

STANDARD OF PROCEDURE
Board of Deacons
Davidson College Presbyterian Church
Approved September 8, 2014

Subject to the provisions in the Book of Order, the Board of Deacons of the Davidson College Presbyterian Church, Davidson, North Carolina, shall organize itself and conduct its affairs according to the following Standard of Procedure. The Board of Deacons has the responsibility of keeping this document up to date. The Standard of Procedure may be modified by majority vote of those present at two consecutive meetings of the Board.

I THE BOARD OF DEACONS

The DCPC Board of Deacons, also known as the Diaconate, shall consist of eighteen duly elected and installed Deacons currently on active service in the congregation. The Pastor and Associate Pastors will be advisory members of the Board. The congregation may elect an additional Deacon from the high school youth to serve a one-year term. The Board of Deacons is composed of three classes of six deacons each. Each class serves a three-year term. Deacon service begins and ends with the service of ordination and installation in the appropriate year.

II OFFICERS

A. Officers of the Board of Deacons are a Moderator and a Secretary.

B. Duties of Officers

1. The Moderator will convene and preside at all meetings of the Board of Deacons; will call meetings when he/she deems it necessary or when requested to do so under the conditions set forth in the Book of Order; will consult with the permanent Committee Chairs concerning the composition of permanent committees; will report to the Board of Deacons any problems, whether spiritual administrative or personal, which relate to the welfare of the Church; will keep available at all times the effective Standard of Procedure; will provide that all members of the Board of Deacons are notified of date, time and place of meetings, and will provide an annual report to the Session.

2. The Secretary will keep minutes of all meetings and will assure that such minutes are approved, properly endorsed, and sent to all Deacons and to the Clerk of Session; will make and keep records of all reports to the Diaconate; will record and maintain files of attendance at all Board meetings and will keep an accurate reference of all motions and resolutions passed by the Board of Deacons.

C. Election of Moderator and Secretary

1. **NOMINATION:** At the August meeting of the Board of Deacons, a three Deacon Nominating Committee will be appointed by the Moderator, and charged with nominating Diaconate officers for the next year. At the November meeting of the Board, the Nominating Committee will present the names of two Deacons, one for Moderator and

one for Secretary. They will have previously secured the permission of these Deacons to be nominated.

2. ELECTION: The Moderator and the Secretary will ordinarily be elected at the November Board of Deacons meeting. The newly elected Moderator and Secretary will assume duties effective with the annual service of ordination and installation.

3. TERMS OF OFFICE: The Moderator and the Secretary are elected for a term of one year with the possibility of re-election.

III MEETINGS OF THE BOARD OF DEACONS

A. Stated and Special Meetings

1. Stated Meetings: Monthly stated meetings will be held on the second Wednesday night of each month, at 7:00 p.m. at the church, unless, by majority vote at a regularly scheduled meeting, the date, time and/or place are changed.

2. Special Meetings: The Moderator may call special meetings at any time desired, provided sufficient notice of time and place is given, or when requested to do so under the provisions set forth in the Book of Order. No business that has not been clearly stated in the call will ordinarily be considered at a special meeting.

3. All meetings of the Board of Deacons will open and close with prayer.

4. Joint Meeting with the Session: At least once a year, Deacons will participate in a joint meeting with the Session. This meeting will be called by the Moderator of the Session.

B. Procedures

1. Attendance: It is the duty of each member of the Board of Deacons to attend all Board meetings. Any member who is unable to attend should inform the Secretary or Moderator prior to the scheduled meeting.

2. Quorum: The quorum for all meetings of the Board of Deacons will consist of a majority of active Deacons serving on the Board.

3. Open Meetings: All meetings of the Board of Deacons are open.

4. Voting: Each member of the Board of Deacons present at the meeting has one vote. The Pastor and Associate Pastors do not vote.

