



**First Presbyterian Church
of Metuchen**

Where God's Love Welcomes All

Board of Deacons Mission, Responsibilities and Ministries

FPC Metuchen
August 2018



The 2018-19 Board of Deacons

- *Holly Distefano & Kristina Scoglio*
- *Gail Stein*
- *Holly DiStefano*
- *Rev. Justin Karmann*

Co-Moderators
Treasurer
Minute Reporter
Pastoral Advisor

- *Beverly Mahon*
- *Carey Kotake*
- *Chase DeJonge*
- *Conny Mandagi*
- *Don Wallace*
- *Gail Stein*

- *Heather Koball*
- *Jonathan Fernandez*
- *June Young*
- *Laura Knecht*
- *Lindy Rutter*
- *Lisa Lussier*

- *Matthew Pajow*
- *Norma Tambingon*
- *Robyn Smith*
- *Sandra Ellen Laluw*
- *Steven Hoffsommer*
- *Tom Yakowenko*

New Deacons



The Board of Deacons Mission

- **We are a ministry of caring, a ministry of love, a ministry of compassion, and a ministry of prayer**
- **Deacons intentionally share the love of Jesus Christ to the church and the community – spiritually, mentally and physically**
- **We bring the personal love of Christ to those suffering loss, hospitalization, loneliness and hunger; and, we offer tangible support to those in challenging situations**

Board of Deacon's – Monthly Meetings

- Deacons meet the **FIRST TUESDAY** of Each month in the Social Center Dining Room at 7:30 PM
- All Deacons are expected to attend these once-per-month meetings - which typically last 90 Minutes
- If you cannot attend, please contact one of the Co-Moderators and note that you will be absent (a full contact list will be provided at our first meeting)
- Deacons should not miss more than two meetings/term
- Agenda and minutes from previous meeting are emailed to Deacons 1-2 days prior the each month's meeting
- Meetings are opened and closed with prayer/ devotionals/readings; all Deacon's are encouraged lead 2 – 4 times during the term



The Board of Deacons Commitments

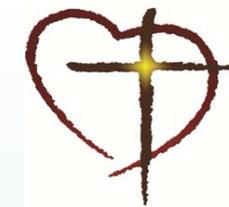
- **Bringing fellowship and comfort to those in need of companionship**
 - Home visits, Cards and Caring, Flower delivery, Hospital and Assisted Living visits
- **Welcoming and serving the community at large**
 - Community Dinners and Community Garden
- **Advocating, giving, nurturing**
 - Food pantry, Advent Angels, Immigrant----- and Refugee aid, Child Sponsorship, Helping Hands
- **Living a spiritual life**
 - Faithful attendance at Worship
 - Serving the Sacrament of Communion
 - Participation in church programs and activities



How we fulfill our commitments

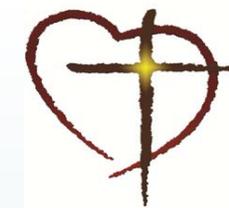
- **Ongoing activities- Monthly**
 - Flower Delivery
 - Community Dinners
 - Meeting Devotions
 - Cards and Caring
 - Ushering
 - Coffee Hours
 - Serving Communion
- **Ministries**
 - Food Pantry
 - Special Events
 - Helping Hands
 - Community Garden
 - Healthy Homebound
 - Whispering Knoll
 - NEW - Youth Deacon Ministry - FB Live
- **Funding**
 - Community Dinners
 - Immigrant and Refugee Support
 - Emergency Aid
 - World Vision Child Sponsorship (*Efrain Adalberto Godínez, El Salvador*)

Monthly Rotations



- **Deacons are asked to Volunteer for Monthly rotations as follows :**
 - Flower Delivery
 - Community Dinners/ All Church Community Picnic
 - Meeting Devotions
 - Ushering
 - Coffee Hours
 - Serving Communion
- **Deacons are committed to the activity for which they have volunteered**
- **If they cannot fulfill a commitment, it is the Deacon's responsibility to find a replacement – by contacting the other Deacons and asking for relief (often means “swapping” dates)**

Monthly Rotations



- **Flower Delivery**
 - When Congregants do not desire to keep donated floral arrangements, Deacons deliver these flowers to other congregants - often homebound, ill or grieving - after Worship
 - All Deacons assigned for at least one month during the term
 - Deacons are given suggestions for Congregants to receive flowers; Recommend that Deacons call the recipients before delivering
- **Community Dinners (2nd Sun. Sept – April); Community Picnic; (1st Sun. in June)**
 - Deacons are asked to volunteer to assist with at least two of the 8 scheduled Community Dinners during the year; set up, serving food, clean up
 - Deacons charged with grilling and supplying non-food supplies for the All Church Community Picnic



Monthly Rotations

- **Opening + Closing Prayer/Devotionals/ Bible Reading (Deacon's Choice)**
 - Deacon meetings open and close with devotions or prayers
 - All Deacons are assigned at least 2-4 times during the term
- **Ushering**
 - Deacons typically called upon to Usher two months during the year (October and April – subject to change)
 - Deacons are also encouraged to Usher at other times of need
- **Cards and Caring**
 - Sending card to Congregants who are ill, grieving or have birthdays (70 years or older)



Monthly Rotations

- **Coffee Hours**
 - Deacons typically called upon to sponsor Coffee Hour refreshments one month during the year
 - Deacons are also encouraged to provide Coffee Hour refreshments as needed
- **Serving Communion**
 - Deacons and Elders are called upon to serve Communion throughout the year
 - A schedule will be distributed – usually in September with assigned dates
 - *It is imperative to find a substitute if you cannot serve on your assigned date*



