



Champions Campus Deacon Manual

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Key Deacon & Leadership Responsibilities

Deacon

- ❑ Maintain a daily spiritual walk with the Lord.
- ❑ Be a spiritual role model in family, work, church, and community.
- ❑ Fulfill all deacon commitments.
- ❑ Complete assignments as a member of a ministry team and/or in leadership roles.
- ❑ Pray for and support the deacon body, leadership, and church staff.
- ❑ Be visible as a deacon. Wear the deacon name tag and deacon shirt during church activities.
- ❑ Seek opportunities to address spiritual needs. Pray with others. Share your faith.
- ❑ Support the pastor and staff in all ways. Examples are prayer, encouragement, gospel invitations, etc.
- ❑ Address assigned widow's needs. Contact them at least once a month.
- ❑ Welcome visitors and church members before and after church activities.
- ❑ Participate in deacon meetings.
- ❑ Volunteer in other areas of the church.
- ❑ Befriend and mentor men aspiring to be deacons.
- ❑ Impact the community with the love of Christ.

Deacons serving as Chairman, Vice Chairman, Secretary, or Ministry Team Leaders have additional responsibilities. These include but are not limited to:

Chairman

- ❑ Lead deacons as an effective service group.
- ❑ Plan, conduct, and evaluate deacon meetings.
- ❑ Ensure deacons are trained and equipped.
- ❑ Support Deacon Team Leaders and teams.
- ❑ Ensure deacon pastor support.
- ❑ Report on work and deacon team activity.
- ❑ Support and pray for all deacons and staff.
- ❑ Address pastor and deacon team requests.
- ❑ Alternate to Vice Chairman for active deacon nominations for church wide vote.

Vice Chairman

- ❑ Support and stand-in for the Chairman.
- ❑ Assist with planning and organization.
- ❑ Coordinate deacon fellowship activities.
- ❑ Help ensure deacons are trained and equipped.
- ❑ Support teams. Fill-in as needed.
- ❑ Support and pray for deacons, teams, and staff.
- ❑ Submit active deacon nominations to Executive Pastor for church wide vote.
- ❑ Prepare to serve as Chairman.
- ❑ Primary contact for CFBC "Active Deacon Membership Committee" per CFBC By-Laws Section 3.02.

Secretary

- ❑ Maintain the Deacon Manual and schedules.
- ❑ Maintain deacon database (Rock) accuracy.
- ❑ Manage internal deacon body written communications and records.
- ❑ Record deacon meeting action items. Distribute.
- ❑ Facilitate effective deacon body communications.
- ❑ Distribute newsletters and prayer lists.
- ❑ Support and pray for deacons, teams, and staff.

Prayer Coordinator

- ❑ Lead deacon body prayer initiatives.
- ❑ Communicate prayer needs and answers.

Ministry Team Leaders

- ❑ Lead Ministry Teams in "being the hands and feet of Jesus" to meet needs in assigned ministries.
- ❑ Plan, conduct, and evaluate Ministry Team activities.
- ❑ Ensure teams are trained and equipped.
- ❑ Guide team members in each activity.
- ❑ Hold deacons accountable for fulfilling responsibilities.
- ❑ Report on ministry team performance.
- ❑ Pray for and support each team member.



Champions Deacon Meetings 2025

date	event	focus	time	location	status
28 Jan 2025 Tue	Champions Deacons Meeting	<i>Updates & 2025 Outlook</i>	7:00 PM	FL102	<i>Rescheduled from 21 Jan due to weather.</i>
11 Mar 2025 Tue	Champions Deacons Meeting		7:00 PM	FL102	
13 May 2025 Tue	Global Deacons Meeting	<i>Multi-Campus Vision, Deacon Bodies Engagement</i>	7:00 PM	FLC WC	<i>Date change from 6 May due to pastors availability.</i>
12 Aug 2025 Tue	Champions Deacons Meeting	<i>2025 New Deacon Candidate Introductions, Vetting, and Deacons Vote</i>	7:00 PM	FL102	<i>Date change from 5 Aug due to pastors availability.</i>
13 Aug 2025 Wed	Deacon Candidates Special Vote	<i>Churchwide Vote:</i> 1) New Deacons to be Ordained 2) Returning Deacons 3) Deacons Choosing to Stay Active 4) New Deacon Emeritus		Online	<i>Voting typically runs from Wed through Fri.</i>
20 Aug 2025 Wed	Churchwide “Night of Prayer” & Ordination	<i>New Deacon & Minister Ordinations, Deacon Emeritus Recognition</i>	6:45 PM	WC	<i>Date tentative.</i>
5 Oct 2025 Sun	Appreciation Dinner - Deacons & Wives		5:30 PM	FLC WC	<i>Date notional.</i>
7 Oct 2025 Tue	New 2025 Deacons Orientation	<i>Review CFBC deacon basics</i>	7:00 PM	FL102	<i>Mitchell et al to present to new 2026 deacons only.</i>
14 Oct 2025 Tue	Champions Deacons Meeting	<i>2026 Deacon Officer Elections</i>	7:00 PM	FL102	

** Additional Deacon Meeting(s) may be called as-needed or at Pastor request.*



Champion Campus Deacons 2025

Active

1. Allen, Frank
2. Allen, Steve
3. Alvarez, Chris
4. Anderson, Paul
5. Arras, Roger
6. Aylor, Gary **
7. Ball, Jim **
8. Banuelos, Isaac
9. Banuelos, Joshua **
10. Barnett, Brent
11. Barr, Justin
12. Barrett, Ken
13. Bell, Randall
14. Birdwell, Brad
15. Brady, Andy
16. Bredbenner, Lee
17. Broussard, Stephen
18. Brown, Andy
19. Brown, Trevor
20. Burgess, Rick
21. Burns, Reagan
22. Byrne, Dave
23. Canon, Bart
24. Carpenter, Robert
25. Contreras , Jesus
26. Cook, Tom **
27. Crownover, Norris
28. Crozier, Paul
29. Dartez, Frank
30. Ellenberg, Kenneth Wayne
31. Emerson, Lee **
32. Enright, Mark
33. Farrier, John
34. Fletcher, Kirk

Reserve Deacons 2025

1. Brown, Tom
2. Ivins, Jim

35. Forrester, Larry **
36. Garza, Nico
37. Glasgow, Michael
38. Granquist, Mark
39. Green, James
40. Green, Larry
41. Hamlin, Larry
42. Hand, Claude
43. Haney, Michael
44. Hantke, Jonathan **
45. Harn, Lee **
46. Hartenstine, Dick
47. Hatley, Steve
48. Hebert, Windell
49. Hicks , Chester
50. Hindmon, Kevin
51. Hollenshead, Feldor
52. Hubbard, Sid
53. Hunkin, Scott
54. Ingvarlsen, Don
55. Jefferson, Michael
56. Jester, Bob
57. Jonathan, Lee
58. Kennedy, Clay
59. King, Leonard
60. Kish, David
61. Koontz, Craig
62. Lewis, Scott
63. MacKellar, Keith
64. Martinez, Osvaldo
65. May, Mark
66. McAnally, Jon
67. McDonald , Ron
68. Miller, Phil
69. Mitchell, Kris
70. Momanyi, Tim

Inactive Deacons 2025

1. Bowman, Max
2. King, Todd
3. Megginson, Jim

71. Patterson, Martin
72. Pingilley, Ronald
73. Pollard, Gary
74. Reitzammer, Ryan
75. Richard, Jack
76. Richardson, John **
77. Rivera, Ruven
78. Robertson, Gerald **
79. Rogers, Bob
80. Scott, Rick **
81. Serres, Greg **
82. Stanley, Steve
83. Stevens, Grover
84. Stockwell, Robert
85. Taylor, Gary
86. Terry, Keith
87. Thompson, Ron
88. Tovar, Rafael
89. Turner, Mark
90. VanFleet, Michael
91. Walker, Ron
92. Webber, Mike
93. Wilks, Nick **
94. Williams, Carey (Al)
95. Wooden, Wayne
96. Yates, Phil
97. Yeates, Chris
98. Zelonish, Jerry

Emeritus

1. Barrett, Steve
2. Marvin, Don
3. McHattie, Irv
4. Waldbillig, Ron

4. Moran, Victor
5. Pate, Terry
6. Price, Ron
7. Schwettmann, Richard
8. Valerio, Francisco

**** Designates 2026 "Reserve" eligible deacons completing 3-year service commitment at year-end 2025.**



Deacon Ministry Teams 2025

Champions Deacon Leadership *(as of Aug 2025)*

Chairman

Don Ingvarlsen

Cell: (713) 248-4683

dfreddrick@gmail.com

Vice Chairman

Keith Terry

Cell: (936) 689-2106

keith.terry@att.net

Secretary

Craig Koontz

Cell: (281) 639-8119

ckoontz1@att.net

North Klein *(as of Dec 2024)*

Chairman

Don Oprea

Cell: (713) 385-5002

don.oprea@gmail.com

Vice Chairman

Paul Kidney

Cell: (646) 932-1466

paul.kidney@aol.com

Secretary

Larry Koenig

Cell: (281) 620-4150

koenigll@yahoo.com

Global Deacon Body Approximate Headcounts *(as of 22 Jul 2025)*

Campus	Active	Reserve	Inactive	Emeritus	Totals
Champions	95	2	9	4	110
North Klein	43	0	0	1	44
Global Totals	138	2	9	5	154

*** N Klein counts are estimates based on Champions Campus data.*



Champions Deacon Organization 2025

as of 22 Jul 2025 08:56 PM		SERVICES LEADERS			Org Chart Link
'Active' Deacons = 95		LORD'S SUPPER Taylor, Gary ? (alternate)	WIDOW CARE Morris, Ray Champions Campus Liaison Harn, Lee	MEMBERSHIP Stevens, Grover Crozier, Paul (alt)	
TEAMS					
RED (12) Banuelos, Joshua	BLUE (13) Brady, Andy	GREEN (12) Tovar, Rafael	ORANGE (12) Kennedy, Clay	PURPLE (12) Garza, Nico	
Barr, Justin	Alvarez, Chris	Allen, Frank	Anderson, Paul	Aylor, Gary	
Byrne, Dave	Burns, Reagan	Allen, Steve	Arras, Roger	Banuelos, Isaac	
Hamlin, Larry	Crownover, Norris	Contreras, J.C.	Barnett, Brent	Barrett, Ken	
Hartenstine, Dick	Crozier, Paul	Ellenberg, Wayne	Brown, Andy	Bell, Randall	
Hubbard, Sid	Glasgow, Michael	Hand, Claude	Canon, Bart	Burgess, Rick	
Hunkin, Scott	Harn, Lee	Martinez, Osvaldo	Farrier, John	Hindmon, Kevin	
Lewis, Scott	Kish, David	Momanyi, Tim	Fletcher, Kirk	Lee, Jonathan	
Miller, Phil	MacKellar, Keith	Pingilley, Ronald	Green, Jim	McDonald, Ron	
Richard, Jack	Reitzammer Ryan	Rivera, Ruven	Patterson, Martin	Stockwell, Robert	
Richardson, John	Serres, Greg	Rogers, Bob	Pollard, Gary	Thompson, Ron	
VanFleet, Mike	Turner, Mark	Zelonish, Jerry	Scott, Rick	Yates, Phil	
	Walker, Ron				
MINISTRIES COMMITTEES			Reserve Deacons (2)	EMERITUS (4)	
Deacon Search (9) Jefferson, Michael	Benevolence (11) Wilks, Nick	Hospital Visitation (9) Bredbenner, Lee	Brown, Tom Ivins, Jim	Barrett, Steve Marvin, Don McHattie, Irv Waldbillig, Ron	
Broussard, Stephen	Birdwell, Brad	Brown, Trevor			
Carpenter, Butch	Dartez, Frank	Emerson, Lee			
Cook, Tom	Enright, Mark	Granquist, Mark			
Hatley, Steve	Forrester, Larry	Green, Larry			
Jester, Bob	Hebert, Windell	Hantke, Jonathan			
May, Mark	Hollenshead, Feldor	Hicks, Chester			
Wooden, Wayne	King, Leonard	Robertson, Gerald			
Yeates, Chris	McAnally, Jon	Williams, Al			
	Stanley, Steve				
	Webber, Mike				
		Ingvardsen, Don	Officers (3)		
		Chairman	Terry, Keith	Koontz, Craig	
			Vice Chairman	Secretary	

** New 2025 deacons are highlighted in yellow.

** Color Team deacons shown in bold font are alternate team leaders.



Color Team Events Hosting Dates

as of 22 Jul 2025

MEMBERSHIP (8)		LORD'S SUPPER (7)		WIDOW SOCIAL (6)		
					Co-Hosts	
19 Jan, Sun	BLUE	12 Jan, Sun	PURPLE	6 Feb, Thu	ORANGE	BLUE
2 Mar, Sun	ORANGE	9 Mar, Sun	GREEN	3 Apr, Thu	RED	PURPLE
6 Apr, Sun	GREEN	18 Apr, Fri	ORANGE	5 Jun, Thu	GREEN	BLUE
18 May, Sun	RED	15 Jun, Sun	RED	14 Aug, Thu	RED	ORANGE
22 Jun, Sun	ORANGE	24 Aug, Sun	BLUE	2 Oct, Thu	GREEN	PURPLE
3 Aug, Sun	PURPLE	5 Oct, Sun	ORANGE	8 Dec, Mon	BLUE	RED
21 Sep, Sun	BLUE	23 Nov, Sun	GREEN			
2 Nov, Sun	PURPLE					

SUBSTITUTIONS FOR ALL DEACON TEAMS

All deacon team members (red, blue, green, orange & purple) are responsible for the following::

1. Review the "deacon team assignment schedule".
 2. Post on your personal calendar all your assigned dates for the entire year.
 3. Determine the dates that you are unable to serve and in a timely fashion find a substitute deacon/wife team.
 4. Each deacon is responsible for obtaining your substitute deacon/wife for all dates you are not available to personally serve.
 5. Source your substitute from a Benevolence, Deacon Search, or Hospital Visits committee.
- Note:** Do not find your substitutes from other deacon color teams (red, blue, green, orange, or purple).
6. **See the contact information below for these teams.**
 7. Send a confirmation email to (1) your team leader and (2) your substitute identifying the date and the event in a timely fashion to make the substitute aware of his/her duties.



Champions Deacon Team Ministry Schedule

as of 22 Jul 2025		2025											
		Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
SCHEDULE													
MEMBERSHIP (8)		19 Jan Sun		2 Mar Sun	6 Apr Sun	18 May Sun	22 Jun Sun		3 Aug Sun	21 Sep Sun		2 Nov Sun	
LORD'S SUPPER (7)		12 Jan Sun		9 Mar Sun	18 Apr Fri		15 Jun Sun		24 Aug Sun		45935	23 Nov Sun	
WIDOW SOCIAL (6)			6 Feb Thu		3 Apr Thu		5 Jun Thu		14 Aug Thu		2 Oct Thu		8 Dec Mon
			6 Feb Thu		3 Apr Thu		5 Jun Thu		14 Aug Thu		2 Oct Thu		8 Dec Mon
DISTRIBUTION													
BLUE (6)		19 Jan Sun	6 Feb Thu				5 Jun Thu		24 Aug Sun	21 Sep Sun			8 Dec Mon
GREEN (5)				9 Mar Sun	6 Apr Sun		5 Jun Thu				2 Oct Thu	23 Nov Sun	
ORANGE (6)			6 Feb Thu	2 Mar Sun	18 Apr Fri		22 Jun Sun		14 Aug Thu		5 Oct Sun		
PURPLE (5)		12 Jan Sun			3 Apr Thu				3 Aug Sun		2 Oct Thu	2 Nov Sun	
RED (5)					3 Apr Thu	18 May Sun	15 Jun Sun		14 Aug Thu				
N KLEIN ()													
DEACON MEETINGS													
Date (7)		28 Jan Tue		11 Mar Tue		13 May Tue			12 Aug Tue		7 Oct Tue		
Location		FL102		FL102		FLC WC			FL102		FL102		
Type / Status		CHAMPIONS		CHAMPIONS		GLOBAL			CHAMPIONS		CHAMPIONS		
									13 Aug Wed		14 Oct Tue		
									WC		FLC WC		
									CHAMPIONS		CHAMPIONS		



Champions Deacon Search Committee 2025

Chairman: Jefferson, Michael		Cell	Campus
1. Jefferson, Michael	mikejpat2021@gmail.com	(281) 744-5125	Champions
2. Broussard, Stephen	broussardfamily@sbcglobal.net	(281) 620-9360	Champions
3. Carpenter, Butch	bcarpenter1953@att.net		Champions
4. Cook, Tom	tcCook550@gmail.com	(713) 569-0643	Champions
5. Hatley, Steve	twosdhatleys@yahoo.com	(713) 202-4908	Champions
6. Jester, Bob	bjester2@comcast.net	(281) 216-9865	Champions
7. May, Mark	maypeople@aol.com	(281) 923-0207	Champions
8. Wooden, Wayne	wwooden@earthlink.net	(832) 428-6448	Champions
9. Yeates, Chris	jcy1976@gmail.com	(713) 703-6114	Champions

Champions Benevolence Committee 2025

Chairman: Wilks, Nick		Cell	Campus
1. Wilks, Nick	nwilks001@comcast.net	(281) 413-3905	Champions
2. Birdwell, Brad	brad.birdwell@sbcglobal.net	(713) 875-9106	Champions
3. Dartez, Frank	fdartez@gmail.com	(713) 560-2877	Champions
4. Enright, Mark	menright@hpe.com	(281) 773-6094	Champions
5. Forrester, Larry	lforrester1119@gmail.com	(713) 249-3441	Champions
6. Hebert, Windell	windellhebert@gmail.com	(512) 673-2658	Champions
7. Hollenshead, Feldor	feldorh@earthlink.net	(281) 386-7289	Champions
8. King, Leonard	lking90@comcast.net	(832) 655-2778	Champions
9. McAnally, Jon	jonandken63@gmail.com	(713) 501-3052	Champions
10. Stanley, Steve	2steve.stanley@gmail.com		Champions
11. Webber, Mike	mwebber9@msn.com	(713) 882-5235	Champions

