



Deacon Nominating Committee Policy

PURPOSE: The Deacon Nominating Committee (DNC) brings nominations to voting members of the congregation for election to the Board of Deacons. According to the Bylaws of Dallas First Assembly (Assembly), the Deacon Nominating Committee is comprised of the Official Board (Pastor and Board of Deacons), plus two additional members of the Assembly who are appointed by the Official Board to serve a one-year term. The additional members will be appointed to the DNC after the nomination process closes to avoid conflicts. The makeup of the DNC should strive to reflect the congregational diversity present at the Assembly. The DNC shall elect a Chairperson to organize, preside over and complete the nomination process.

OVERVIEW OF THE NOMINATION PROCESS:

All nominations for the Board of Deacons shall be reviewed to verify that the nominee meets the Minimum Qualifications of Deacons set forth by this Policy. Nominees meeting the Minimum Qualifications will be asked to complete a *Self-Assessment Form* approved by the Official Board and return it for further consideration or decline the nomination without further consideration.

All *Self-Assessment Forms* must be completed and submitted electronically (on-line) and will be reviewed and discussed with the nominee as part of the interview process. The DNC votes (by majority vote) whether to present nominations to the voting membership for election. At the conclusion of this review period the DNC Chairperson (or designee) contacts each candidate to advise of his or her nomination status.

Those nominees meeting the Minimum Qualifications will be interviewed (with their spouse present if applicable) by the entire DNC. During this time, regular tithing and giving practices are verified by the Church Administrator, and a background check is conducted for each nominee wishing to proceed. After an affirming majority vote and recommendation by the DNC, the nominee's name will be presented to the voting membership at the Annual Business Meeting or special meeting called for this purpose.

CURRENT BOARD OF DEACON POSITIONS

The Deacon positions currently authorized by the Official Board are defined in the Assembly's Bylaws are as follows:

- A. **The Secretary** (3 year term) is the custodian of all legal documents of the Assembly and shall keep the minutes of the official meetings of the Board of Deacons and of the annual and special business meetings of the Assembly. The Secretary shall keep a record of the membership of the Assembly and perform any other clerical work necessary for the proper discharge of such duties.

- B. **The Treasurer** (5 year term) is entrusted with all the finances of the Assembly and shall deposit all funds in a responsible bank in the name of the Assembly, disbursing the same as authorized by the Pastor and Board of Deacons. All checks shall have two authorized signatures. The Treasurer shall direct the preparation of the financial books and records concerning receipts and disbursements of the Assembly and provide financial reports at the regular meeting of the Official Board and the Assembly's annual business meeting. All accounts may be audited under the direction of the Pastor and Board of Deacons as necessary.

- C. **The Building Overseer** (3 year term) is responsible for building maintenance and upkeep of the buildings both inside and out. The Building Overseer is not responsible to do the work but shall present to the Official Board maintenance and upkeep needs and arrange for such to be completed.

- D. **The Church Safety Advocate** (3 year term) is responsible for the overall safety of the congregation while attending church-related activities and will work with the Official Board to review and maintain policies and make provision for regular training for all workers, in all matters related to the overall safety of the congregation while attending any official Assembly activities.

- E. **The Property Overseer** (3 year term) is responsible for the upkeep and maintenance of church property that is outside of, and not a part of a fixed building; including grounds, parking lot, vehicles, signs, outside lighting, etc. The Property Overseer is not responsible to do the work but to present to the Official Board maintenance and upkeep needs of the property and arrange for such to be completed.

The Official Board may create or eliminate positions as it determines are necessary for operation of the church.

COMMITTEE PROCESS AND PROCEEDURE

No later than October 1st of each year, the Official Board will identify expiring terms on the Board of Deacons for the next calendar year. Where deemed to be appropriate in the best and most efficient interests in the operation of the Assembly, the Official Board may allow currently serving Deacons to rotate to a vacating position until that Deacon's initial term is completed. ***In no event may a currently serving Deacon be permitted to extend their term by rotating to a different position.*** Prior to the Nomination Period described below, the Official Board will announce the Deacon positions that are being vacated and up for election by the voting members.