The Deacons Ministries

- **Food Pantry**
- **Special Events**
- **Helping Hands**
- **Community Garden**
- **Healthy Homebound**
- **Whispering Knoll**
- **NEW- Youth Deacon Ministry - FB Live**



The “Food Pantry” Ministry

- Provide support to Food Pantry in any way needed
 - Howard Stein
 - Gail Stein
 - Don Wallace
 - *Packing baskets at Thanksgiving Christmas and Easter*
 - *Preparing sandwiches for Shelters*
 - *Now working directly with Clients as they select their own goods*
 - *Liaising with Sarah Teti to develop additional ways to enhance Food Pantry*
 - *Organizing food drives/donations with local organizations*



The “Special Events” Ministry

- The Deacon point of contact for all Events that go on within FPC

- Conny Mandagi
- Kristina Scoglio
- June Young

Organize fundraisers and events including:

- *Advent Angels at Christmas delivering over 250 gifts to Children's Shelter and Assisted Living facilities*
- *Assist with Fall and Spring PW's Rummage Sales*
- *Help organize CLC Christmas luncheon and 2nd Hour's as needed*
- *Assist with 30-Hour Famine weekend*



The “Helping Hands” Ministry

- A group of Deacons who can be contacted to help out elderly or infirm members of FPC with light household tasks and rides to Church

- **Jonathan Fernandez**
- **Steven Hoffsommer**
- **Carey Kotake**
- **Sandra Lалуw**
- **Matthew Pajow**
- *True kindness lies within the act of giving without the expectations of something in return*
- *Our mission is to contribute to the fulfillment of a need within our community*
- *To support to those who are in need with a helping hand*
- *Providing transportation to Church; take grocery shopping; assist with light chores in and around the house*
- *Will work with proposed Deacons Helping Hand Auxiliary*



The “Community Garden” Ministry

- Community Garden is located on the back end of the ball field behind the Social Center.
- There are 16 plots that are “rented” to interested members of the community
 - Lindy Rutter
 - Tom Yakowenko
 - *All 16 plots have been filled for 2018*
 - *Continued Management moving forward*
 - *Determine plot expansion for 2018-19*



The “Healthy Homebound” Ministry

- Caring visits and sending cards
 - Heather Koball
 - Beverly Mahon
 - Robyn Smith (dedicated to sending cards)
 - *Person-to-person ministry*
 - *Share the love of Jesus Christ - compassionate attitude and prayer*
 - *Visit members who cannot get to worship on a regular basis*
 - *Visit members in hospitals, rehab facilities, or nursing homes*
 - *Send cards of caring – just to let people know we are thinking of them*
 - *Try to anticipate needs*



The “Whispering Knoll” Ministry

- **Whispering Knoll is an assisted living facility Majority of residents may have some physical limitations but are eager to attend and participate when Deacons Visit**
- **Typically an average of 10 residents in attendance**
- **Holly DiStefano**
- **Laura Knecht**
- **Lisa Lussier**
- **Norma Tambingon**
- *Monthly visits to Whispering Knoll to engage residents*
- *Historically we engage in trivia games with residents*
- *Recently the Ministry has been focusing on conversations with residents (where they have lived, high school and college memories, military service, families, etc.)*
- *Residents enjoy sharing their life experiences with the Deacons*



Youth Deacon Ministry (New for '18/'19)

- **Youth Deacons are often encumbered with School commitments, so - we ask that Youth Deacons focus on the following**
 - **Facebook Live Streaming of Worship**
 - Once/month (or more if possible) Youth Deacons are asked to handle the live streaming of our Worship Service – (does NOT require their image on camera)
 - Youth Deacons can set their own schedule for this as long as they cover FBL at least once/month
 - **Monthly Rotation**
 - We ask that you sign up for at least one monthly rotation – that works for you
 - **Addition of a specific Deacon Ministry, time permitting**
 - Youth Deacons are invited add a Ministry that they are interested in as long as they are able to fulfill the needs of that Ministry



Funding /Fundraisers

Deacons raise funds to support the following:

- **Community Dinners ('18/19 amount TBD)**
- **Immigrant and Refugee Support**
- **Emergency Aid / Congregational Emergencies**
- **World Vision Child Sponsorship (*Efrain Adalberto Godiñez, El Salvador*)**
- **Community Garden supplies (*beyond plot fees*)**
- **Other Charitable needs – particularly at Holiday times**



Funding/Fundraisers

- ***At each monthly meeting the Deacon's Treasurer circulates the Monthly Treasurers Report that notes current assets & debits - highlighting the available balance within the Treasury***
 - *The Report provides information up through the previous month*
 - *The May Report will be shared at our June 13th meeting*
- ***There are three key areas that fund the Deacon's Treasury And Activities***
 - ***Pew Envelopes – Communion Sunday – newly designed envelopes distributed By the Deacon's Treasurer***
 - ***Free Will Offerings – at Community Dinners, a FWO box is present. Donations help defray the cost of the Dinners***
 - ***Annual Fund Raisers - In prior years, The Deacon's Chicken BBQ was main fundraiser; This past term 2 fundraisers replaced the BBQ – new ideas needed for '18/19 term***
 - ***Rev. Karmann has suggested a fundraiser for the '18/19 term - to be handled by Special Events Committee with help from all of the Deacons***