Champions Hospital Visitation Committee 2025

Chairman: Bredbenner, Lee		Cell	Campus
1. Bredbenner, Lee	lbredbenner@yahoo.com	(713) 598-2607	Champions
2. Brown, Trevor	trevoreb@sbcglobal.net	(281) 830-4209	Champions
3. Emerson, Lee	blessed-5@sbcglobal.net	(713) 594-4974	Champions
4. Granquist, Mark	mark.r.granquist@gmail.com	(281) 387-8370	Champions
5. Green, Larry	greenla10@att.net	(281) 217-2697	Champions
6. Hantke, Jonathan	jhantke@yahoo.com	(281) 583-7488	Champions
7. Hicks, Chester	tiemanhicks@yahoo.com	(832) 444-1719	Champions
8. Robertson, Gerald	garob1169@gmail.com	(281) 705-4584	Champions
9. Williams, Al	al_pat_williams@att.net	(713) 503-7378	Champions



Champions Lord's Supper Ministry Team

Team Leader: Gary Taylor
Alternate: Kris Mitchell

Champions Membership Class Ministry Team

Team Leader: Grover Stevens
Alternate: Paul Crozier
Staff Liaison: Bo Patterson

Champions Widow Care Ministry Team

Team Leader: Ray Morris
Liaison: Lee Harn
Staff Liaison: Scott Riling



Deacon Leadership By Service Year

as of 7 Jul 2025

Year	Chair	Vice Chair	Secretary	Prayer Coordinator	Lord's Supper Coordinator	Widow Care	Membership Class Coordinator	Red Team	Blue Team	Green Team	Orange Team	Purple Team	Deacon Search	Benevolence	Hospital Visitation
2026	Terry, Keith	TBD	TBD	TBD	TBD	TBD	TBD	TBD	TBD	TBD	TBD	TBD	TBD	TBD	TBD
2025	Ingvarsdson, Don	Mitchell, Kris	Koontz, Craig	Forrester, Larry	Taylor, Gary	Harn, Lee	Stevens, Grover	Banuelos, Joshua	Brady, Andy	Tovar, Rafael	Kennedy, Clay	Garza, Nico	Jefferson, Michael	Wilks, Nick	Bredbenner, Lee
2024	Bell, Randall	Ingvarsdson, Don	Mitchell, Kris	none	Taylor, Gary	Harn, Lee	Stevens, Grover	Banuelos, Joshua	Brady, Andy	Tovar, Rafael	Haney, Mike	Garza, Nico	Jefferson, Michael	Wilks, Nick	Bredbenner, Lee
2023	Koontz, Craig	Bell, Randall	Pingilley, Ron	none	Mitchell, Kris	Harn, Lee	Stevens, Grover	Banuelos, Joshua	Brady, Andy	Allen, Frank	Taylor, Gary	Garza, Nico	Jefferson, Michael	Wilks, Nick	Bredbenner, Lee
2022	Byrne, Dave	Koontz, Craig	Bell, Randall	none	Mitchell, Kris	Harn, Lee	Stevens, Grover	Richardson, John	Crownover, Norris	Allen, Frank	Taylor, Gary	Barrett, Ken	Jefferson, Michael	Wilks, Nick	Bredbenner, Lee
2021	Terry, Keith	Byrne, Dave	Koontz, Craig	none	Mitchell, Kris	Harn, Lee	Stevens, Grover	Richardson, John	Crownover, Norris	Allen, Frank	Taylor, Gary	Barrett, Ken	Jefferson, Michael	Wilks, Nick	Bredbenner, Lee
2020	Aylor, Gary	Terry, Keith	Jefferson, Michael?	none	May, Mark	Harn, Lee	Stevens, Grover	Richardson, John?	Crownover, Norris	Allen, Frank		Barrett, Ken?		McAnally, Jon	
2019	Garza, Nico	Aylor, Gary	May, Mark	none	Harn, Lee	Harn, Lee	Stevens, Grover	Richardson, John?	Crownover, Norris	Allen, Frank		Barrett, Ken?		McAnally, Jon	
2018	Spafford, Andy	Forrester, Larry	Garza, Nico	none	Harn, Lee	Spafford, Andy?	Stevens, Grover	Richardson, John?	Crownover, Norris	Allen, Frank		Barrett, Ken?		McAnally, Jon	
2017	Morris, Ray	Spafford, Andy	Forrester, Larry	none			Stevens, Grover	Richardson, John?	Crownover, Norris	Allen, Frank		Barrett, Ken?		McAnally, Jon	
2016	Miller, Dave	Morris, Ray	Jefferson, Michael	none			Stevens, Grover								



Deacon Directories

A Champions Campus directory is available by logging into your CFBC “My Account”. Click <https://members.cfbc.org/> to open the login page. Login using your personal CFBC username and password. Once logged in, look under the “**Groups**” heading on the right side of the page. Scroll down to the “**Deacons & Wives | Champions**” link. Click on this link to open the directory.

Please upload your and your spouse’s photographs, if you have not already done so. Maintain your personal contact information in the online CFBC database. Click <https://members.cfbc.org/> to access the database.

Deacon Shirts / Name Lanyards

Updated Jan 2024

Deacon Shirts may be purchased by contacting CFBC member, Kari Ilg. Cost is borne by each deacon.

Phone: 281-221-7926

Email: custombaby@gmail.com

Link: [Deacon Shirts Order Form](#)



Dress shirt \$28.95



Short sleeve polo \$24.95

Add \$4.00 if tall size is needed. Add \$4.00 if 2XL or larger size is needed. All prices include embroidery with CFBC Deacon regalia.

Wearing Champions Deacon Ministry Polo, Long-Sleeve Polo, or Dress Shirts when serving on Color Team and churchwide deacon activities is optional as of Oct 2023. Deacon shirts may also be worn as desired on Sundays and at CFBC events that are not scheduled deacon activities.



Champions Deacon Ministry name tag lanyards should be worn on Sundays when on campus and at deacon activities. This helps church members and guests identify deacons for assistance. Deacon wives are encouraged to wear name tag lanyards when serving.

NOTE: Deacons should not donate or give away old deacon shirts. This minimizes risk of non-deacons wearing the shirts in public potentially creating unfavorable public perceptions if inappropriate behaviors are demonstrated by the shirt wearer.

Deacon Meetings Minutes

Click [Deacon Meetings Minutes](#) link to view minutes.



Deacon Tools Quick Access Hyperlinks

Click on hyperlinks below to quickly access deacon tools and resources.

Category	Hyperlink
Administrative	1. Deacon Administrative Support Email Address
	2. Deacon Officers Nominations Ballot Champions Campus
	3. Deacon Officers Nominations Tally Champions Campus
	4. Deacon Officers Vote Ballot Champions Campus
	5. Deacon Officers Vote Tally Champions Campus
	6. Deacon Annual Service Groups Survey Form
	7. Deacon Annual Service Roles Survey Summary Table
	8. Global Deacon Counts All Campuses
	9. Nominate and Vote Buttons
Directories	10. Churchwide Committees
	11. Global Deacon Directory (CFBC ROCK Database)
	12. Staff Directory
Documents	13. CFBC Bylaws (approved Oct 2015)
	14. Deacon Manual
	15. Deacon Manual Linked Tables etc. (administrator only)
	16. Deacons Meeting Minutes All Meetings
Ministries	17. Benevolence Fund Assistance Request Online Form
	18. Benevolence Assistance Online Forms Summary Table (under development)
	19. Deacon Activity Intention Champions Campus Next Service Year Form
	20. Deacon Activity Intention Champions Campus Next Service Year Summary Table
	21. Deacon Emeritus Nomination Form
	22. Deacon Emeritus Nominations Summary Table
	23. Deacon Search Qualifications Questionnaire Form
	24. Hospital Visitation Schedule
	25. Personal Touch Worship Center Coverage Areas
	26. Widow Deacon Assignments Table
	27. Widows Monthly Contact Form
Prayer Tools	28. Church Wide Intercessory Prayer Request Form
	29. Deacon Prayer Tools Orientation Video
	30. Deacon Prayer Request, Update, Answer Input Form
	31. Deacon Prayer Request, Update, Answer Summary Table
	32. Deacon Prayer Requests Updates Answers Table - Confidential Deacon Leaders Only
	33. Setup Instructions - One-Touch Access for computers & mobile devices



Sign-Ins	34. Champions Campus Deacons Meeting Sign-In Form
	35. Champions Campus Deacons Meeting Sign-In Summary Table
	36. Global Deacons Meeting Sign-In Form
	37. Global Deacons Meeting Sign-In Summary Table
Sign-Ups	38. Lords Supper Deacon Sign-Up Form
	39. Lords Supper Deacons Sign-Up Summary Table
	40. Pastor Deacon Weekly Prayer Sign-Up Table
	41. Widows Care Socials Food Genius (<i>provided when available each month</i>)
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Websites	43. Widows Phase 2 Socials Deacon and Wife Participation Sign-Up Summary Table
	44. CFBC My Account Website (<i>login required</i>)
	45. CFBC Home Page Website
	46. Deacons CFBC Website Deacons Meeting Recordings (<i>login required</i>)
	47. Guidelines to View Recorded Deacons Meetings



Deacon Search & Qualifications 2025

To Life Group Leaders, Active and Reserve Deacons and CFBC Global Ministry Team:

We are seeking potential Deacon candidates for next year. Men who qualify and are approved by the church will be ordained in August and begin serving in January. Any Deacon already ordained and having served in another Southern Baptist Church, meeting qualifications to serve at Champion Forest, will also be considered in the selection process.

Prior to becoming a Deacon candidate at CFBC, the following pre-qualifications must be met:

1. If either the husband or wife has been divorced, the timing and reason for the divorce(s) will be considered. The Deacon Search Committee will discuss the acceptable circumstances with prospects once they have passed staff review. Your understanding of the circumstances is not necessary.
2. Both husband and wife must abstain from, or agree to abstain from, sale or use of alcohol beverages or illegal drugs.
3. The husband and wife must tithe, or agree to tithe, at least 10% of their combined gross income to the general budget of Champion Forest Baptist Church which will be determined by staff review.
4. The Deacon candidate must already be serving at Champion Forest Baptist Church in some capacity and be consistent as a regular attender of worship services and of their Life Group.
5. A Deacon candidate must have been a member of Champion Forest Baptist Church for at least two years, unless they have been previously ordained by a Southern Baptist Church. In that case they must have been a member of Champion Forest Baptist Church for at least one year.

The Deacon Search Committee is asking each of you to make the Deacon selection process more efficient by prayerfully considering any man's name you would recommend. Before submitting any names, please consider the above pre-qualifications, and to the best of your ability, **ONLY** submit names after you are reasonably comfortable the men meet the pre-qualifications. We understand you may not know for sure if the candidate meets all pre-qualifications, but we ask you to submit only those who have exhibited a servant's heart and a genuine love for God and God's people. We also ask you **NOT** to indicate to anyone you are recommending specific individuals. This causes problems when the Search Committee may have to explain to an individual why they were not accepted in the early stages of evaluation, if it is determined they do not meet the pre-qualifications.

Prospective Deacon Form

Please either print the form below or complete online at [Prospective Deacon Form](#)

A SEPARATE FORM MUST BE SUBMITTED FOR EACH NAME. Submissions must be received **NO LATER** than **February 9, 2025**.

Thank you and Blessings,

Michael Jefferson

Chairman, Deacon Search Committee



Prospective Deacon Form

***Online form available at [Prospective Deacon Form](#)**

If online forms aren't your thing, no problem! Please submit completed forms to

Michael Jefferson, Chairman, Deacon Search Committee +

Email: MikejPat2021@gmail.com

Your Name: _____

Prospect's Name: _____

Prospect's Wife Name: _____

Please explain what you see in this person that you would recommend them:

How long have you known them?

Area(s) of service at CFBC:

Life Group (if known):

Worship service attended (if known): _____

Phone number: _____

Prospect Email Address: _____

(If known, we need either their phone number or email address in order to contact them)



Qualification Questionnaire

DUTIES

In accordance with the practice of the New Testament, deacons are to be servants of the church. The duty of the deacon is to serve with the pastor in performing his pastoral ministry; proclaim the gospel to believers and unbelievers; care for the church members and other persons in the community; lead the church to engage in a fellowship of worship, witness, education and ministry.

QUALIFICATIONS FOR A DEACON

1 Timothy 3:8-12

"Deacons, likewise, must be dignified, not double-tongued, not addicted to much wine, not greedy for dishonest gain. They must hold the mystery of the faith with a clear conscience. And let them also be tested first; then let them serve as deacons if they prove themselves blameless. Their wives likewise must be dignified, not slanderers, but sober-minded, faithful in all things. Let deacons each be the husband of one wife, managing their children and their own households well."

Acts 6:3-4

"Therefore, brothers, pick out from among you seven men of good repute, full of the Spirit and of wisdom, whom we will appoint to this duty. But we will devote ourselves to prayer and to the ministry of the word."

In summary, Champion Forest Baptist Church believes that deacons must:

- Be saved – having accepted Jesus as Savior and Lord
- Have a servant's heart.
- Be full of the Spirit
- Have a good reputation (be dignified)
- Not be double tongued
- Have a heart for the Lord and His kingdom's work
- Share the love of Christ to the lost
- Reach out to help others in need
- Seek to grow in the grace and knowledge of the Lord
- Be the husband of one wife
- Be a good manager of his children and be a man worthy of the respect of his children
- Live an exemplary life beyond reproach
- Agree to abstain from the use of alcohol
- Not greedy for dishonest gain, including giving a minimum of a tithe to the local church

A few of these items deserve some further definition as it relates to becoming a deacon at Champion Forest Baptist Church:

Be the husband of one wife: We believe that divorce is not an automatic disqualifier given Biblical exceptions. The Biblical qualifications found in 1 Timothy say a deacon must be the husband of one wife. We see this requirement as being consistent with broader Biblical teachings to maintain sexual purity and faithfulness in marriage in mind and body. We also interpret this requirement to mean that the Bible does not want the deacon to have multiple spouses at one time, but also that the Bible wants the deacon to avoid divorce by living and having lived a life of commitment and devotion to his wife and to fight for his marriage and for his bride in the same way that Christ fights for the church. We also believe that this applies to the believer once he is a new creation. Therefore, a divorce that occurred before a person came to know Christ as Lord and Savior would not disqualify that person from the office of deacon. We further believe there are Biblical



reasons that a person getting a divorce and remarrying is not necessarily grounds for disqualification for becoming a deacon. We believe exceptions should be taken into account in determining whether a candidate is qualified to be a deacon in this circumstance.

For example: In **1 Corinthians 7:15** Paul tells us:

“But if the unbelieving partner separates, let it be so. In such cases the brother or sister is not enslaved. God has called you to peace.”

Based on this passage, we believe that a believer is not automatically disqualified to be a deacon due to divorce if he was pursuing Christ and pursuing his wife and marriage faithfully but was married to an unsaved woman who ultimately rejected and divorced him because of his faith and because of her rejection of his savior.

In **Matthew 19:9** Jesus says:

“And I say to you: whoever divorces his wife, except for sexual immorality, and marries another, commits adultery.”

Based on this passage, we believe that a believer is not automatically disqualified to be a deacon due to divorce if he was pursuing Christ and pursuing his wife and marriage faithfully but was married to a woman who was unfaithful. We see in the book of Hosea that God called Hosea to forgive his wife and to pursue her. However, we recognize that in some circumstances even if the husband is willing to forgive, the sexual immorality so taints the marriage and the relationship that divorce is inevitable. Certainly, in our marriages today, we as deacons choose to be good examples to the church in both sexual purity and faithfulness in marriage.

Be a good manager of his children and be worthy of their respect: The Bible teaches that our children are a gift from God and that fathers are to be involved in training them up in a manner consistent with God’s word.

Psalms 127:3-5

“Behold, children are a heritage from the Lord, the fruit of the womb a reward. Like arrows in the hand of a warrior are the children of one’s youth. Blessed is the man who fills his quiver with them! He shall not be put to shame when he speaks with his enemies in the gate.”

Proverbs 22:6

“Train up a child in the way he should go; even when he is old he will not depart from it.”

Ephesians 6:4

“Fathers, do not provoke your children to anger, but bring them up in the discipline and instruction of the Lord.”

The deacons at CFBC recognize that each child has their own God given gifts and communication styles and that all are fallen creatures with sinful tendencies and temptations. As such, there is not a singular formula to raising children. We also recognize that children have free will and many times, despite the Godly example and Godly nurturing a child receives from his/her parents choose to live lives outside of God’s will. However, we also believe that deacons should live an exemplary life before their children at home. A life that is consistent with the life they live in front of the church and that they are effectively above reproach in the eyes of their children whether or not their children choose to pursue God. Further, we believe the role of the parent is a sacrificial role and we as fathers are called to put our children’s spiritual well-being above all else including their athletic prowess, their academic success, their “happiness”, or their friendship with us as parents. We must parent with intentionality to train up our children in the way that they should go.



Live an exemplary life above reproach and agree to abstain from the use of alcohol: The Bible teaches us to be sober-minded and to be filled with the Spirit rather than with wine. While the Bible does not explicitly prohibit the use of alcohol for a deacon, it does teach that the deacon should be above reproach.

As deacons at Champion Forest Baptist Church, we ask these questions:

- Is alcohol associated with worldliness and could its use weaken our testimony?
- Is alcohol dangerous?
- Is alcohol necessary?

Our answers to these questions reveal that alcohol can be the cause of irresponsible words and actions, dangerous behavior, and dependency. Despite the fact that the use of alcohol is not specifically prohibited for a deacon, we believe that the use of alcohol in our society today puts the deacon in the position of not being above reproach. As a result, the deacons at CFBC have agreed that the use of alcohol is not worth hindering our walk with Jesus and potentially damaging our witness. Therefore, as deacons, we choose and commit to abstain from the use of alcohol as a beverage as a part of our effort to maintain a lifestyle that is above reproach.