- Persons holding or seeking ministerial credentials are not permitted to serve on the Board of Deacons.
- Nominees and Deacons related to one another by blood or marriage are not permitted to serve on the Board of Deacons at the same time and cannot be nominated to serve consecutive terms for the same Deacon position.
- Nominees and Deacons who are married to a church staff or employee are not permitted to serve on the Board of Deacons by virtue of the potential for conflicts that may arise in addressing church business matters affecting staff and employees.

The DNC will solicit and accept nominations for the Board of Deacons during the time such Nomination Periods are established. Anyone wishing to make a nomination, and anyone accepting a nomination, should read this Policy in its entirety.

NOMINATION PERIOD. Any active member of the congregation may submit one or more names to fill vacancies on the Board of Deacons as announced by the Official Board. By majority vote, the DNC may also nominate members to serve on the Board of Deacons. This Nomination Period allows the congregation and DNC to prayerfully consider individuals who have exhibited the qualifications necessary to serve on the Board of Deacons.

QUALIFICATION PERIOD. This time period focuses on whether a nominee meets the Minimum Qualifications necessary to serve on the Board of Deacons. Being nominated is no guarantee of election. All nominees who meet the Minimum Qualifications will proceed to the Interview Period. A nominee

may choose to decline the nomination due to doctrinal or practical considerations.

INTERVIEW PERIOD. This part of the nomination process covers doctrinal, spiritual and practical considerations for Deacon service in the Assembly, and will include an interview between the nominee (and his/her spouse) and the DNC. The purpose of the Interview Period is not to judge any nominee. Rather, its purpose is to facilitate a candid discussion to ensure the nominee knows, understands and agrees with what is expected of Deacons, and to confirm the nominee is willing and able to devote the time necessary to carry out the responsibilities of Deacon. Each nominee who receives a majority vote of the DNC for a specific position will be recommended to the congregation for election to the Board of Deacons.

ELECTION. The election of the Board of Deacons takes place at the Annual Business Meeting or special meeting when scheduled by the Official Board. A simple majority of voting members present at such meeting elects the individual(s) to serve on the Board of Deacons.

CONFIDENTIALITY REQUIRED

The discussions held by and between a nominee and the DNC throughout the four steps are strictly confidential. It is only in an atmosphere of trust that the committee can work effectively. This confidentiality should extend to those being nominated, considered for election, how they meet the criteria necessary to serve, and whether or not they accepted or declined the nomination. Anything less than this degree of confidentiality can breed bad feelings in the congregation and in persons being considered, as well as distrust in the work of the committee.

QUALIFICATIONS TO SERVE ON THE BOARD OF DEACONS

Minimum Qualifications

The Minimum Qualifications necessary for anyone to serve on the Board of Deacons at Dallas First Assembly of God are established as follows:

1. Nominees must be at least twenty-one (21) years old.
2. Nominees must be active members of the Assembly who have exhibited an active role in service to the Assembly and its members for the twelve (12) months preceding their nomination.
3. Nominees must be Spirit-filled believers with observable traits consistent with spiritual maturity and Christian experience.

4. Nominees must faithfully attend and financially support the services and activities of the Assembly on a regular and consistent basis.
5. Nominees must be in full agreement with the Statement of Fundamental Truths of the Assemblies of God.
6. Nominations must be supported by at least two (2) church members.

OTHER QUALIFICATIONS

In addition to the Minimum Qualifications, a nominee's life and character must also fit other criteria required for leadership in the Assembly. The Scriptures dictate what these considerations are.