5. Expediting routine matters: Motions may be made, seconded, and approved by email between meetings. Approval outside of a meeting by email can only be effected by every active Deacon indicating an affirmative vote. A Deacon's vote

by email cannot be delegated. All motions fully approved by email will be confirmed to all Deacons by the Secretary, and all passed motions will be summarized at the following regular meeting of Deacons. Any motion that has been made by email and not fully approved will be considered at the next regular meeting of the Board of Deacons, and the email process considered voided for it.

IV PERMANENT COMMITTEES

A. The following permanent committees shall operate to carry out the work of the Church.

1. Campus Ministry
2. Congregational Care
3. Fellowship
4. The Pines Connection

Committee descriptions are attached as appendices to this Standard of Procedure. These descriptions will change as a committee continually evaluates its current program and looks for new opportunities for its outreach. Thus, committee chairs should keep these descriptions up to date on a regular basis.

B. Chairs

1. Appointment: The Chairs of the Permanent Committees shall be appointed by the Moderator and the Minister, subject to approval by the Diaconate.
2. Terms of Service: The committee chairs will serve a term of one year. Chairs may succeed themselves.

C. Constituting the Permanent Committees

The committee chairs will appoint new members to serve on committees. Terms of service begin in January and a member is ordinarily asked to serve for two years. Committee members may succeed themselves for one term and in most circumstances will wait at least a year for reappointment. Ordinarily, only members of the Church are eligible for committee service.

APPENDIX

COMMITTEES OF THE DIACONATE

CAMPUS MINISTRY COMMITTEE

The Campus Ministry Committee honors the historical connection between Davidson College Presbyterian Church and Davidson College. The committee works with the associate minister for campus ministry, in supporting the Westminster Fellowship in a variety of ways seeking to meet the needs of the student body by offering the student center as a quiet place for study and fellowship, encouraging the students to participate in regular worship and special study groups, and building relationships between the students and members of the congregation, whenever and however the opportunities present themselves.

The committee coordinates special student events such as welcoming new students with lemonade on move-in day, co-hosting an August picnic in their honor, the President's Barbecue, Family Weekend brunch, Thanksgiving dinner, cookie study breaks in December and May, a special Christmas dinner, and Graduation weekend brunch. It also sponsors Bible study groups designed for students; coordinates matching students with "adopting" parents and special luncheons for these groups; sponsors and supports the Davidson College spring break international mission team; and coordinates events for DCPC college students when they are at home.

CONGREGATIONAL CARE COMMITTEE

It is the mission of the Congregational Care committee to be sensitive to the needs of the congregation, to demonstrate our concern for one another, and to assist our members in ministering to each other. This committee provides meals in times of crisis situations, maintains a food supply to be used for families in need; provides support for families of new babies and young children; makes regular visits to homebound or hospitalized church members; provides bereavement support; provides a reception following a memorial service or funeral as requested by the family; provides transportation to doctor's appointments; sponsors special groups such as Alzheimer's support, cancer survivors, the intercessory prayer group and Stephen Ministry.

FELLOWSHIP COMMITTEE

The Fellowship Committee are the "hosts" of the congregation and are charged with providing a warm and welcoming place for members to gather in order to help develop a sense of community among the congregation. The committee does this by creating and running social gatherings in which the entire congregation participates as well as social functions for smaller groups. Fellowship's responsibilities include weekly dinners, the Staff Appreciation dinner, Lemonade on the Lawn on summer Sundays, two picnics per year, and other smaller receptions, dinners, etc., as needed.

THE PINES CONNECTION COMMITTEE

The mission of the Pines Connection is to promote fellowship between The Pines residents and Davidson College Presbyterian Church, and to uplift and support DCPC members who live at The Pines. There is a monthly luncheon or dinner with Pines residents and DCPC pastors, and an annual coffee with residents and the DCPC Staff, in addition to the Connection providing volunteers to help with an annual Men's Luncheon. Lenten and Advent Bible Study groups are coordinated seasonally. Pines Connection also provides dedicated services to Health Center residents, including regular visitation, twice monthly Health Center Chapel Services, serving Communion during fourth Tuesday Chapel Services, providing Easter Lilies for the Center, holding twice monthly bingo games, and delivering birthday and Christmas cards to Center residents.