Not be greedy for dishonest gain: The Bible teaches that as Christians we need to be cheerful givers and to give abundantly. In Malachi 3:10 God commands His people to bring the whole tithe, defined as the tenth part, into the storehouse. We believe the storehouse represents the local congregation so we apply that scripture to our lives to mean God is asking us to tithe to the local church. The tithe not only referred to their money, but to the first fruits of everything. And, the tithe was the floor, not the ceiling.

In the New Testament the bar is raised and the principle of generosity is taught. Although tithing is not specifically required in the New Testament it does teach us several aspects about giving:

- New Testament giving is from the heart - **2 Corinthians 9:7**

“Each one must give as he has decided in his heart, not reluctantly or under compulsion, for God loves a cheerful giver.”

- It is generous – **2 Corinthians 9:6**

“The point is this: whoever sows sparingly will also reap sparingly, and whoever sows bountifully will also reap bountifully.”

- It is sacrificial – **2 Corinthians 8: 2-4**

“for in a severe test of affliction, their abundance of joy and their extreme poverty have overflowed in a wealth of generosity on their part. For they gave according to their means, as I can testify, and beyond their means, of their own accord, begging us earnestly for the favor of taking part in the relief of the saints-“

In light of these scriptures and principles, we as deacons believe that we should give out of our abundance and that tithing to our local church is the threshold of generous giving. Further, we believe that not giving the tithe amounts to pursuing dishonest gain as the tithe is a minimal amount of money God had commanded the



believer to give back to the local church. We are committed to be generous in our giving and we are committed to give faithfully to the ministry and mission of Champion Forest Baptist Church. As servant leaders, we seek to set the example for others in our giving.

There are some fundamental Biblical truths that all Baptist deacons must be in agreement with, such as the truth that Jesus is God, was born of a virgin, lived a sinless life, and died for our sins. As part of the interview process, we would like the chance to understand your position on this and several others of these “deep truths of the faith”. This will be done in one-on-one discussions with you and your wife and two deacons and their wives.

Given the qualifications and clarifications above, as a man nominated for deacon at Champion Forest Baptist Church, please consider and answer the following questions, as well as providing the requested personal information.

Deacon Online Questionnaire

Please complete this form ONLINE at: [Deacon Online Questionnaire](#)

or

1. Click on [Deacon Paper Questionnaire](#) to open OFFLINE PDF version.
2. Print the form.
3. Handwrite answers on paper form.
4. Submit paper form to the Deacon Search Committee Chairman.

ONLINE submissions are preferred but required.



Deacon Ministry Team Opportunities

Deacons are called and committed to serve in many areas of the church. Many of us have weekly responsibilities that we have been called to such as teaching, greeting, music ministry, prayer, parking lot, men's prayer breakfast, and many others. Your service in these areas is invaluable and appreciated in so many ways. You are making an impact for God's Kingdom and for our church.

Deacons have the opportunity to go above and beyond in serving the Lord by participating on a Deacon Ministry Team in addition to our regular weekly duties. Each Team generally has a Deacon Officer, Team Chairman, and Team Vice Chairman. Our desire is to structure Teams with members who may rotate off every third year, so as to maintain continuity in our level of service and equip members for leadership in subsequent years. Deacons no longer automatically roll off from being active unless they choose to do so. It is anticipated that you will remain on the same team you were on previously, but as we evaluate each Team annually we have some definite needs and may need to move some to a different team to keep the teams balanced. Please fill out your preferences whether you do or do not want to stay on your previous Team.

Listed below are the current active Deacon Ministry Teams. Please indicate by rank (1 being your first choice and 5 being your last choice) where you are prayerfully called to serve over the next year.

_____ General Deacon Service Team (one of the five "color" service teams)

_____ Benevolence / Crisis Benevolence Ministry

_____ Deacon Search Team

_____ Hospital Visitation Ministry

_____ Wherever I'm Needed

Name: _____

Email: _____

Cell: _____



Deacon Search Team

Guidelines and Procedures

INTRODUCTION

The By-Laws of Champion Forest Baptist Church (CFBC) acknowledge the need for a Deacon Body. The By-Laws further establish that each of the Deacons making up this Deacon Body will be a member of CFBC and will have been Ordained. The By-Laws give the right to CFBC to elect by majority vote, those Deacons to serve on the Deacon Body. The By-Laws give the right to the members of CFBC to ordain such elected men to be Deacons (with CFBC Pastor organizing the ordination service).

The By-Laws call for Ordained Deacon terms of active service in the CFBC elected Deacon Body to be three years. At the end of the three year term, the Ordained Deacon shall be eligible to be re-elected to the Deacon Body by completing the Deacon Questionnaire or he may choose to rotate off and become a “Deacon in Reserve” for a period of one year. After one year, this so-called, “Deacon In Reserve”, would be eligible to be re-nominated and re-elected by CFBC to the Deacon Body for another three year term.

The By-Laws call for the three-year terms to be staggered, such that every year, approximately one-third of the Deacon Body may rotate off and become “Deacons in Reserve”, and one-third of the Deacon Body would be newly elected by CFBC, with ordination of new Deacons, as necessary, for those not previously ordained.

The By-Laws call for the establishment of a Deacon Search Committee. The duty of this committee is to submit to CFBC the names of nominees for Deacons who would be elected at a regular business meeting.

DEACON CATEGORIES

Deacons at Champion Forest Baptist Church fall in one of the following categories.

- **ACTIVE** - Deacons who have been elected by the church to serve a term of three years.
- **RESERVE** - Deacons who have completed at least a 3-year term as Active Deacon and elected to rotate-off active service for one year.
- **INACTIVE** - Reserve deacons who decline to return to active status following completion of their one-year reserve period.
- **DEACON EMERITUS** - A Deacon who has been honored for his many years of faithful service to CFBC and because of age, health or personal reasons is currently unable to perform the duties of an Active Deacon.



DEACON CATEGORIES DESCRIPTIONS

Each Deacon in Champion Forest Baptist Church (CFBC) is designated an Active, Reserve, Inactive, or Deacon Emeritus based on the following guidelines.

Active Deacon – Deacons who have been elected by the church to serve a three-year term. Each are:

- 1) Assigned to a Deacon ministry team.
- 2) Expected to attend all Deacon meetings unless providentially hindered.
- 3) Expected to participate in the serving of church wide Lord's Supper services, as well as other activities scheduled and prescribed for their color team or committee.
- 4) Included in the on-line Deacon Directory with their and their wife's picture and contact information.
- 5) Potentially a current Champion Forest Baptist Church part or full-time employee but are not working in an Ordained Minister role and are not working in direct ministry positions. Their roles are administrative and/or support oriented.

They may elect to become a Reserve Deacon for one year after serving their three-year term.

Reserve Deacon – Deacons who have completed their three-year term as Active Deacons may elect to become Reserve Deacons for one year. During this time Reserve Deacons are:

- 1) Not assigned to Deacon ministry teams.
- 2) Continue serving their assigned widow and participate in Widow Care ministry events as feasible.
- 3) Invited to attend Deacon meetings. Attendance is not required.
- 4) Asked to participate in the preparation, serving, and clean up of church wide Lord's Supper services.
- 5) Included in the on-line Deacon Directory with their and their wife's picture and contact information.
- 6) Invited to become an Active Deacon again during the next Deacon selection process. If they agree, and are elected by the church, they will become an Active Deacon for a three-year term. If they decline to serve as an Active Deacon, they will be designated as an Inactive Deacon.

Inactive Deacon – Deacons who:

- 1) Have elected not to be reinstated as an Active Deacon after completing a one-year Reserve Deacon term.
- 2) May no longer be an active member of Champion Forest Baptist Church.
- 3) Have declined Deacon Emeritus status if offered.
- 4) Have elected to cease serving altogether as an Active Deacon or Reserve Deacon.
- 5) Have been Champion Forest Baptist Church Active Deacons prior to becoming Champion Forest Baptist Church employees and are presently serving in Ordained Minister roles or direct ministry positions.

Inactive Deacons:

- 1) Do not serve in any deacon capacity.
- 2) Are removed from the on-line Deacon Directory.
- 3) May inform the Deacon Search Team Chairman or Deacon Chairman in writing of their interest in serving as an Active Deacon again during the next Deacon selection process.
- 4) Must go through the new deacon qualification process and be formally recommended to serve by the Deacon Search Team. They may return as an Active Deacon If elected by the church.



Deacon Emeritus – Deacons who have faithfully served CFBC for many years, but who have become physically unable to continue serving, may be honored by being recommended through the Deacon selection process and elected by the church to become a Deacon Emeritus for the remainder of their membership at CFBC. These Deacons will be invited, but not required, to attend all Deacon activities and may, upon their request, serve the Lord's Supper. However, they will not be assigned any Deacon ministry tasks.

DEACON EMERITUS PROGRAM

The Deacon Emeritus Program is open and available to any Deacon who has served faithfully and actively for many years on the Deacon Body of Champion Forest Baptist Church. The Deacon Emeritus Program is a way for our Church Body to honor these faithful and long serving Deacons who, because of age, health or personal reasons, can no longer perform the duties of an Active Deacon.

Deacon Emeritus is a totally voluntary category and a recommendation to be placed on Deacon Emeritus status may come from any member of CFBC. This recommendation shall be acted upon by the Deacon Search Committee concurrent with their duties of selecting new Deacon Candidates, including election by the Church. Click the link [Deacon Emeritus Nomination Form](#) to submit an Emeritus nomination form to the Deacon Search Committee.

All Deacons selected to Deacon Emeritus status will retain the respect and honor of the Deacon office without being required to perform duties of Active Deacons. They may attend all Deacon activities, and, upon their request, may serve the Lord's Supper.

Deacon Emeritus status shall continue for the remainder of the Deacon's CFBC membership, unless his condition or desire changes. If he wishes to become an Active Deacon again, he may make this request to the Deacon Body who will place his name with the Deacon Search Committee for action at the next regular Deacon selection.

Deacon Emeritus individuals will be honored by the Deacons and the Church Body when they receive the title "Deacon Emeritus", and a special certificate will be presented to each who receives the title "Deacon Emeritus".

PROCESS DESCRIPTION TO ADD NEW DEACONS AT CFBC

Several steps are required to add a new deacon to the CFBC Deacon Body. The process, from beginning to end, is essentially the same for each of the following **three types of new Deacon candidates**, with the exception of the requirement to participate in a deacon ordination service.

- **Non-Ordained Deacon**
 - Eligible after having been a member of CFBC for **two years**
 - Necessary to ordain by CFBC
- **Deacon Ordained by a non Southern Baptist Church**
 - Eligible after having been a member of CFBC for **two years**
 - Most likely will be necessary to re-ordain by CFBC



- Deacon Ordained by a Southern Baptist Church, but who have never served in the CFBC Deacon Body
 - Eligible after having been a member of CFBC for **one year**
 - Not necessary to re-ordain by CFBC

The process is somewhat abbreviated for the **fourth type of new deacon** candidate, i.e., those ordained deacons that have previously served on the CFBC Deacon Body.

- CFBC Deacon in Reserve
 - Eligible after rotating off the CFBC Deacon Body for one year.
- CFBC Inactive Deacon
 - Eligible to be considered for serving again after completing the Deacon Search Team new deacon candidate recommendation process.



Deacon Search Committee timing and steps for four types are described below.

2025 New Deacon Search Process Time Table

January-February	Solicit new deacon potential candidates. Sr staff potential new deacon candidates vetting.
March-June	Contact approved prospects. Gather pre-qual information. Complete in-person interviews. Deacon Search Team recommend candidates.
August	Present new deacon candidates to deacon body. Champions deacon vote on candidates. Recommend candidates for election by church. New deacon candidates church vote. New deacons ordination service.

Annual Program to Select and Return Reserve Deacons to Active Service

June-July	All Active, Reserve, Inactive Deacons complete upcoming year intentions survey. All Reserve Deacons complete Deacon Search Committee Questionnaire (DSC). The Team reviews all completed questionnaires.
early August	Reserve Deacon candidate names are nominated by DSC for election by church.
mid-August	CFBC vote to bring Reserve Deacons back to active service.

Annual Program to Select and Honor Deacons Emeritus

June-July	Seek recommendations for CFBC Deacons to be honored as Deacon Emeritus DSC review of all recommended candidates.
early August	Deacon Emeritus candidate names recommended by DSC for election by church.
mid-August	CFBC vote to bestow Deacon Emeritus status.
August	New Deacons Emeritus awarded certificates at the Deacon Ordination Service.

Annual Program to Conduct Exit Interviews with Deacons Rotating-Off Deacon Body

September	Each Deacon rotating off the Deacon Body at year end is requested to complete a Questionnaire indicating his thoughts regarding return after one year.
October	Each rotating-off Deacon is contacted by a member of DSC to ensure DSC fully understands and documents Deacon's thoughts regarding return after one year.

PROCESS TO MOVE FROM INACTIVE TO ACTIVE DEACON

Inactive deacons may be considered for return to active service as follows:

- 1) **Notification** - Inactive deacons submit written notification to a Deacon Officer stating their desire to return to active service. Email notification is sufficient.



- 2) **Verification** - The Deacon Search Committee re-verifies inactive deacon's qualifications to serve. This requires inactive deacons to complete an [Deacon Online Questionnaire](#).
- 3) **Nomination** - *"After due investigation, the Deacon Search Committee shall submit to the Members (i.e. CFBC church body Voting Members) the names of nominees for Active Deacons."* (excerpt from CFBC By-Laws section 4.03)

This takes place by the Deacon Vice Chairman submitting active deacon nominations to an Executive Pastor, normally the Finance and Administration Executive Pastor. Email notification is sufficient. The Deacon Chairman serves as an alternate to the Vice Chairman for this task.

Nominees are normally submitted in the next church wide Business Meeting.

- 4) **Vote** - *"The Voting Members shall elect them (i.e. active deacons) by majority vote at a Regular Business Meeting."* (excerpt from CFBC By-Laws section 4.03)



Procedure for Pre-Qualification Discussion

- Contact the potential Deacon candidate(s) either by phone or in person.

“I’m calling to congratulate you because you have been nominated to serve as a Deacon at Champion Forest Baptist Church. I serve as a member of the Deacon Nominating Committee and a portion of our responsibility is to let men know they have been nominated and explain the process for becoming a part of this group that serves our Church in multiple ways.”

Give a brief explanation of what deacons do at CFBC: In general, deacons are servants of the church. We are organized into ministry groups to assist the Senior Pastor in caring for the needs of Members and sharing the gospel. For example, we help with membership classes and the distribution of the elements at a Lord’s Supper service, and assist in our church’s widow ministry, hospital visitation efforts, and benevolence committee decisions. We also support our Senior Pastor and staff vision and goals as their ambassadors to the Champion Forest church body and surrounding community as a whole.

- Explain the process for new Deacon Selection at CFBC:
 - Names for potential Deacon candidates are submitted to the Deacon Search Committee by a Deacon at CFBC, a CFBC Staff member, or a Life Group teacher.
 - The list of candidates is reviewed by CFBC Senior Staff for review and comments.
 - Names approved for continuing the process are submitted to the Deacon Search Committee.
 - Members of the Deacon Search Committee are assigned names of candidates to contact to ask pre-qualification questions.
 - Based on the responses to the pre-qualification questions, the decision is made to proceed (or not) with further review.
- Explain to the candidate that the pre-qualification questions are based on Biblical qualifications for Deacons **AND IF NECESSARY** the fact that these questions were approved by church membership as a part of CFBC’s by-laws.
- **First – ask the individual if he would like to be considered as a potential Deacon candidate and if he would like to continue with the review process.**

“Would you like to be considered as a potential Deacon candidate and walk with us through the process?”
- **If his answer is no** – thank him, ask if there is a specific reason for his answer, then record his answer and reason(s) for his decision and send that to the Deacon Search Chairman in an email.
- **If his answer is yes** – proceed with asking the following pre-qualification questions, recording each answer:

— We prefer you fill out an online form at [Deacon Pre-Qualification Online Form](#)

1. Have you previously been ordained in a Southern Baptist Church as a deacon? If yes, where?



2. Have you or your wife ever been divorced?

If yes– “The Deacon body of CFBC understands that there are many different reasons for divorces. In some circumstances a divorce does not immediately disqualify a candidate from becoming a deacon. Would you mind sharing with me the circumstances of your divorce(s)?”

3. Do you or your wife use, sell, or promote the use or sale of ANY form of alcoholic beverage or of any illegal drug?

If yes to using alcohol as a beverage– “Would you and your wife be willing to abstain from using alcohol as a beverage in order to serve as a deacon at CFBC?”

If yes to promoting or selling alcohol– “Would you mind explaining your involvement in promoting or selling alcohol as a beverage?”

“One of the ways we serve as deacons is through our faithful and generous financial support of our Church; in fact, we all agree to tithe over the course of the year. Just to be clear, we understand the tithe to be at least 10% of a couple’s gross income, and anything given above and beyond that is an offering or gift.”

4. Do you and your wife tithe at least 10% of your gross income to the general budget of CFBC?

If yes – “Can you tell me under what name, or names, you give financially to CFBC?”

If no – “Would you and your wife be willing to commit to tithing in order to serve as a deacon at CFBC?”

- If the candidate overall answers pre-qualification **questions 2, 3, or 4** negatively, **CAREFULLY AND KINDLY** explain that this would disqualify him from further consideration as a Deacon, BUT, thank him for his time and interest and encourage him to continue to serve the Lord as he is currently doing.

If the disqualifying answer was related to tithing or the consumption of alcohol, and if he seemed especially interested in being a deacon, encourage him and his wife to prayerfully consider rethinking their position on this issue with an eye toward him being in a position to serve as a deacon at Champion Forest in the future.