Scriptural Qualifications

1. **Servanthood:** Jesus embodied and taught that the central aspect of leadership in the Christian community is servanthood. In John 13, Jesus exemplified the lesson by washing the feet of the disciples, concluding the object lesson with, "I have set you an example that you should do as I have done for you. Very truly I tell you, no servant is greater than his master, nor is a messenger greater than the one who sent him" ([John 13:15-16](#)).
2. **Fullness of the Spirit:** Leadership in the Assembly is a spiritual calling, demanding the fullness of the Spirit for its successful realization. This fullness of the Spirit will be evident in the expression of leadership giftings by the Holy Spirit for the ministry ([Isaiah 11:2-5](#); [Romans 12](#); [1 Corinthians 12](#); [Ephesians 4](#)). The fruit of the Spirit ([Galatians 5:22-23](#)) will also be abundantly growing in the leader who is full of the Holy Spirit. Paul explains "There are diversities of gifts, but the same Spirit. There are differences of ministries, but the same Lord. And there are diversities of activities, but it is the same God who works all in all. But the manifestation of the Spirit is given to each one for the profit of all: for to one is given the word of wisdom through the Spirit, to another the word of knowledge through the same Spirit, to another faith by the same Spirit, to another gifts of healings by the same Spirit, to another the working of miracles, to another prophecy, to another discerning of spirits, to another different kinds of tongues, to another the interpretation of tongues. All these are the work of one and the same Spirit, and he distributes them to each one, just as he determines." [1 Corinthians 12:4-11](#)
3. **Character:** In [1 Timothy 3:1-7](#) and [Titus 1:5-9](#) Paul gives a lengthy list of qualifications for deacons. It is instructive to observe the emphasis on the character and relational responsibilities of the

deacon. For instance, they should be “above reproach, faithful to his wife, temperate, self-controlled, respectable, hospitable, able to teach, not given to drunkenness, not violent but gentle, not quarrelsome, not a lover of money” ([1 Timothy 3:2-3](#)). Faithfulness to the “faith” and the ability to communicate that to others are requirements. Paul is concerned that the excellent character of the leader is evident and beyond question.

4. **Leadership Is Not Gender Specific:** Leadership in the local church is open to all whom God calls without limitation based on gender. The call of God is determinative of the right and privilege of service in the local church. He pours His Spirit out on all flesh, equipping each for ministry in His kingdom ([Acts 2:17-18](#), quoting [Joel 2:28-29](#)).

Expected Deacon Responsibilities

- To pray for the Assembly, its members, its staff, and its programs, and perform other duties and services as directed by the Pastor.
- To help make certain that every family and every member of the Assembly experiences the love and support of its ministry.
- To strengthen the fellowship and unity of the Assembly.
- To actively participate in the activities of the Assembly and establish fellowship with its congregants.
- To encourage the faithful use of spiritual gifts throughout the Assembly.
- To lead by example with faithful attendance at regular services and special events.
- To be faithful to all regular and called meetings of the Official Board.
- To set the tone and example of righteousness in their own lives and in their homes.
- To support to the established ministries of the Assembly.

All nominations for the Board of Deacons will be reviewed by the DNC for the Minimum Qualifications established by this Policy. Where a nominee meets the Minimum Qualifications they will receive a Deacon Nomination Packet confirming their nomination and the process to follow. Included in that packet will be a *Self-Assessment Form* that must be submitted electronically by the deadline established.

If it is determined that a nominee does not meet the Minimum Qualifications to serve on the Board of Deacons, they will receive notification from the DNC explaining any perceived deficiency, and upon request by the nominee, he or she will be given an opportunity to supply additional information for their Minimum Qualifications to be reconsidered.

Once the *Self-Assessment Form* is submitted, a personal interview will be scheduled with the nominee (and his/her spouse) and the DNC at a mutually convenient time to candidly discuss the nomination and the qualifications, experiences and skills necessary to serve on the Board of Deacons.

At the conclusion of the interview process, all nominees receiving a majority vote of the DNC will be recommended and presented to the congregation for election.



BOARD OF DEACON NOMINATION FORM

After thought and prayer;

I suggest _____ for consideration to fill a vacancy on the Board of Deacons at Dallas First Assembly.

I have personally known him/her for _____ years and believe this nomination should be considered.

I recommend this person for the following reasons:

I have discussed and confirmed that this nomination is also supported by another voting church member who is _____.
(Name of member supporting your nomination)

I personally have been a member of Dallas First Assembly of God for _____ years.

Please PRINT your name

Date

Signature

Note: Deacon suggestions will be subject to willing participation, review, successful completion of the deacon nomination interview and recommendation process. Not all suggestions will result in a person being placed on the nomination ballot.