

## Ministry Description/Deacon

In response to the 2016 LCMS Resolution 13-02A, **To Regularize Status of Licensed Lay Deacons in Word and Sacrament Ministry**, the following template is provided to congregations of the MI District served by a Deacon, under the supervision of a called/ordained pastor. The request of the congregation for the services of a Deacon, as you outline it below, will determine whether the man in question will be a “Credentialed” Lay Deacon (CLD) or a “Licensed” Lay Deacon (LLD), or be directed to a regional Specialized Ministry Pastor (SMP) Colloquy for ordination. Please use this form. You may attach any additional information regarding the services requested of the deacon that do not clearly fit the format offered below.

### **General Ministry functions: (check all that apply)**

- Outreach/evangelism
- Outreach/evangelism-(training/supervision)
- Outreach/evangelism-new member orientation/teaching the Faith/adult confirmation
- Outreach/evangelism-new member assimilation
- Missions/local
- Missions/global
- Missions/cross-cultural
- Mission/new church plant or dual parish/merger
- Christian education-children (Sunday school/midweek school)
- Christian education-children (Sunday school/midweek school administration/training/supervision)
- Christian education-Confirmation instruction
- Christian education-adult (teaching)
- Christian fellowship-(initiate/coordinate/lead)
- Stewardship-(education/coordination)
- Stewardship-Spiritual gifts/volunteer engagement
- Finances-supervision
- Facilities-(supervision/usage/maintenance)
- Visitation-general membership/inactive membership
- Pastoral Care-shut-in/hospitalized/infirm (Word ministry only)
- Pastoral Care-shut-in/hospitalized/infirm (Word and Sacrament/Private Communion)
- Pastoral Care-Counseling
- OTHER (Please attach addendum to this document.)

**In the space provided offer any specifics regarding items checked above:**

**Public Ministry functions/Worship: (Check all that apply)**

Assist with liturgy:     never             occasionally             usually

Preach:             emergency only             0-3/year             4-5/year             5+/year

Consecrate the elements for Holy Communion:

emergency only             0-3/year             4-5/year             5+/year

The Deacon is being asked to serve as the primary/sole leader for our public worship for reason(s) listed below:

Prolonged absence of our called Pastor (due to illness or leave of absence)

Prolonged vacancy while working through the Call process

Prolonged vacancy due to unique ethnic/cultural need

Non-calling vacant congregation due to financial constraints

**In the space provided offer any specifics regarding items checked above:**

**Relationships/supervision: (Check all that apply)**

Meeting with Supervising Pastor:     weekly             every two weeks             monthly

Purpose of meeting with Supervising Pastor:

Review sermon/worship preparation

Evaluate work

Ministry planning

Review pastoral care situations

Continuing education

Fellowship

Other (please provide additional information below)

Deacon reports to the Board of Directors/Church Council and/or Elders

Indirectly, through the Supervising Pastor

Directly as a member of the congregation's staff responsible for his areas of ministry

Written report of accomplishments and planned ministry activities

Deacon reports to a different Board or Committee: (please state relationship(s) below)

**In the space provided offer any specifics regarding items checked above:**

**Will the Deacon be financial compensated?**

Yes

Annual salary of \_\_\_\_\_

Hourly, at \_\_\_\_\_/hr. Expected hrs/week: \_\_\_\_\_

Ministry related expenses only (Ex. Mileage, conference participation, etc.)

No, only the cost of the annual Deacon Continuing Education Conference

**In the space provided offer any specifics regarding items checked above:**

**Please offer any additional details you would like regarding the service of the Deacon in the congregation:**