- If his answers are all positive, explain to him the remaining review process:
 - The Executive Pastor’s Ministry Assistant will email the candidate a link to the online and more detailed “*Deacon Qualification Questionnaire*.”
 - This questionnaire can be completed and submitted online.
 - The completed questionnaire will be forwarded to the Executive Pastor and Deacon Search Team Chairman.
 - Once the “*Deacon Qualification Questionnaire*” has been returned, the name of each candidate will be assigned to two Deacons from the Search Committee.
 - These two Deacons and their wives will arrange a face-to-face meeting with the candidate and their wife to discuss answers to the questions in the questionnaire.



- Based on this meeting, the Deacons from the Deacon Search Committee will make a recommendation to the Deacon Committee Chairmen whether to proceed with recommending the candidate to the full Search Committee for further processing.
 - For all candidates who have been recommended, a meeting or meetings will be set for all the candidates to meet with all members of the Deacon Selection Committee for hearing personal testimonies and for further questioning as required.
 - From these meetings, the Deacon Search Committee will make recommendations to the church for candidates to be ordained.
- Ordination for new Deacons will be in August.
 - New Deacons will begin serving the following January.

PRE-QUALIFICATION FORM

Form is available ONLINE at: [Deacon Pre-Qualification Online Form](#)

or

Form is also available to print for OFFLINE use by clicking: [Deacon Pre-Qualification Offline Form](#)

ONLINE submissions are preferred but required.



Benevolence

Benevolence Overview

The Benevolence Committee administers two funds, the Benevolence Fund and the Crisis Benevolence Fund.

The primary day to day activity of the Benevolence ministry involves the **Benevolence Fund**, whose purpose is to assist church members with temporary financial shortfalls, due to illness, loss of job, etc. It is not for covering ongoing, monthly shortfalls. Recognizing that many problems are due, at least in part, to poor financial planning, recipients are strongly encouraged to participate in the church's Financial Peace University program, developed by Dave Ramsey. The church also has trained financial counselors, who are available to meet with recipients. The Dave Ramsey Financial Peace is a 12 week video study during the same time period and time that our evangelism & visitation program is run.

All requests are submitted to our Pastoral Care Office. Pastoral Care meets with the members to assess the need for assistance, collect their financial data, and make a recommendation to the Benevolence Committee members with the amount and type assistance needed. Communication is generally by email. Each member has the opportunity to respond with their approval or disapproval, and or request additional information.

The **Crisis Benevolence Fund** is a special purpose fund that is limited to residents of single-family and multi-family structures within the geographic area West of I-45 North, East of State Highway 249, North of Beltway 8 and South of F.M. 2920. The Crisis Benevolence Funds are for members as well as non-members whose home has suffered major damage, primarily from fire or water, but it may be some other disaster that renders a residence uninhabitable. Fortunately, there has been limited activity in this fund, due to the lack of need. However, when it has been needed, this assistance has had a meaningful impact on many lives. The Crisis Fund is not designed to gain new members or proselytize but to assist all peoples in their time of need.

CRISIS Benevolence Assistance Guidelines

CFBC Crisis Benevolence Policy (Updated 2010)

The Crisis Benevolence Assistance "CBA" Ministry is designed to provide immediate financial relief to non-CFBC members that are victims of fire, flood, storm or other disasters that make a home uninhabitable. Information regarding candidates for this assistance will come primarily from local law enforcement agencies and fire departments although notification can come from any reliable source.

This program will be limited to residents of single-family and multi-family structures within the geographic area West of I-45 North, East of State Highway 249, North of Beltway 8 and South of F.M. 2920.

Families in single-family dwellings will receive a maximum of \$1,000. In cases involving multi-family dwellings, there will be a limit of \$5,000 per complex. This amount will be divided equally among all affected units. For example, if 10 units were deemed uninhabitable, each unit would receive \$500. The amount will not exceed \$1,000 per unit under any circumstance.



Once the need has been determined to be a viable candidate for the Crisis Benevolence Assistance Ministry, a check will be issued in the name of the affected family. A letter from the Pastor stating our concern for the family and our promise to pray for their situation will also be prepared. A prayer request for the family will be placed in the Intercessory Prayer Room.

Whenever possible, two members of the Benevolence Committee will carry the check and letter to the family or individual affected within 48 hours of the disaster. The assistance is given with no strings attached. The money is for the family to use for immediate needs such as food, hotel expenses, clothing, etc. We expect nothing in return but give this assistance because of our love for people based on Christ's example of love.

Financial Assistance Guidelines

1. The "Benevolence Fund" will be composed of gifts independent from the church budget, received from those interested in assisting church members who experience financial need. Gifts to the fund may not be designated or directed by the donor, as is required by I.R.S. rules and church policy.
2. Financial assistance shall only be extended to members of the church family. Life Group/Sunday School members will be considered "members of the church family."
 - a. Eligibility for major financial assistance requires membership in either the church or Life Group/Sunday School for a period of at least ninety (90) days. Matters considered to be of crisis or emergency nature may be considered by all members of the Benevolence Ministry. This requirement may be waived if necessary. Members needing food or baby supplies are exempt from the requirement.
3. The extent (limit) of financial assistance for a single family shall be \$4,000. If further assistance is requested, the matter will be considered by all members of the Benevolence Ministry in meeting. By majority consent, further aid may be extended.
4. Financial assistance may be dispensed by the Minister or committee members serving in his absence. Requests of \$1,500.00 and above will be determined by the Minister, or person serving in his absence, and at least two committee members.
5. Check requests must contain the name(s) of ministry member(s) contacted by the Minister or person serving in his absence.
 - a. Whenever possible, benevolence checks should be written to the company to which the person asking assistance is indebted.
 - b. Copies of check requests submitted to the financial office will be maintained in the Pastoral Ministries office, for use by any member of the Benevolence Ministry in discerning feasibility of assistance being considered.
6. Financial assistance is conditional on the person or family being willing to accept financial counseling if the assistance amount indicates help in financial management or budgeting is needed. If the ministry



group determines counseling or changes in a family's finances are required and the family refuses to comply, aid may be refused.

7. The Benevolence Ministry members will receive a monthly report of receipts to and disbursements from the benevolence fund. At the end of the calendar year, a full report of receipts and disbursements will be furnished to each ministry member.

Benevolence Fund (Budget Assessment Worksheet)

This helpful budget tool is online at:

[Benevolence Budget Assessment Worksheet](#)

Directions:

1. Go to the link above
2. Click **file, make a copy**.
3. This will allow you to edit the sheet.

Once completed either save or print depending on your needs.



Benevolence Fund (Assistance Request Form)

Personal Information

Date _____ Social Security Number _____ - _____ - _____

Name _____

Address _____

Telephone (Home) _____ (Cell) _____

Marital Status _____ Number of Children _____

Spouse Name: _____

Driver's License or other form of identification submitted? ☐ Yes ☐ No

Email: _____

Name and phone number of two close relatives not living with you:

Personal Reference #1 Name and phone number:

Personal Reference #2 Name and phone number:

Personal Reference #3 Name and phone number:

Amount Requested \$ _____

Reason For Request:



Employment Information

Present Employer _____

Phone _____ Length of Employment _____

If unemployed, reason for unemployment

Spouse Employer _____

Phone _____ Length of Employment _____

If unemployed, reason for unemployment



Churchwide Lord's Supper

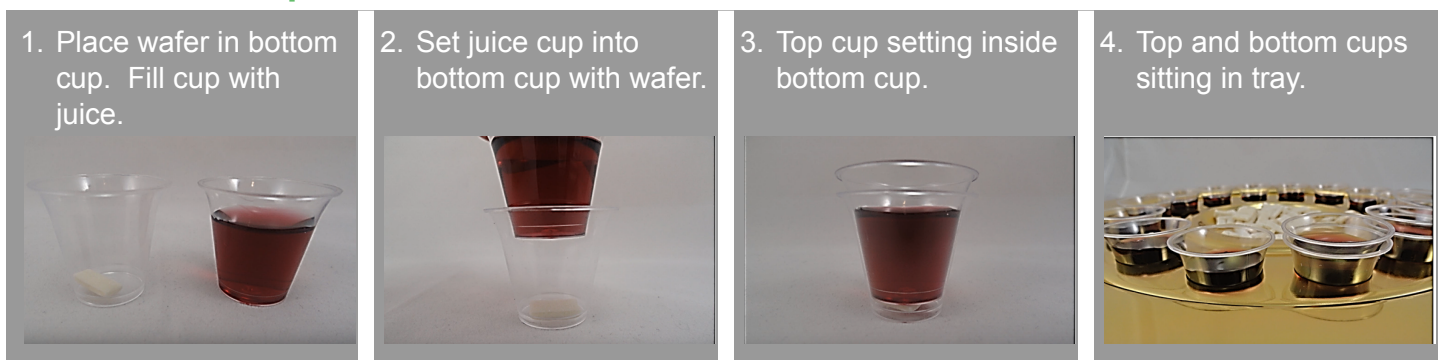
Champions Campus

DEACON TEAM LORD'S SUPPER INSTRUCTIONS

Elements Preparation

- ☐ Arrive in the Choir Room at 8:30 AM Saturday to prepare and set up for the Lord's Supper on Sunday.
- ☐ Preparation tables, equipment, and all materials necessary for filling trays will be set up prior to arrival.
- ☐ We are going back to passing trays with the elements as we did prior to COVID. However, there is a small change. Instead of passing separate bread and juice trays, only the juice tray will be used to distribute both elements simultaneously. Each juice tray slot will contain a double-stacked cup. The bottom cup will contain the wafer (bread). A filled juice cup will be placed on top of the wafer cup as shown below.

Double-Stack Cups | Juice Over Wafer



- ☐ Teams are used to fill trays.
 - 1) **One team** fills trays with empty bottom cups then places a wafer in each.
 - 2) **A second team** places the top cup on the bottom cup.
 - 3) **A third team** fills the top cup with juice. CAUTION: **DO NOT OVERFILL THE TOP JUICE CUP!!!**
 - 4) **A fourth team** places completed trays on the proper carts with the correct number of trays. Signs on each cart show how many trays go on each.
- ☐ Carts are transported to the 5 assigned locations after being loaded with the correct number of trays. A, B, and C carts go to the main worship center floor level. D and E carts go to the balcony. See "Lord's Supper Venue Floor Plan" diagrams below.
- ☐ Deacon wives wash and clean all preparation equipment while carts are being transported to their assigned locations. Return any unused elements to the Communion Room WC143.
- ☐ Tables below outline details required to complete elements preparation and clean up processes.



Number of Trays

Service Times	8:00 AM	9:30 AM	10:45 AM	12:15 PM
↓ <u>Table Cart</u> ↓				
A		8	26	
B			21	
C			22	
D			22	
E			15	
Chapel	8	8	8	
Spanish Service				50
Lobby		2		
Totals	8	18	114	50
Total Trays Needed	190	<i>(Plus 3 pre-packaged element Special Trays using bread trays.)</i>		
Special Tray Locations				
Baptism	1			
Green Room	1			
Deaf Service	1			

Prepare Trays & Carts	Deacon / Wife Teams
1) Place bottom cup. Add wafer.	3
2) Place top cup.	2
3) Fill top cup with juice.	2
4) Fill carts with trays.	3

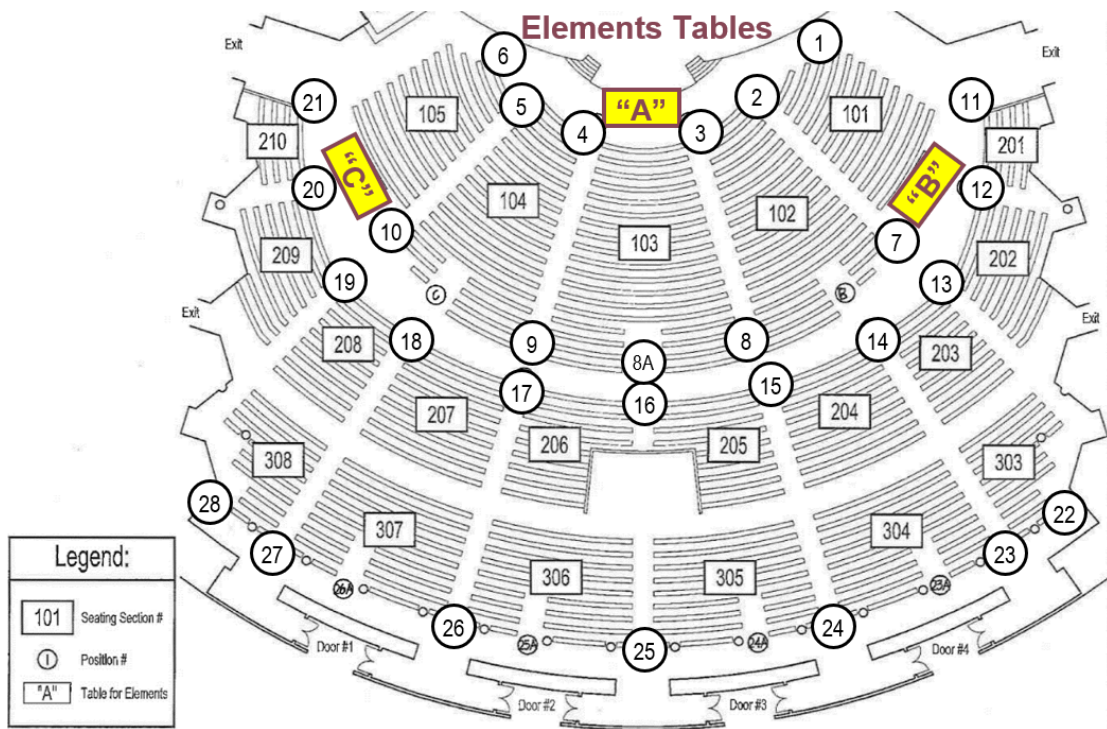
Transport Carts to Assigned Locations *(Wives clean up Choir Room setup items)*

↓ <u>Table Cart</u> ↓	<u>Deacons Required</u>
A	2
B	2
C	2
D	2
E	2
Chapel	Same 2 deacons as Cart C
Lobby	Same 2 deacons as Cart B
Special Trays <i>(Use bread trays and pre-packaged elements.)</i>	
Baptism	Same 2 deacons as Cart A
Green Room	Same 2 deacons as Cart A
Deaf Service	Same 2 deacons as Cart A

