can possibly step into their shoes one day

Love

- Demonstrate appreciation and encouragement within the ministry
- Promote an atmosphere of love and a climate for spiritual growth for those who minister and for those who are being ministered to

Communication

- Provide ministry reports to Staff and Board of Elders as needed or called for
- Make known problems, needs and ministry “success stories” and testimonies of the Lord’s work

Personal Attributes of a Deacon

The biblical teaching on church leadership begins and ends with the character of the individuals who are called to the leadership team of the church. The Chapel's evaluation of individuals who are called to serve as Deacons includes a process to evaluate the “Five Cs,” with the primary focus on Character.

- **First “C”—Character** (1 Timothy 3:8-12)
 2. *Worthy of respect* - Deacons must demonstrate a well-ordered life and honorable behavior. Deacons must be well-respected by unbelievers and free from hypocrisy.
 9. *Sincere* - Deacons must be deliberate in seeking the will of the Holy Spirit (eschewing any other agendas) in the execution of their duties
 10. *Not addicted to wine* - Deacons must be free from addictions and willing to limit their liberty for the sake of others.
 11. *Not pursuing dishonest gain* - Deacons must not be stingy, greedy, seekers of sordid gain, or preoccupied with amassing material things.
 12. *Keep hold of the deep truths of the Faith with clear conscience* - Deacons must be devoted Christ followers, seeking to be conformed to His image. They must be committed to prayer, worship, the study of Scripture, and the guarding of their spiritual walk.
 3. *Not a malicious talker* - Deacons must be gentle, patient, and able to exercise self-control in difficult situations. Deacons must not be given to quarreling or selfish argumentation, and must be able to keep confidences and avoid gossip.
 13. *Temperate* - Deacons must be self-controlled, enslaved to nothing, and free from excesses.
 14. *Trustworthy* - Deacons must be above reproach - be sober, sensible, wise, balanced in judgment, not given to quick, superficial decisions based on immature thinking.
 15. *Faithful to his wife* - Deacons, if married, must be devoted spouses.
 4. *Manage own household* - Deacons must have a well-ordered household and a healthy family life.
- **Second “C”—Competence.** Possessing Holy Spirit-endowed gifts and abilities, combined with skills acquired through training and life experience.
- **Third “C”—Chemistry.** The intangible quality of being able to “fit” within the existing ministry or staff team. The ability to blend into and enrich the current circle of community and relational harmony within the area being served.

- ***Fourth “C”—Courage.*** The ability, when needed, to enter into difficult exchanges and defend the faith, the church, and individuals in ways that preserve and maintain the community. The ability to speak the truth in love without destructive results.
- ***Fifth “C”—Calling.*** The ability to sense God’s calling on one’s life for a particular season of service to the body of Christ: “I think God is in this.”