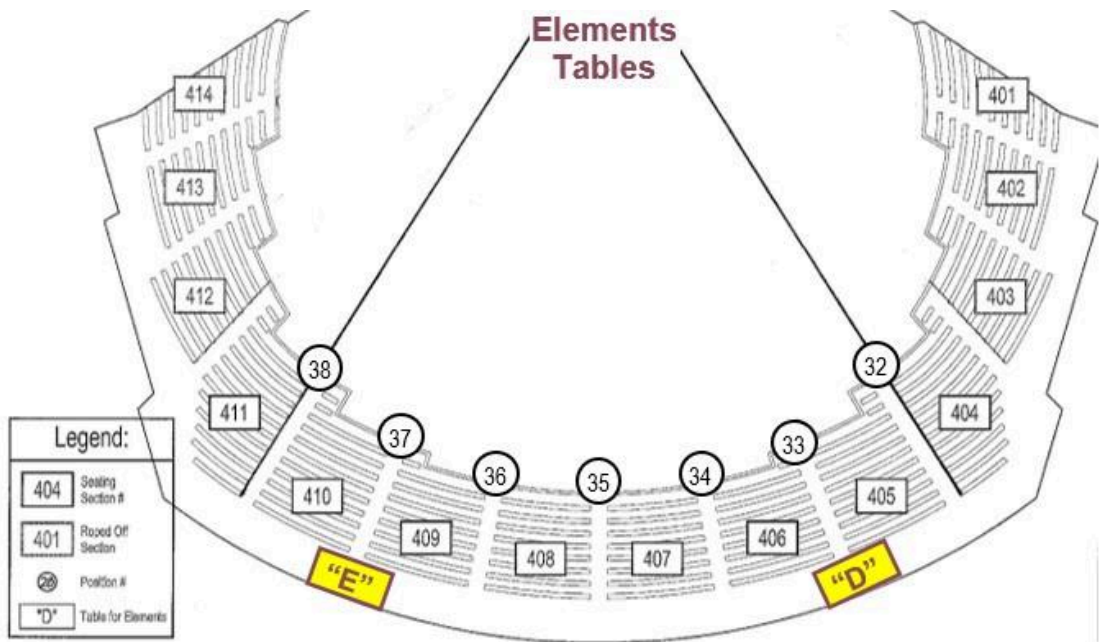


Lord's Supper Venue Floor Plans

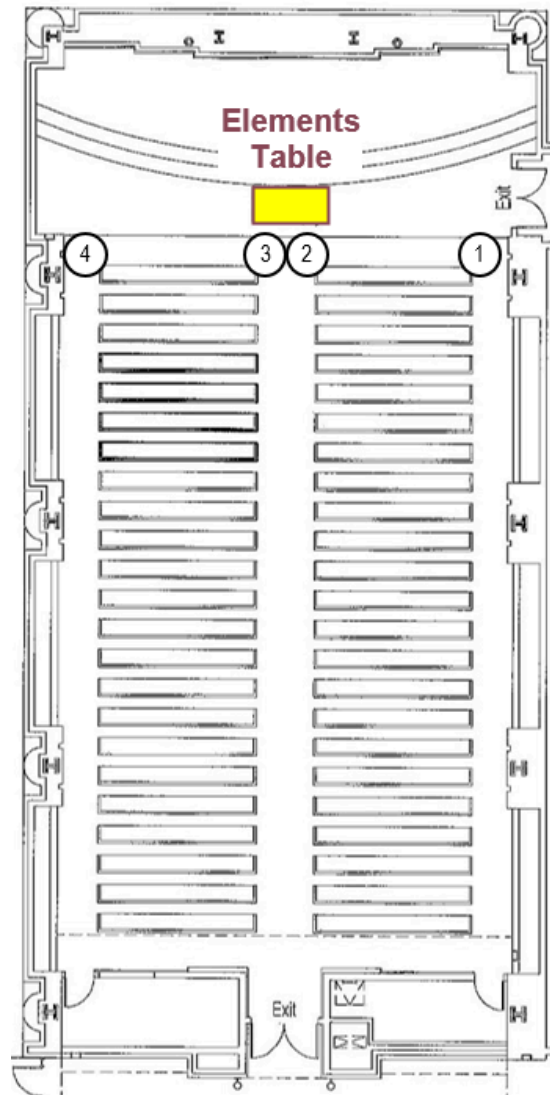
Champions Campus Worship Center



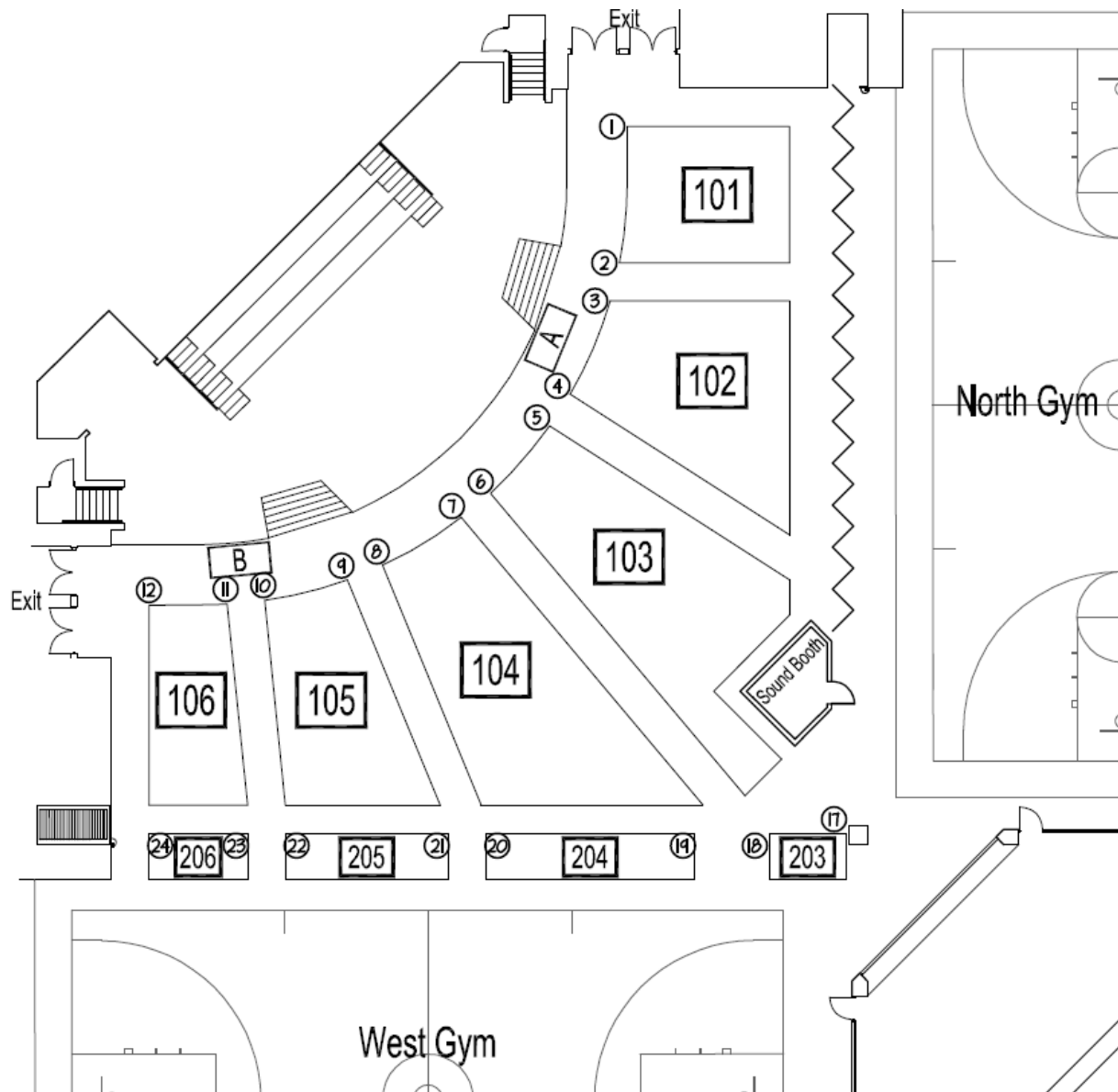
Balcony



Champions Campus Chapel



Champions Campus Family Life Center



Clean Up Instructions

Pick up carts/trays and take to the designated clean up rooms below. Wash trays. Return clean trays to WC143 communion room. Return carts to FL142 storage.

Assignments

<u>Cart</u>	<u>Deacon / Wife Teams</u>	<u>Clean Up Room</u>	<u>Cart Room</u>
A	2	FL102 Kitchen	FL142
B	2	AE109 Classroom	FL142
C	2	AE119 Classroom	FL142
D	2	FL115.3 Laundry Room	FL142
E	2	FL115.3 Laundry Room	FL142
Chapel	Same as Cart C Teams	WC143 Communion Room	FL142
Lobby	Same as Cart C Teams	WC143 Communion Room	FL142
Special Trays			
Baptism	Same 2 deacons as Cart A	WC143 Communion Room	WC143
Green Room	Same 2 deacons as Cart A	WC143 Communion Room	WC143
Deaf Service	Same 2 deacons as Cart A	WC143 Communion Room	WC143

Deacon Lord's Supper Serving Guidelines

Attire | Deacon shirts, sport coats, slacks, and name lanyards are worn when serving communion in regular worship services. Some deacons prefer to wear a dark suit and tie. Either is consistent with standard practice.

Pre-Service Arrival Time | Deacons report to their assigned deacon captain at their serving table at least 15 minutes before worship services begin.

COVID Protections | Deacons are encouraged to wear church provided nitrile gloves when handling trays. This helps with personal protection as well as demonstrating a proactive measure to help protect worshipers. Mask wearing is optional at this time.

Seating | All deacons assigned to a specific serving table sit together. Seats are reserved immediately in front of the serving table for the entire service. Deacons serving in the balcony sit on the last row in front of the serving table. Deacons serving Chapel services sit on the front row on the hall side of the stage.

Trays Serving | Worship venue schematics above show serving position locations (i.e. circled numbers). Each deacon is responsible for taking the correct number of element trays when time to distribute. Most Worship Center positions are on aisles between two seating sections. Serve elements on both sides of the aisle. Some perimeter positions serve only a single seating section.

- Trays Handover to Deacons** | Stand as a group facing the serving table when the Pastor indicates. Follow the Table Captain lead. Deacons in the balcony (if applicable to your venue) exit the back row and form a line in front of their table. The Table Captain hands each deacon the predetermined number



of trays they are to serve. Count your trays. Be sure the number agrees with the number you were previously provided.

- b. **Server Positioning** | Go to your assigned position as shown on the schematic as soon as you receive your trays.
- c. **Tray Passing Direction** | Face the Pastor in the Main Worship Center. Commence serving to your right. Once your first set of trays are distributed to your right (four trays, first four rows, for instance), turn to your left in the aisle to receive trays coming across the section to your left. Once they arrive, return the trays in that section to the next rows to be served in that section. Once that is accomplished, turn back to the right to receive those trays. Serve the next aisles in that section. Generally, trays starting in a given section should stay in that section for distribution purposes.
- d. **Tray Short Elements** | Monitor the number of elements remaining in trays after they have gone through a few rows. Do not send a tray down a row with an insufficient number of elements for the people on the row. Send two trays in sufficient numbers to supply all people on the row. There should be a sufficient number of elements in all trays assigned to you to meet the needs of your assigned position.
- e. **Missed Worshipers** | Be observant to not miss a row or individuals in a row. Serving multiple rows in sections on your right and left simultaneously can easily be a challenge. People tend to raise their hands when missed. This can and has occurred. Concentrate. Do all you can to eliminate this type distraction.
- f. **Last Row Coordination** | In some large sections there may be servers who have started at the rear of your section and are serving back to front. You will meet toward the section midpoint. Coordinate serving of the last row between the two of you so no trays come down a row from both directions.
- g. **Out of Elements** | Raise your hand in the event you run out of elements while serving. Your Table Captain will send additional elements to you.
- h. **Distribution Complete** | Return to your table with your trays once service of both sections on your aisle is complete. Hand trays to your Table Captain. Take an element for yourself. Return to your seat in front of the table and sit down.

Worship Venue Clean Up | Table Captains provide a plastic bag to each deacon before the worship service begins. Each deacon is responsible for picking up cups and trash across their assigned serving areas immediately after the worship service. Tie plastic bag tops closed. Deposit bags in trash receptacles located at worship venue exits.

Worship Services Transition | Table Captains lead assigned Serving Teams in changing over serving tables for the next service immediately following each worship service as warranted. Serving Teams take used trays to the designated cleaning station. Teams assist in trays washing, drying, and storing as needed.

Abide by these guidelines to the best of your ability. They are designed to distribute elements reverently and efficiently. Focus is to be inward and upward at this very special time with minimal distractions. To God Be the Glory!



Instructions for Serving The Lord's Supper in Life Groups

Scheduling a Classroom Service

- Each Life Group Class must schedule two weeks in advance for Communion Room Ministry Team service in their classroom.
- Class representatives should contact Christi Dixon in the Executive Pastor's office to schedule the service and reserve a time slot. Deacons should be informed of the number to be served.
- Cancellations must be made no later than Thursday before the Sunday that the service is being requested.

Prepare for Service

- Wear your nametag and a friendly smile
- Prepare 25% more juice and bread elements than requested. Be sure to place a serving cover on each of the serving pieces.
- Be sure you are at the class five minutes before the requested time of arrival.

The Lord's Supper

- Commence serving promptly as requested by Life Group Director.
- Administer The Lord's Supper in a sensitive, personal fashion and at a pace that is considerate of everyone's time (keep it short).
- Keep a head count of everyone in a class that takes The Lord's Supper.

Following The Lord's Supper

- Wash and dry all serving pieces used for preparation and the service, using detergent and paper towels. Place all the serving pieces back in the cabinet and name tag back on the pegboard
- Write down the number of people who attended. Send an email to Eduardo Salazar (esalazar@cfbc.org) with any special prayer request or pastor follow-up needs

Always have a loving, kind, helpful attitude and a smile on your face.



Hospital Visitation Ministry

Do's and Don'ts for Deacon Hospital Visits

It's amazing how much ministry takes place in just 6 minutes!

Remember, the simple fact that you took the time to show up is 90% of the success of the hospital visit.

Do's

- Prepare your heart before the Lord before visiting.
- Realize you are representing Pastor Jarrett, CFBC, and the LORD.
- Focus on providing COMFORT, COMPASSION, and ENCOURAGEMENT.
- Plan to stay 6 minutes (general rule of thumb).
- Use breath mints before entering.
- Knock on door before entering.
- Remain standing.
- Introduce yourself (name, CF Deacon). Be sure to wear your name tag.
- Greet other visitors who may be in the room.
- Be mindful and sensitive to the presence of a possible room-mate.
- Be positive and caring, but not overly animated.
- Ask how they are feeling today.
- Make general conversation (ex: how long in hospital, when expected to be released, how long a CF member, etc., etc.). Be careful about details of illness/surgery.
- Give words of encouragement, hope and assurance.
- Pray for them before you leave (needs of patient, Medical Staff, Roommate, patient's opportunities to witness, etc.)
- Leave them a calling card.
- Wash your hands before and after your visit (sanitizer containers are in halls).

Don'ts:

- Stay too long (patients are tired and not feeling well).
- Give medical advice.
- Be overly animated.
- Turn the conversation to yourself.
- Say that you "know how they feel" unless you really do.
- Make any promises you can't deliver (ex: "I will make sure you have meals delivered to your home when you are released.")

Updated 27 Dec 2023. Source: Eduardo Salazar.



In Case of Death . . .

If on one of your visits, you discover that the patient has died:

- If a family member is in the room, express your heartfelt sympathy, and pray for them.
- Ask how you can help.
- Let them know that you will contact the CF Care & Counseling Ministry to let them know.

After you leave the room, during weekday office hours, Teams or call Mayra Alvarez (281-440-3800) so the Champions Campus Care & Counseling office can contact the family the next work weekday or Monday if it's the weekend, and provide them the Funeral Packet in Eng.,

<https://www.championforest.org/guide/funerals/pdf/Funeral-Packet-10-2023.pdf?p=0.40909051911956307> and Spa., <https://esp.championforest.org/guide/funerals/pdf/CFBC-Funerals-ESP-10-2023.pdf>

Based on which campus the family of the deceased attends, you may text or call:

Louis Miori 281-300-6928 (North Klein),
Eduardo Salazar 832-279-6451 (Champions),
or Brett Mosser 281-253-9420 (Jersey Village).

After weekday office hours and on weekends, one of the above named ministers may be contacted AFTER the MOC (*Minister of Call*) makes the initial contact to the family, i.e., express condolences, ask if their family, friends & Life Group have been contacted, offer to go see them and pray in person, or if they deny the in person visit, pray with them over the phone. The MOC (*Minister of Call*) is not required, but may contact the campus specific minister if needed, e.g., the family can't wait until the next day or Monday if it's the weekend, family requests their campus ministry staff be notified, etc.

Downtown Medical Center Parking

Click link below for information:

[Parking Diagram](#)

Guidelines for Hospital Visitation Ministry Post-COVID-19

We have resumed in-person hospital visits to CF members. God has given us the privilege, responsibility, AND Authority to go where he calls us to serve in Jesus' name (Matt. 28:18-19). We do this to join God where he is at work (Matt. 5:14-16; Jn. 5:19; Eph. 2:10), because God has given us the great responsibility and privilege of visiting the sick (Matt. 25:36), we believe in prayer and God's ability to heal (James 5:14; Ps. 103:3), and our members joyfully welcome us as their shepherds (Ps. 23, Jn. 21:16).

Below are guidelines to help you minister to our members, and those we cross paths with in our community, in a way that honors God, express the love of Jesus and respects what hospitals require of us to enter their facilities.

Before making your hospital visits...

- Plan time to follow hospitals' policies, procedures & members'/loved ones' boundaries.
- Take your CF ID & business cards.



- Record your mileage to/from CF & hospitals, take a credit card for possible parking fees and save receipts for travel reimbursement (speak to supervisor).

Entering hospitals...

- Patiently/respectfully be assertive with hospital staff. Don't be passive or aggressive, and follow all requests.
- As servants of Christ & leaders of CF, God & members expect us to visit the ill.
- "I am 'my name,' a minister/pastor at CF. I'm here to visit & pray with 'patient's name,' a member of CF."
- If needed ask front desk to call the charge nurse, patient's nurse, patient or family, since clergy can be an exception to the "designated" & "one-per-day visitor policy."
- Be kind, understanding & tell hospital gate keeper you'll follow their guidelines.

During hospital visit...

- Protect yourself & others by following hospital's safety precautions, i.e., answer health questions, temp. chk, hand sanitizer, double mask, social distance, no contact, name tag/sticker, wrist band.
- Trust the Lord for protection.

After making visits...

- Plan time to email Mayra your observations before 5pm.
- We can get new hospital visits until 12pm, so check your email until noon for updated hospital visits to make that day.
- If not allowed to enter hospital, call member before leaving, tell them you are there to visit them and pray for them. Member and family will feel loved, cared for, thankful to God and CF, that you traveled and attempted to visit them.

Updated 27 Dec 2023. Source: Eduardo Salazar.



2025 Hospital Visitation Schedule

Also Online at [Hospital Visitation Schedule](#) under "Hospital Visitation Schedule" spreadsheet tab.

Date	North Champions	North North Klein	South
4 Jan 2025, Sat	Robertson, Gerald	Holloway, Bill	Granquist, Mark
11 Jan, Sat	Williams, Al	Lucadou, Glenn	Creel, Greg *
18 Jan, Sat	Bredbenner, Lee	Wilhelm, Kelly	Green, Larry
25 Jan, Sat	Brown, Trevor	Aparicio, Bon	Drew, Doug
1 Feb, Sat	Emerson, Lee	Creel, Greg	Hanke, Jonathan
8 Feb, Sat	Granquist, Mark	Drew, Doug	Holloway, Bill
15 Feb, Sat	Green, Larry	Holloway, Bill	Hicks, Chester
22 Feb, Sat	Hanke, Jonathan	Lucadou, Glenn	Lucadou, Glenn *
1 Mar, Sat	Hicks, Chester	Wilhelm, Kelly	Robertson, Gerald
8 Mar, Sat	Robertson, Gerald	Aparicio, Bon	Wilhelm, Kelly
15 Mar, Sat	Williams, Al	Creel, Greg	Williams, Al
22 Mar, Sat	Bredbenner, Lee	Drew, Doug	Aparicio, Bon
29 Mar, Sat	Brown, Trevor	Holloway, Bill	Bredbenner, Lee
5 Apr, Sat	Emerson, Lee	Lucadou, Glenn	Creel, Greg **
12 Apr, Sat	Granquist, Mark	Wilhelm, Kelly	Brown, Trevor
19 Apr, Sat	Easter	Easter	Easter
26 Apr, Sat	Green, Larry	Aparicio, Bon	Drew, Doug
3 May, Sat	Hanke, Jonathan	Creel, Greg	Emerson, Lee *
10 May, Sat	Hicks, Chester	Drew, Doug	Holloway, Bill
17 May, Sat	Robertson, Gerald	Holloway, Bill	Granquist, Mark
24 May, Sat	Williams, Al	Lucadou, Glenn	Lucadou, Glenn **
31 May, Sat	Bredbenner, Lee	Wilhelm, Kelly	Green, Larry
7 Jun, Sat	Brown, Trevor	Aparicio, Bon	Wilhelm, Kelly
14 Jun, Sat	Emerson, Lee	Creel, Greg	Hanke, Jonathan
21 Jun, Sat	Granquist, Mark	Drew, Doug	Aparicio, Bon
28 Jun, Sat	Green, Larry	Holloway, Bill	Hicks, Chester
5 Jul, Sat	Holiday	Holiday	Holiday
12 Jul, Sat	Hanke, Jonathan	Lucadou, Glenn	Creel, Greg ***
19 Jul, Sat	Hicks, Chester	Wilhelm, Kelly	Robertson, Gerald
26 Jul, Sat	Robertson, Gerald	Aparicio, Bon	Drew, Doug
2 Aug, Sat	Williams, Al	Creel, Greg	Williams, Al
9 Aug, Sat	Bredbenner, Lee	Drew, Doug	Holloway, Bill
16 Aug, Sat	Brown, Trevor	Holloway, Bill	Bredbenner, Lee
23 Aug, Sat	Emerson, Lee	Lucadou, Glenn	Lucadou, Glenn ***
30 Aug, Sat	Granquist, Mark	Wilhelm, Kelly	Brown, Trevor



Date	North Champions	North North Klein	South
6 Sep, Sat	Green, Larry	Aparicio, Bon	Wilhelm, Kelly
13 Sep, Sat	Hanke, Jonathan	Creel, Greg	Emerson, Lee
20 Sep, Sat	Hicks, Chester	Drew, Doug	Aparicio, Bon
27 Sep, Sat	Robertson, Gerald	Holloway, Bill	Granquist, Mark
4 Oct, Sat	Williams, Al	Lucadou, Glenn	Creel, Greg ****
11 Oct, Sat	Bredbenner, Lee	Wilhelm, Kelly	Green, Larry
18 Oct, Sat	Brown, Trevor	Aparicio, Bon	Emerson, Lee ***
25 Oct, Sat	Emerson, Lee	Creel, Greg	Hanke, Jonathan
1 Nov, Sat	Granquist, Mark	Drew, Doug	Lucadou, Glenn ****
8 Nov, Sat	Green, Larry	Holloway, Bill	Hicks, Chester
15 Nov, Sat	Hanke, Jonathan	Lucadou, Glenn	Robertson, Gerald
22 Nov, Sat	Hicks, Chester	Wilhelm, Kelly	Williams, Al
29 Nov, Sat	Thanksgiving	Thanksgiving	Thanksgiving
6 Dec, Sat	Robertson, Gerald	Aparicio, Bon	Bredbenner, Lee
13 Dec, Sat	Williams, Al	Creel, Greg	Brown, Trevor
20 Dec, Sat	Bredbenner, Lee	Drew, Doug	Emerson, Lee ****
27 Dec, Sat	Christmas	Christmas	Christmas



Church Membership Ministry

Deacon Membership Committee Responsibilities

CFBC By-Laws Section 3.02 (Reception into Membership) states, *“An individual will become a member of the Church (“Member”) following a majority vote of the members of the Active Deacon Membership Committee, which vote shall occur thirty (30) days following the reporting of a list of candidates for membership to the Members in a Regular Business Meeting.”*

This By-Laws section further clarifies, *“If any Member dissents to the admission of any candidate for membership during the thirty (30) day period following the publication of the list of candidates for membership, such dissent shall be referred to the Senior Pastor for investigation who shall make a recommendation to the Active Deacon Membership Committee within thirty (30) days. The decision of the Active Deacon Membership Committee to accept or reject the candidate in question shall be final.”*

From the above, the Champions, North Klein, and Jersey Village Deacon Vice Chairs, backed up as necessary by each campus Deacon Chair, collectively have sole responsibility for overseeing the final membership approval step detailed in Section 3.02 as follows:

1. Candidates for membership are reported to those present at the quarterly business meeting following a New Members class and then communicated to Church membership for a vote of approval or denial of membership. After communication there is a 30-day comment period.
 - a. The initial vetting responsibility rests with the members to whom the candidate names were presented for approval and subsequently available for refutation during the 30-day comment period.
2. Objections to approval of a new member candidate during the 30-day comment period and directed to a Champions minister, staff member, or deacon should be forwarded to the Champions Campus Deacon Vice Chair in writing, who will then forward it to the Senior Pastor, or his designated representative, for investigation and recommended approval or denial of membership.
 - a. The Senior Pastor, or his designate, are responsible for addressing any membership candidate rejections.
3. Upon completion of the 30-day comment period, the names of the new member candidates will be presented to the 3 campuses Deacon Vice Chairs, including any names recommended back to the committee by the Senior Pastor for denial of membership.
4. The Deacon Vice Chairs convene an in-person or in a virtual Deacon Membership Committee meeting within one week of receiving a procedural email. The Committee discusses and votes for or against membership for each name submitted.



- a. The Deacon Membership Committee consists of the Champions, North Klein, and Jersey Village Deacon Vice Chairs.
 - b. The majority vote of the Committee for each new member candidate is final.
5. Notification of the Committee vote results is sent promptly to the Senior Pastor or Designee for finalization of membership or to notify any candidate of membership denial and the reason(s) why.
6. An email identifying candidates approved for membership is sent to the Global Data Services Director (Rochelle Skipper) for member candidate records update in the Rock database.
7. Should an objection arise to approval of a member candidate, the Senior Pastor, or his designee(s), have 30 days to investigate and determine whether the objection will be maintained or overridden, starting from the day the rejection is received. In the unlikely case a final recommendation from the Senior Pastor is not provided along with the full membership candidate list a separate notification will be sent to the Deacon Vice Chairs for vote by the Deacon Membership Committee and reply to the Senior Pastor with the Committee's decision for appropriate action.

Deacon Team Membership Class Instructions

The ASSIGNED DEACON TEAM is responsible for the designated classroom setup. This includes tables, chairs, and materials.

All ASSIGNED DEACON TEAM members will be in the classroom during greeting time. One deacon/wife team should stand at each classroom table. This provides a “personal touch” time between the deacon/wife teams and those coming to class, and should continue throughout the entire process—from greeting until decision time completion. Each deacon/wife team is assigned to one table for the duration of the class. It is expected additional manpower, beyond the ASSIGNED DEACON TEAM, will engage in decision time. This helps ensure one-on-one with all class attendees at that time. The Chairman of the Membership Class Ministry will have solicited, in advance, from the Deacon Body, the additional deacon / wife manpower for the Decision Time only.

Set Up the Classroom WC125 (Choir Room behind Main Worship Center)

WC125 (Choir Room) classroom setup begins at 8:30 am. ALL deacons / wives assigned to the TEAM should report to WC125 at 8:45 am. CFBC Facilities staff will set up tables and chairs. ALL TEAM wives should set up the materials needed on each of the tables. One TEAM wife per table should place and become familiar with materials to be used.

A CFBC Resident will place signage in strategic locations outside the classroom to help attendees find the class.

Final Setup Instructions and Pre-Class Prayer



The assigned Color Team should arrive at 8:45 AM. The Membership Class pastor will provide final instructions and lead the team in prayer.

Greeting and Personal Touch

Deacons/wives should be positioned inside the classroom, with one deacon / wife standing at each of the classroom tables. The deacon / wife will greet each person that comes to sit at their table and will begin establishing a “real personal touch” with each person that comes to “their table.” The deacon/wife will make sure each person at their table is comfortably seated and ready to go when class begins. When the class begins, ALL of the TEAM deacons / wives will take a seat in the chairs along the walls or near the back—sitting as close to “their table” as possible.

Class Begins at 9:30 am

At 9:30 am Class begins. ALL TEAM deacons / wives are expected to be present during the class and should be observing new prospects at “their table” to see if they need help with materials. Also, if prospects need to exit for restrooms, they can be directed to the rear of the class to exit and return with minimum disruption.

Decision Time Begins at 10:25 am

At 10:15 am Decision Time will begin, and it is expected ALL TEAM deacons / wives will return to their same table and begin the process.

It should be noted it is likely one TEAM deacon / wife at the table will not have enough manpower (one-on-one is required) to personally interface with all prospects during the Decision Time. However, this will be supplemented by other deacons / wives invited by the Membership Class Chairman to attend the “Decision Time ONLY.” Decision Time only deacons/wives should arrive at 10:15 AM and move to the seating on each side of the classroom. Please enter at the rear door.

The Pastor or Pastors in charge will announce the time for the deacon/wives to move to the tables to assist the questioning of new prospects and proper **completion of registration forms**. A copy of the Champion Campus Membership Card is below. All deacons / wives will need to introduce / re-introduce themselves and assist every prospect by asking the FAITH question. **Each prospect joining should be asked the FAITH question. Be sure of immersion baptism.** Be sure the correct boxes are checked to indicate fulfillment of the salvation and baptism criteria for membership. Ensure the covenant is signed and understood. Make sure they and you have clearly signed the form.

1. If they have not been scripturally baptized, then their next step is to get signed up for baptism. Mark the card accordingly, then escort them to the baptism table in the back of the room.

Be sure they have been saved and scripturally baptized. Note this by providing the appropriate information in both the Salvation Confirmation AND Baptism Confirmation sections of the card. We will then accept them on a statement of their faith in Christ having been scripturally baptized.



If they are coming from another Southern Baptist Church and would like to request transfer of their letter of membership to Champion Forest, then instruct them to contact the Membership Office as prescribed at the bottom of the card. Simply joining by letter is no longer a membership option.

2. **Be sure the member form has all entries completed.**
3. **Be sure service selections are answered on the rear of the member form.** These are not binding selections, just preferences.
4. **Direct New Members to the information table in the rear of the classroom for their new member packet** (one per family).
5. **Give each family or individual the list of Life Groups for their choosing.** Everyone should get connected through Life Groups.
6. **Ensure all new member cards are turned-in and checked** for 100% accuracy by the Deacon Membership Class Chairman, CFBC Administrative staff, or a Chairman Support deacon (*normally Grover and Carrie Stevens, Rochelle Skipper, Paul Crozier, etc.*).

Pickup and Storage of Leftover Materials and Signs

Before departing, ALL TEAM deacons / wives should assist in storing the leftover materials and returning the Membership Class signs stationed outside the classroom back to the classroom.



Champion Forest Membership Card

PERSONAL INFORMATION

Class date: ____/____/____ Full name: _____

Birthdate: ____/____/____ Gender: ☐ Male ☐ Female

E-mail address: _____ Cell phone: (____) _____

Home address: _____ City _____ State ____ Zip _____

Marital status: ☐ Single ☐ Married ☐ Divorced ☐ Widowed ☐ Separated ☐ Domestic Partnership

If married, spouse's name: _____ Spouse's birthdate: ____/____/____

Children living at home:

Name / Date of Birth / Gender	Name / Date of Birth / Grade
_____	_____
_____	_____

When did you place your faith in Christ? ☐ Today ☐ Before today ☐ I'm not ready

What does it mean to have a relationship with Jesus?

If works or no answer, present the Gospel.

BAPTISM (check one)

Have you been baptized by immersion? ☐ I want to ☐ I have been ☐ I'm not ready

When would you like to be baptized? ____/____/____

Where and when did you get baptized?

MEMBERSHIP (check one)

I would like to join by: ☐ Salvation ☐ Baptism ☐ Statement of Faith ☐ I'm not ready

What church background or denomination are you coming from?

Help ensure fill out name of church, city, and state.



CONNECTIONS

WORSHIP

What worship service do you attend? ☐ 8 AM ☐ 10:45 AM ☐ 12:30 PM

LIFE GROUPS

Are you connected to a Life Group? ☐ I want to ☐ I have a Life Group ☐ I'm not ready

What Life Group are you connected to? _____

GENEROSITY

Do you want to start tithing to Champion Forest? ☐ I want to ☐ I already tithe ☐ I'm not ready

SERVE

Are you currently serving on a team? ☐ I want to ☐ I already serve ☐ I'm not ready

Where would like to serve? ☐ Kids ☐ Students ☐ Adults ☐ Guest Services ☐ Comms

☐ Media ☐ Missions ☐ Safety ☐ Worship ☐ Other ☐ I am an ordained SBC deacon

MEMBERSHIP COVENANT

Having received Christ as my Lord and Savior and having been baptized by immersion and being in agreement with the Champion Forest mission and strategy, I feel led by the Spirit to unite with the Champion Forest family.

In doing so, I commit myself to God and to other members of Champion Forest to do the following:

1. I will protect the unity of my church

3. I will serve the ministry of my church

2. I will share the responsibility of my church

4. I will support the testimony of my church

Printed Name: _____ Date: _____

Signature: _____

Decision Encourager Name: _____ Phone: (_____) _____

Decision Encourager Notes: _____

Covenant Section;
• Candidate signs and dates after reading covenant.
• Print deacon or decision encourager name to help ensure readability.



Widow Care Ministry

Widow Care

CFBC desires to ensure widows in the church are well cared for as directed in 1 Timothy. This responsibility has been assigned to CFBC deacons and deacon wives. Deacon couples are assigned 1 to 3 CFBC widows to monitor and serve. The Pastoral Ministries Team is responsible for making assignments.

Deacon couples should develop relationships with their widows and maintain reasonable contact. Contact frequency will vary based on widow circumstances. Deacon couples should minister to their widows addressing needs when identified. Needs beyond the couple’s ability to address should be reported to CFBC using Widow Care Online Form. Follow up with the CFBC office may be warranted.

Deacon Widow Assignments

Each active, reserve, and inactive deacon is assigned 1 to 3 CFBC widows. Emeritus Deacons are not assigned a widow unless by exception. Reserve and inactive deacons are encouraged to maintain contact with and minister to their assigned widows to the extent reasonable. Much of the widow ministry is based on the longer term relationship developed between a deacon and wife team and their widow.

CFBC Widow Headcounts

as of 20 Dec 2024

	Total Active & Reserve Deacons	Deacons Assigned Widow / Widows	% Deacons Assigned Widows	Total CFBC Widow Members	Widows Assigned Deacons	% Widows Assigned Deacons ***
Champions	111	90	81%	338	125	37%
North Klein	43	14	33%	29	5	17%
Totals	154	104	68%	367	130	35%

** Numbers sourced from CFBC ROCK database.

*** Many widows elect not to have an assigned deacon.



Deacon Widow Assignments Summary Table | CFBC Champions & North Klein Campuses

Click [Widow Deacon Assignments Table](#) to view and use the interactive version of this table. Information is as of 20 Dec 2024.

	Deacon	Wife	Widow 1	Widow 2	Widow 3	Widow 4	Widow 5
1.	Allen, Frank	Wanda	Muller, Marsha	Dekaney, Eileen			
2.	Allen, Steve	Corinna	West, Nelda	Middleton, Cindi			
3.	Anthis, Don	Jody	Perry, Doris	Leeth, Beverly	Cress, Carolyn		
4.	Arras, Roger	Cheri	Nichols, Joan				
5.	Aylor, Gary	Joyce	Dimarco, Donna	Davenport, Dianne			
6.	Ball, Jim	Brenda	Kast, Suk				
7.	Banuelos, Joshua	Kathy	Hernandez, Luisa				
8.	Barnes, Ron	Barbara	Brown, Dianne				
9.	Barnett, Brent	Brenda	Manuel, Linda				
10.	Barrett, Ken	Maureen	LeBeau, Nancy				
11.	Bell, Randall	Victoria	Jackowski, Pam				
12.	Birdwell, Brad	Anita	Birmingham, Delilah				
13.	Bowman, Max	Beverly	Maddux, Linda				
14.	Brady, Andy	Lee	Wisialowski, Sylvia				
15.	Bredbenner, Lee	Diana	Schindler, Lillian				
16.	Brown, Andy	Gail	Griffin, Nelda				
17.	Brown, Tom	Carol	Racca, Donette				
18.	Brown, Trevor	Patsy	Smith, Nadelle				
19.	Burgess, Rick	Dolores	Giles, Barbara				
20.	Byrne, Dave	Terri	Mosby, Eleanor	West, Regina			



	Deacon	Wife	Widow 1	Widow 2	Widow 3	Widow 4	Widow 5
21.	Canon, Bart	<i>Susan</i>	<i>Howze, Barbara</i>				
22.	Carpenter, Butch	<i>Becky</i>	<i>Broyles, Paulette</i>				
23.	Christoph, Cody	<i>Brandy</i>	<i>Menendez, Carolina</i>				
24.	Contreras, J.C.	<i>Elizabeth</i>	<i>Riley, Jackie</i>				
25.	Cook, Tom	<i>Nancy</i>	<i>Podeyn, Sonia</i>				
26.	Crownover, Norris	<i>Judy</i>	<i>Horton, Donna</i>	<i>Sterbanz, Mary Jane</i>	<i>McWhorter, Constance</i>		
27.	Crozier, Paul	<i>Julie</i>	<i>Hurst, Peggy</i>				
28.	Ellenberg, Wayne	<i>Carole</i>	<i>Wright, Louvada</i>				
29.	Emerson, Lee	<i>Bobbie</i>	<i>Corley, Glenda</i>				
30.	Enright, Mark	<i>Gwen</i>	<i>Traylor, Mary Jo</i>				
31.	Forrester, Larry	<i>Ellen</i>	<i>Pardue, Bettye</i>				
32.	Garza, Nico	<i>Heather</i>	<i>Collins, Pam</i>				
33.	Glasgow, Michael	<i>Rhonda</i>	<i>Schmidt, Beverly</i>				
34.	Granquist, Mark	<i>Ann</i>	<i>Patrick, Linda</i>				
35.	Green, Jim	<i>Rosalie</i>	<i>Garrison, Susan</i>				
36.	Green, Larry	<i>Patti</i>	<i>Shero, Carmen</i>				
37.	Hand, Claude	<i>Annette</i>	<i>Shankleton, Katherine</i>				
38.	Haney, Mike	<i>Kim</i>	<i>Leafe, Sharon</i>				
39.	Hantke, Jonathan	<i>Susan</i>	<i>Black, Claire</i>	<i>Sheffield, Melanie</i>			
40.	Harn, Lee	<i>Kathy</i>	<i>Finney, Olive</i>	<i>Miner, Sue</i>	<i>Carter, Emily</i>	<i>Hudgins, Linda</i>	<i>Perinne, Francoise</i>
41.	Hatley, Steve	<i>Susan</i>	<i>Worthington, Evelyn</i>				
42.	Hebert, Windell	<i>Jessie</i>	<i>Natole, Patricia</i>				
43.	Hicks, Chester	<i>Wilhelminia</i>	<i>Barber, Mary</i>				



	Deacon	Wife	Widow 1	Widow 2	Widow 3	Widow 4	Widow 5
44.	Hollenshead, Feldor	Betty	Parker, Barbara	Young, Mary Todd			
45.	Hubbard, Sid	Sharon	Arnold, Patti				
46.	Hunkin, Scott	Carole	Mathews, Mary				
47.	Ingvarlsen, Don	Judy	Maynard, Jeanie				
48.	Ivins, Jim	Roxanne	Dawes, Barbara				
49.	Jefferson, Michael	Patricia	Gray, Lynn				
50.	Kennedy, Clay	Carissa	Harrison, Sylvia				
51.	Kidney, Paul	Ann	Batchelor, Jannell	Snipes, Nell			
52.	King, Leonard	Marilyn	Avary, June	Schulz, Gail Woodward			
53.	King, Ricky	Jean	Wiggins, Shirley				
54.	Kish, David	Julie	Crowe, Melia				
55.	Koenig, Larry	Gwen	Smith, Phyllis				
56.	Koontz, Craig	Susan	Sloan, Patricia				
57.	Lee, Jonathan	Melissa	Brantley, T. Louise				
58.	Ligon, Matt	Samone	LeBeau, Marilyn				
59.	Lowry, Clay	Kimberly	Rainoshek, Sue				
60.	Malott, John	Patti	McDaniel, Karen				
61.	Martinez, Osvaldo	L	Black, Sara				
62.	May, Mark	Lori	Alexander, Esther				
63.	McAnally, Jon	Kenlynne	Johnson, Joan				
64.	McDonald, Ron	Alice	Caho, Nancy				
65.	Megginson, Jim	Marie	Jarnagin, Linda				
	Miller, David		Ransom, Marilyn				



	Deacon	Wife	Widow 1	Widow 2	Widow 3	Widow 4	Widow 5
66.	Miller, Phil	Sharon	Carlson, Carolyn				
67.	Mitchell, Kris	Elizabeth	Humphrey, Donna				
68.	Moran, Victor	Lizette	Takemura, Jena				
69.	Morris, Ray	Elise	Voloto, Jan				
70.	Naeher, Steve	Nola	Kuehn, Alma				
71.	Neyland, Ron	Anne	Sinclair-Olson, Judy				
72.	Pate, Terry	Madge	Rains, Mary				
73.	Patterson, Martin	Betty	Bailey, Shirley	Rose, Glenda			
74.	Pingilley, Ronald	Rhonda	Rogers, Alice				
75.	Pollard, Gary	Nancy	Wilson, Charlene				
76.	Richard, Jack	Mandy	Bloomquist, Novelda C.				
77.	Richardson, John	Diane	Irby, Margaret				
78.	Robertson, Gerald	Carolyn	Jones, Patricia				
79.	Rogers, Ed	Marilyn	Wier, Margaret				
80.	Schwettmann, Richard	Jerri	Stephens, Rosa				
81.	Scott, Rick	Fayrene	Haney, Patti				
82.	Serres, Greg	Shelley	Bailey, Bettie				
83.	Spafford, Andy	Cheryl	Gorman, Kathy				
84.	Stanley, Steve	Beth	Duke, Jeannine H.	Hines, Maxine			
85.	Stevens, Grover	Carrie	Short, Rebecca	Robertson, Pamela			
86.	Stockwell, Robert	Lindsay	Andrews, Dorothy	Terry, Barbara			
87.	Taylor, Gary	Judy	Johnson, Martha Faye				
88.	Terry, Keith	Amy	Ulrich, Linda				



	Deacon	Wife	Widow 1	Widow 2	Widow 3	Widow 4	Widow 5
89.	Thompson, Ron	<i>Bernadette</i>	King, Cecil Ann				
90.	Tovar, Rafael	<i>Marjorie</i>	Sims, Sandra				
91.	Turner, Mark	<i>Patti</i>	Elliott, Shirley				
92.	Walker, Ron	<i>Kim</i>	Secrest, Beverly				
93.	Wallace, James	<i>Shauna</i>	Nichols, LeAnn				
94.	Webber, Mike	<i>Rebecca</i>	Tutt, Dollie				
95.	Wilhelm, Kelly	<i>Gena</i>	Haynes, Noella				
96.	Wilks, Nick	<i>Betsy</i>	Fowler, Charlotte				
97.	Williams, Al	<i>Patricia</i>	Whitten, Marye				
98.	Wooden, Wayne	<i>Kimberly</i>	Hampton, Laura	Shuman, Peggy			
99.	Yates, Phil	<i>Lenore</i>	Shows, Delores				
100.	Yeates, Chris	<i>Lindsay</i>	Schroeder, Lois				
101.	Zelonish, Jerry	<i>Beverly</i>	McCroskey, Faye				



Widow Care Online Form

Deacon should complete a Widow Care Form roughly once a month. This helps ensure widow needs are being regularly addressed.

Click [Deacon Widow Contact Report Form](#) to report regular contact with your assigned widows. Identify any special needs she may have.

Widow Care Monthly Socials

Widows Care socials are routinely held the first Thursday each month 5:30 to 7:30 PM. Occasionally, socials are scheduled around other events such as the CFBC Christmas Spectacular. Fall socials may be held the first Saturday each month 11:00 AM to 1:00 PM. Saturday lunch venues enable widows to drive to and from socials during daylight hours.

Responsibilities before, during, and after these events are distributed across 5 groups or leaders.

- 1) the CFBC Pastoral Ministries team,
- 2) the Deacon Widow Care Ministry Chairman,
- 3) the Champions Campus Widow Care Liaison,
- 4) the Deacon Assigned Team (**Red**, **Blue**, **Green**, **Orange**, **Purple**, and **North Klein** teams) including deacons and wives,
- 5) and the broader deacon body.

Roles, responsibilities, and related tasks are outlined below.



Roles, Responsibilities, and Task Guidelines - Widow Care Monthly Socials

Entity	Pastoral Ministries Team	Deacon Widow Care Ministry Chairman	Champions Campus Widow Care Liaison	Deacon Assigned Team (Deacons and Wives)	Deacon Body (Deacons and Wives)
Contact	TBD by Jeff Young	Click Deacon Widow Care Committee Chairman	Click Deacon Widow Care Liaison	Click Deacon Color Teams	Click Deacon Officers
Key Responsibilities	<ol style="list-style-type: none"> 1) Calendar events on CFBC calendar. 2) Communicate with widows regarding Widow Care social events. 3) Ensure facilities are set up as requested. 4) Print widow name tags from RSVP list. 	<ol style="list-style-type: none"> 1) Coordinate Pastoral Ministries Team and deacon Widow Care efforts. 2) Ensure socials minister to our widows needs and honor God. 	<ol style="list-style-type: none"> 1) Facilitate effective communication across the administrative entities. 2) Assist Chairman as needed. 3) Pursue continuous improvement opportunities. 	<ol style="list-style-type: none"> 1) Plan assigned events including meal, activity, décor, etc. 2) Purchase items for assigned events including food, décor, activity, etc. 3) Execute assigned monthly Widow Care social plans. 4) Ensure services and labor are supplied effectively. 	<ol style="list-style-type: none"> 1) Provide your assigned widows the opportunity to attend. 2) Assist other attending widows during the event.
Tasks	<ul style="list-style-type: none"> ❑ Maintain Widow Care information on the CFBC Adult Ministry and Women's webpages. ❑ Maintain website links to the "Support Group" list on the Care/Funeral information page. ❑ Adjust calendar and facility reservations as needed. ❑ Set up "Sign-Up Genie" for deacon supply of side dishes. 	<ul style="list-style-type: none"> ❑ Coordinate Widow Care events annual planning and scheduling with the Pastoral Ministries Team. ❑ Communicate all aspects of upcoming Widow Care event with the month's 	<ul style="list-style-type: none"> ❑ Arrange guest speakers as needed. ❑ Provide backup support for the Deacon Widow Care Ministry Chairman. ❑ Provide Widow Care social events 	<ul style="list-style-type: none"> ❑ Plan event times and communicate well in advance. <i>(i.e. evening, brunch, special holiday timing, etc.)</i> ❑ Establish each event theme including corresponding decorations provisions. ❑ Establish each event activity, game, or guest speakers. <i>The Widow Care Deacon Liaison can assist with guest speakers setup.</i> ❑ Establish each event meal plan. ❑ Purchase food. 	<ul style="list-style-type: none"> ❑ Encourage assigned widows to participate. ❑ Transport assigned widows to and from the social as warranted. ❑ Serve the widows.



- ❑ Email invitations, reminder, and RSVP to widows 1 week prior to Widow Care events.
- ❑ Print widow name tags from RSVP list.

- Assigned Deacon Team Leader.
- ❑ Invite the deacon body to attend Widow Care events. *Emphasize the opportunity for deacons and wives to mature their relationships with assigned widows.*
- ❑ Ensure the annual Widow Care budget is aligned with event expectations for the upcoming year.
- ❑ Update the deacon body on Widow Care socials. *Typically addressed periodically in deacons meetings.*

participants feedback to the Chairman and Pastoral Ministries Team. *Share ideas from Champions Campus representatives.*

- ❑ Manage deacon food sign-up process. *Evaluate Sign-Up Genie responses. Adjust food plan as warranted.*
- ❑ Decorate tables and room.
- ❑ Assigned Deacon Team wives decorate the day of the event.
- ❑ Pick up food from suppliers as needed.
- ❑ Setup food serving and dessert tables.
- ❑ Setup greeting table. *Widow name tags are provided.*
- ❑ Wear Deacon and wife Name Tags.
- ❑ Prepare meals using CFBC facilities when needed.
- ❑ Greet ladies. *Assist with parking. Help carry food they may bring.*
- ❑ Ensure ladies safety. *Assist in parking lots and facilities. Be available 30-45 minutes before events.*
- ❑ Assist ladies with table seating and navigating the serving line. *Make Widow Care events memorable.*
- ❑ Lead games, activities, etc.
- ❑ Post-event clean up. *Ensure all decorations are packed and placed in the Pastoral Ministries' Closet.*
- ❑ Wash dishes to be returned to ladies or deacon couples.
- ❑ Ensure kitchen and facilities are clean before and after the social.
- ❑ Distribute surplus food. *Prepare "take home" packs.*

- ❑ Socialize. *Make the widows feel special.*
- ❑ Help the month's Deacon Assigned Team address responsibilities.
- ❑ Be available. *Address any unexpected needs that arise.*
- ❑ Create opportunities to enhance the widow's social experience.



Personal Touch Ministry

Objectives

1. Draw people to Christ by building and maintaining “Christ like” relationships.
2. Help CFBC members, attenders, and visitors feel welcome, comfortable, and connected while on church property.

How

Station deacons and wives at strategic locations across church facilities before, during, and after regularly scheduled activities. Include positioning in assigned worship centers sections and in the English Chapel services. Deacon couples should strive to be in assigned sections at least 15 minutes before worship services begin and briefly linger after services when reasonable. Greet those in your section.

Deacons wear deacon shirts if preferred. Deacon and spouses wear lanyard name tags. This helps people easily identify deacon couples capable of providing assistance as needed.

Be aware of visitors in your section. Tell them about life groups and encourage them by getting involved in one or invite them to yours. If they would like to attend a life group take them after the worship service to the welcome desk.

Multiple deacon couples serve in larger worship center sections. For the larger sections, coordinate with the other assigned deacon couples to ensure all attendees receive a greeting and feel at home.

Deacons and wives serving as greeters and ushers are encouraged to contribute to Personal Touch Ministry at worship services entrances and exits. Pray for people you encounter as you have contact with them.

Worship center stationing is accomplished by deacon couple sign up. The sign up sheet hyperlink is [Deacon Personal Touch Ministry Signup Sheet](#).

The deacon “Personal Touch Ministry” supplements the CFBC “First Impressions Ministry” coordinated by the CFBC pastoral staff.

When

Focus is on Champions Campus 8:00, 9:30, and 10:45 AM Sunday worship services.

Where

Primary focus is on seating areas in the main Worship Center, Chapel, and Youth Ministry building.

Secondary efforts are around the Welcome Center, Atrium, Family Life Center, main Worship Center foyer, and Kids Ministry Building. These areas are currently addressed by deacon couple greeters and deacon ushers.

Apply Personal Touch Ministry principles throughout the church in all activities.



Tips

- ☐ Proactively engage people. Seek them out.
- ☐ Look people in the eye. Focus on them.
- ☐ Smile. Shake their hand. Introduce yourself.
- ☐ Call them by name or ask their name. Remember and use it with them in the future.
- ☐ Talk with them. Listen to them.
- ☐ Be sincere.
- ☐ Ask how their week has been.
- ☐ Ask how they came to CFBC.
- ☐ Ask how long they have been at CFBC.
- ☐ Share a 60 second version of how you came to receive Christ into your life.
- ☐ Share with them how you came to CFBC. Convey what it means to you to give and serve.
- ☐ Ask if there is anything you can pray with them about.
- ☐ Ask what Life Group they attend.
- ☐ Recognize new people in your section. Introduce them to others.
- ☐ Develop a personal relationship with the individuals in your section.
- ☐ During prayer times, if the prayer leader asks people to pray with others nearby, choose people who do not have anyone praying with them. Enlist others in your section to be aware of the same so no one is excluded.
- ☐ Let Christ shine through you.



Personal Touch Ministry - Sunday Seating Sections Deacon Coverage

The table below is a non-editable image. **Do not attempt to sign up on the image below.** Click on [Deacon Personal Touch Ministry Signup Sheet](#) to sign up or edit. Seating section diagrams are below this table for reference. *Table image below is as of 4 Mar 2024.*

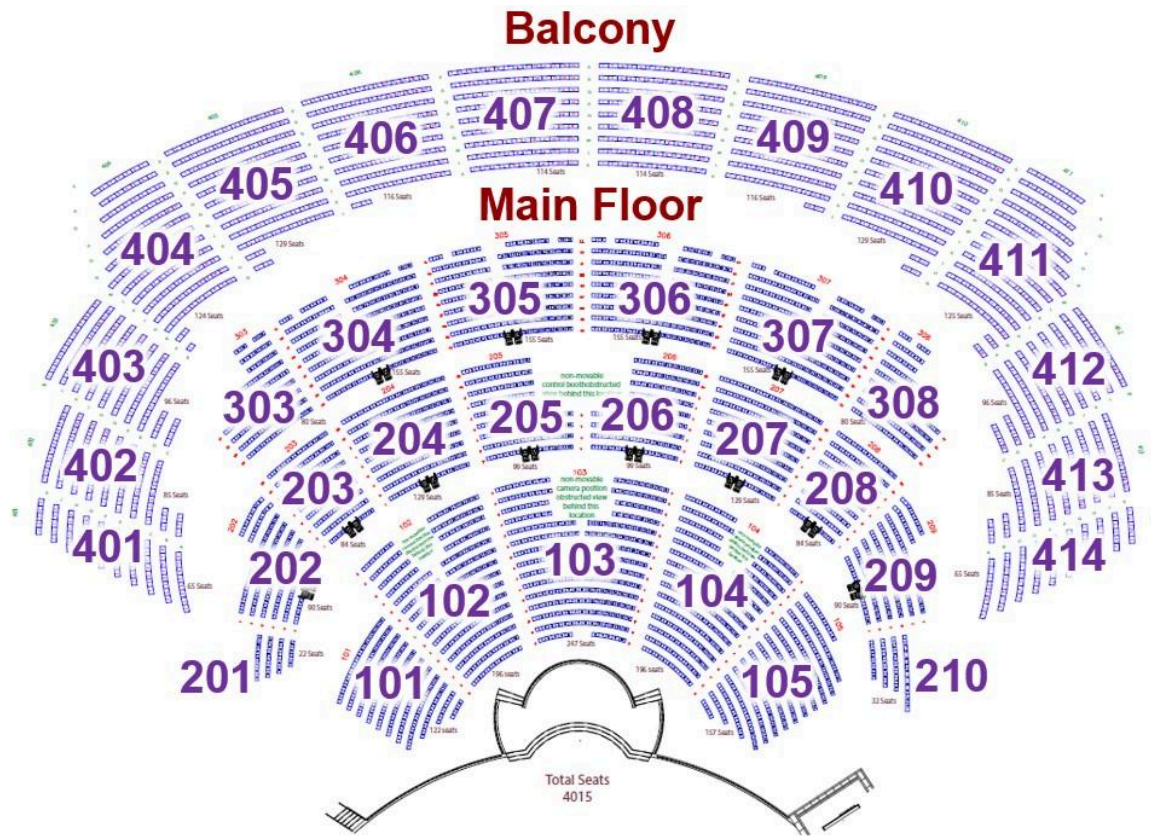
Building	Service Time	Seating Section	Seats in Section	Target Number	Deacon 1	Deacon 2	Deacon 3	Deacon 4	Deacon 5	Required to Achieve Target
WC	10:45	101	122	3	Broussard, Stephen	Enright, Mark	Garza, Nico			section covered
WC	10:45	102	196	4	Carpenter, Butch	McAnally, Jon	Harn, Lee	deacon needed		1 deacon needed
WC	10:45	103	247	5	Ellenberg, Wayne	deacon needed	King, Leonard	deacon needed	York, Don	2 deacons needed
WC	10:45	104	196	4	Terry, Keith	Webber, Mike	Allen, Steve	deacon needed		1 deacon needed
WC	10:45	105	157	3	Hatley, Steve	McDonald, Ron	deacon needed			1 deacon needed
WC	10:45	201	22	-						section covered
WC	10:45	202	90	2	Bowman, Max	Crownover, Norris				section covered
WC	10:45	203	84	2	deacon needed	deacon needed				2 deacons needed
WC	10:45	204	129	3	Barrett, Ken	Dartez, Frank	deacon needed			1 deacon needed
WC	10:45	205	99	2	Aylor, Gary	Hubbard, Sid				section covered
WC	10:45	206	99	2	deacon needed	deacon needed				2 deacons needed
WC	10:45	207	129	2	Taylor, Gary	deacon needed				1 deacon needed
WC	10:45	208	84	2	deacon needed	deacon needed				2 deacons needed
WC	10:45	209	90	2	Green, Larry	deacon needed				1 deacon needed
WC	10:45	210	32	-						section covered
WC	10:45	303	80	2	Pate, Terry	Stevens, Grover				section covered
WC	10:45	304	155	2	Allen, Frank	Anderson, Paul				section covered
WC	10:45	305	155	2	Contreras, J.C.	Tovar, Rafael				section covered
WC	10:45	306	155	2	Hantke, Jonathan	deacon needed				1 deacon needed
WC	10:45	307	155	2	Brown, Tom	Koontz, Craig				section covered
WC	10:45	308	80	1	deacon needed					1 deacon needed
WC	10:45	401	65	-						section covered
WC	10:45	402	85	-						section covered
WC	10:45	403	96	2	deacon needed	deacon needed				2 deacons needed
WC	10:45	404	124	2	deacon needed	Robertson, Gerald				1 deacon needed



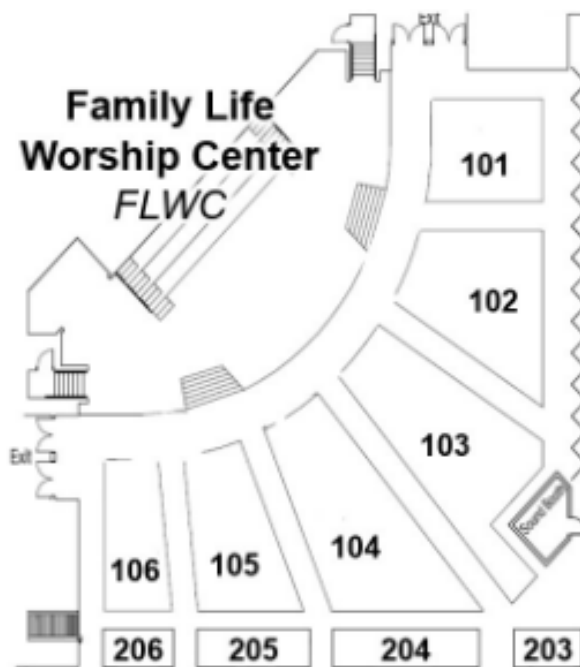
WC	10:45	405	129	2	Thompson, Ron	Brown, Andy			section covered
WC	10:45	406	116	2	Byrne, Dave	deacon needed			1 deacon needed
WC	10:45	407	114	2	deacon needed	Riley, Tom			1 deacon needed
WC	10:45	408	114	2	Haney, Mike	deacon needed			1 deacon needed
WC	10:45	409	116	2	Crozier, Paul	deacon needed			1 deacon needed
WC	10:45	410	129	2	Armijo, David	deacon needed			1 deacon needed
WC	10:45	411	125	2	deacon needed	deacon needed			2 deacons needed
WC	10:45	412	96	2	deacon needed	deacon needed			2 deacons needed
WC	10:45	413	85	-					section covered
WC	10:45	414	65	-					section covered
FLWC	8:00	101		1	deacon needed				1 deacon needed
FLWC	8:00	102		2	deacon needed	deacon needed			2 deacons needed
FLWC	8:00	103		3	deacon needed	deacon needed	deacon needed		3 deacons needed
FLWC	8:00	104		3	deacon needed	deacon needed	deacon needed		3 deacons needed
FLWC	8:00	105		2	deacon needed	deacon needed			2 deacons needed
FLWC	8:00	106		2	deacon needed	deacon needed			2 deacons needed
FLWC	8:00	203		1	deacon needed	deacon needed			1 deacon needed
FLWC	8:00	204		1	deacon needed	deacon needed			1 deacon needed
FLWC	8:00	205		1	deacon needed	deacon needed			1 deacon needed
FLWC	8:00	206		1	deacon needed	deacon needed			1 deacon needed
Welcome Desk - Atrium				1	Jester, Bob				section covered
Welcome Desk - FLWC				1	Richardson, John				section covered
Greeter Leaders				1	Granquist, Mark				section covered
Greeters				3	Hicks, Chester	Jefferson, Michael	Hand, Claude		section covered
Lead Ushers				2	Bredbenner, Lee	Miller, Phil			section covered
WC	Totals	35		Sections					
FLWC	Totals	10		Sections					



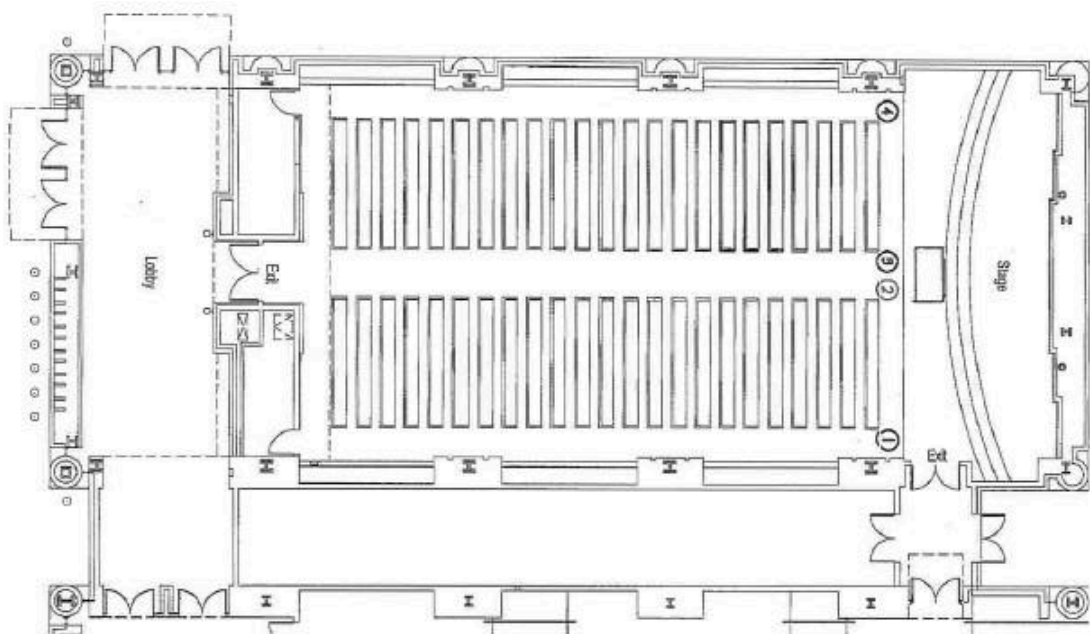
Worship Center Seating Sections - *Champions Campus*



Family Life Worship Center (FLWC) Seating - *Champions Campus*



Chapel Seating - Champions Campus



Deacon Prayer Ministry

Staff Prayer Initiative

(Replace text with deacon prayer coordinator verbiage. Text below is a temporary placeholder.)

The deacon body strives to lift up CFBC staff regularly on an informal basis. A more formal deacon initiative for key CFBC professional staff is being launched in 2025. Each deacon organizational group is assigned specific ministers leading CFBC ministries. Assignments are:

2025 Staff Prayer Assignments

as of 14 Jan 2025

Deacon Group Assigned		Ministry	Ministers			
1.	Red Team	Worship	Comedy, Durell	Gonzales, Job	Neale, Michael	
2.	Blue Team	Missions	Barr, Owen	Wills, John		
3.	Green Team	Students	Strickland, Taylor	Jones, Alex	Martinez, Andrea	Holcomb, Justin
4.	Orange Team	Spanish	Bauducco, Esteban	Vazquez, Esteban	Medina, Ramon	
5.	Purple Team	Recreation	Swanson, Bev	Calcote, Paul		
6.	Deacon Search	Production	Muniz, Chris			
7.	Benevolence	Kids	Chase, Stephanie	Rogers, Stephanie		
8.	Hospital Visitation	Counseling	Salazar, Eduardo	Riling, Scott		
9.	Services Leaders	Adults	Patterson, Bo	Johnson, Brent	Cothan, Emory	Kilgo, Kal
10.	Secretary	Communications	Miori, Steven			
11.	Secretary	Finance	Barbour, Keith			
12.	Vice Chairman	Communications	Todd, Chris			
13.	Chairman	Pastors	Stephens, Jarrett	Young, Jeff		



Deacon Prayer Tool

Click on [CFBC Champions Campus Deacon Prayer Ministry Tools Orientation](#) to view a brief prayer tools orientation.

¹First of all, then, I urge that supplications, prayers, intercessions, and thanksgivings be made for all people, . . .
1 Timothy 2:1 ESV

Objectives

1. Enhance deacon and wives ministry to individuals, families, and groups by lifting up needs to the Father.
2. Exercise Jesus' command given in Matthew 7:7-8 and Luke 11:9-10 regarding asking, and Matthew 18:19-20 and 1 Timothy 2:1 intercession.

How

Deacons pray both as a group and/or as individuals as warranted for specific needs.

Prayer requests, updates, and answers are captured through deacon input into a web-based form. All deacons and deacon wives may input. Current intent is only deacons and deacon wives use the prayer information system. The system is not designed for broader use. Click on [Deacon Prayer Form | Requests, Updates, & Answers](#) hyperlink to open.

This form is accessible through personal computers and mobile devices with internet access. All devices can be set up for single tap or click form access. Setup guides are below. Complete one form for each request, update, or answer separately. The form accepts all three submission types.

All submissions are available for viewing by the deacons and wives unless designated confidential. The form contains a "Check 'YES' if this prayer item is confidential" option. Click on the checkbox if warranted. This isolates subsequent information input.

Confidential submissions are only available for viewing deacon leadership. Deacon leaders should pray specifically for these needs while respecting the submitter's privacy request. This engages deacon leadership in praying for potentially sensitive needs. It also reduces the privacy burden on the broader deacon body and wives.

Three options appear after form input submission. These allow reflection on past submissions, changing your most recent submission, or submitting additional requests with a single click on the form hyperlinks.

1. Go to [Deacon Prayer Tracker Summary Tables](#)
2. [Edit your response](#)
3. [Submit another response](#)

Form input can be automatically emailed to the address provided at the beginning of the form if desired. Slide the switch right next to the label "Send me a copy of my responses" to receive the email.



Current summary tables are available by clicking on [Deacon Prayer Tracker Summary Tables | Request, Updates, & Answers](#). These are “view only” images. Table corrections or changes can only be made by select individuals with edit access. Contact the Deacon Secretary if table revisions are needed.

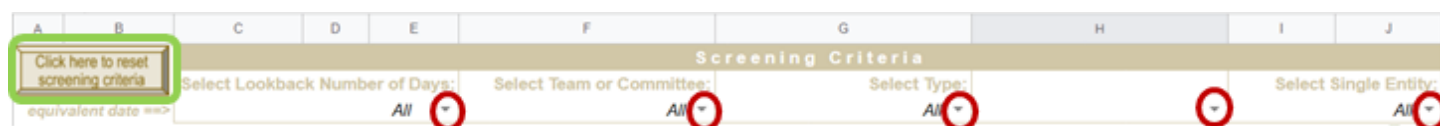
One Summary Table view and several sub-tables are available. All information is in chronological order. Most recent inputs are first. All viewable information is as submitted by the requester unless checked as “confidential”. Tables are viewable by clicking on the tabs along the spreadsheet base as shown below.



The tabs are:

- 1) **“Deacon Prayer Tracker Selector”** → All non-confidential request, update, and answer inputs are viewable. A prayer items screening tool is located at the top of the table.

Clicking dropdown arrows (*circled in red below*) enables select prayer information only to be viewed. Clicking the criteria reset button (*circled in green below*) resets criteria to show all prayer items. The reset button does not work on smartphones.



- 2) **“Deacon Prayer Tracker”**→ All non-confidential request, update, and answer inputs are viewable.
- 3) **“Requests”**→ This table shows only requests from the tracker table.
- 4) **“Updates”**→ This table shows only updates from the tracker table.
- 5) **“Answers”**→ This table shows only answers from the tracker table.
- 6) **“Long Term Requests”** → This table shows only long term requests from the tracker table. Long term is loosely defined as needs spanning beyond approximately one month.
- 7) **“Near Term Requests”** → This table shows near term requests from the tracker table. Near term is loosely defined as needs to be addressed within approximately one month.
- 8) **“Urgent Requests”** → This table summarizes urgent requests from the tracker table. Urgent requests are defined as needs warranting rapid action.

When

“Pray without ceasing” 1 Thessalonians 5:17. As church servants and Christ followers, deacons should minister through prayer for others continually.








Prayer need, update, and answer submissions may be submitted as information is known. Strive to keep submissions clear and concise. Greater details may best be conveyed verbally as warranted or through other means. The system structure is not conducive to extensive details.

“One Touch” Setup Guide



The [Deacon Prayer Form | Requests, Updates, & Answers](#) can be accessed directly with a single click or tap on personal computers and mobile devices. Setup instructions are below divided by operating system types.

The [Deacon Prayer Tracker Summary Tables | Request, Updates, & Answers](#) is accessible with the same “One Touch” instructions. Apply “Summary Table” web address in-place of the Forms web address.


iPad or iPhone Operating System

1. **Launch** the “Safari” app on your Apple device .
Note: This procedure will not work on apple devices if internet access is via “Google Chrome”.
2. **Click** the [Deacon Prayer Request Input Form](#) link to open the form.
Note: The link must be opened on the device you want the form shortcut loaded on.
Note: Some devices may require additional steps “a” through “d” below.
 - a. A tab may appear near the bottom of the screen with a URL link and a label “docs.google.com”. If so, tap or click the tab.
 - b. An “open with” pick list may appear listing internet search engine options. (i.e. Safari, Google, Google Chrome, etc.) Select Safari.
 - c. The **Deacon Prayer Request Input Form** page should open.
 - d. Tap or click the Safari icon  on the screen lower right corner to open in Safari.
3. **Click** the “Share” icon . A drop-down menu will appear.
Note: The icon is on the top or bottom of the Safari window.
4. **Scroll down** menu to “Add to Home Screen” . **Click on this option.**
Note: An “Add to Home Screen” dialog box will appear.
5. **Click “Add”.** “Safari” will automatically close. A new “Deacon Prayer Input Form” shortcut should appear on your home screen. The icon should appear similar to .




Android Operating System

1. **Launch** the “Google Chrome” app on your Android device .
2. **Click** or tap the [Deacon Prayer Request Input Form](#) link to open the form.
Note: The link must be opened on the device you want the form shortcut loaded on.
3. **Click** or tap the **3 lines menu icon** . The icon is in the screen upper right corner.
4. **Click** or tap “+ Add page to” option.



5. **Click** or tap “**Home Screen**” option.
6. **Click** or tap “**Add**” option. Chrome adds a “Deacon Prayer Input Form” shortcut on your home screen. The icon should appear similar to .

Windows Operating System

1. **Launch** the “Google **Chrome**” app on your Windows device .
2. **Click** or tap the [Deacon Prayer Request Input Form](#) link to open the form.
Note: The link must be opened on the device you want the form shortcut loaded on.
3. **Click** or tap the **3 dots** menu **icon**  in the upper right corner of the screen.
4. **Click** or tap “More Tools” then “**Create Shortcut**”.
5. **Click** or tap “**Create**”. Chrome adds a “Deacon Prayer Input Form” shortcut on your desktop.
The icon should appear similar to .









Deacon Manual “Easy Access” Setup Guide



“One Touch” Setup Guide

The [Deacon Manual](#) can be accessed directly with a single click or tap on personal computers and mobile devices. Setup instructions are below divided by operating system types. No username or password is required.

iPad or iPhone Operating System

1. **Launch** the “Safari” app on your Apple device .
Note: This procedure will not work on apple devices if internet access is via “Google Chrome”.
2. **Click** the [Deacon Manual](#) link to open the manual on your device.
Note: The link must be opened on the device you want the form shortcut loaded on.
Note: Some devices may require additional steps “a” through “d” below.
 - e. A tab may appear near the bottom of the screen with a URL link and a label “docs.google.com”. If so, tap or click the tab.
 - f. An “open with” pick list may appear listing internet search engine options. (i.e. Safari, Google, Google Chrome, etc.) Select Safari.
 - g. The **Deacon Manual** page should open.
 - h. Tap or click the Safari icon  on the screen lower right corner to open in Safari.
3. **Click** the “Share” icon . A drop-down menu will appear.
Note: The icon is on the top or bottom of the Safari window.
4. **Scroll down** menu to “Add to Home Screen” . **Click on this option.**
Note: An “Add to Home Screen” dialog box will appear.
5. **Click “Add”**. “Safari” will automatically close. A new “Deacon Manual” shortcut should appear on your home screen. The icon should appear similar to  or .



Android Operating System



1. **Launch** the “Google Chrome” app on your Android device .
2. **Click** or tap the [Deacon Manual](#) link to open the form.
Note: The link must be opened on the device you want the form shortcut loaded on.
3. **Click** or tap the **3 lines** menu icon . The icon is in the screen upper right corner.
4. **Click** or tap “+ Add page to” option.
5. **Click** or tap “Home Screen” option.



6. Click or tap “**Add**” option. Chrome adds a “Deacon Prayer Input Form” shortcut on your home screen. The icon should appear similar to  or .

Windows Operating System

1. **Launch** the “Google **Chrome**” app on your Windows device .
2. **Click** or tap the [Deacon Manual](#) link to open the form.
Note: The link must be opened on the device you want the form shortcut loaded on.
3. **Click** or tap the **3 dots** menu icon  in the upper right corner of the screen.
4. **Click** or tap “More Tools” then “**Create Shortcut**”.
5. **Click** or tap “**Create**”. Chrome adds a “Deacon Prayer Input Form” shortcut on your desktop.

The icon should appear similar to  or .