

Deacon Handbook

Free Methodist Church



2004

Index

Page

(You may download this handbook from www.freemethodistchurch.org)

<u>2003 Book of Discipline</u> : Paragraphs 6600 & 6620	1-2
Annual Conference Involvement	3
Overview: Consecration Development Plan	4
Preparation Instructions/Readiness File	5
Application Form	6-7
The Eight Deacon Categories	8
Preparation Template with the Twelve 'Key Development Areas'	9
Preparation Template (Sample)	10
Coaching Resources: Suggested Books	11-12
Using the Evaluation Tool (Instructions)	13-14
Interview Resource: Sample 'Behavioral' Questions	15-16
Evaluation Average Sheet	17
BOA Subgroup Evaluation Report	18
Coaching Guidelines	19
Coaching Report Form	20
Explanation of 'Key Development Area' Evaluation Tools	21
Evaluation Tools for Each of the Eight Categories	22-32
Deacon Consecration Certificate	33

(Consecration Ritual: See 2003 Book of Discipline, - ¶18500)

Deacons

¶6600

- A. Deacons are members in good standing in the Free Methodist Church. They are persons of good reputation, full of wisdom and the Spirit, whose spiritual gifts from God have been confirmed by their local churches. In response to God's call on their lives, deacons offer servant-leadership in particular areas of congregational life, according to the gifts and graces God has given and they have developed. Complementing the work of elders, deacons serve the local church by assisting and leading the membership to carry out its ministries to one another and the world.
- B. The specialized ministries of the deacons include, but are not limited to, ministries of:
 1. care and mercy
 2. worship and music
 3. administration and organization
 4. spiritual nurture and counsel
 5. outreach and service
- C. Under the leadership of the pastor(s), local congregations will help people recognize, accept and use their gifts in ministry. In due course, God will call some to lead the body in specialized ministries, assisting the pastor(s) in equipping the people for ministry and dedicating significant time to this work.
- D. Under the guidance of the pastor(s) and the local board of administration, persons called to such ministry will be recognized, encouraged, mentored, trained, examined and certified for the diaconate.
 1. The local board of administration shall guide prospective deacons in a process of study and mentoring appropriate for their areas of ministry and according to denominational standards. In the process, the local board of administration will give due consideration to character, calling, gifting, training and fruitfulness in ministry (see *Deacon Handbook*).
 2. When a prospective deacon or his/her spouse has been divorced, clearance for ministry shall be required, according to denominational guidelines used by the bishops. The ministerial education and guidance board will review and recommend clearance for ministry to the local board of administration for final approval. The file will go to the conference office, so that if the deacon were later to proceed to elder's orders, the bishops would have access to the previous endorsement.

- E. Upon meeting the requirements and completing the process of preparation, the local board of administration shall approve the candidate for consecration as deacon within the local church. The conference superintendent or designee shall consecrate the deacon with the assistance of the pastor(s) and other deacons. The local Free Methodist Church shall issue a certificate of consecration to the newly consecrated deacon.
- F. On an annual basis the local board of administration shall review and approve deacons within their care as to their character and performance in ministry. When appropriate, with due process, the local board of administration may discontinue certification.

The Deacon's Role

¶6610

- A. Deacons remain members of the local Free Methodist Church with no official standing in the annual conference. Deacons may therefore serve as lay delegates to annual conference and general conference.
- B. The deacon's particular ministry role is defined by his or her individual gifts, passions and calling from God. Deacons may therefore serve the local congregation in a variety of ways.
- C. Deacons may administer the sacraments only when authorized by an elder.
- D. The consecration of a deacon will be valid only in that local church. Whenever a deacon transfers membership to another Free Methodist Church, the receiving pastor may decline to recognize the prior consecration. If the pastor chooses to affirm the transferring deacon's consecration, the person may be approved for ministry in the new congregation after review by the pastor and local board of administration of the receiving church.
- E. A composite record or list of deacons will be kept at the conference office and not listed in the denominational *Yearbook*. They shall be clearly distinguished from ordained located deacons who are listed in the *Yearbook*.

Annual Conference Involvement:

We highly recommend that every annual conference, through its conference Board of Administration (BOA) or Ministerial Education and Guidance (MEG) Board provide directives, management mechanisms and periodic training to assure that the deacon ministry is worked out in its local churches effectively and with high quality.

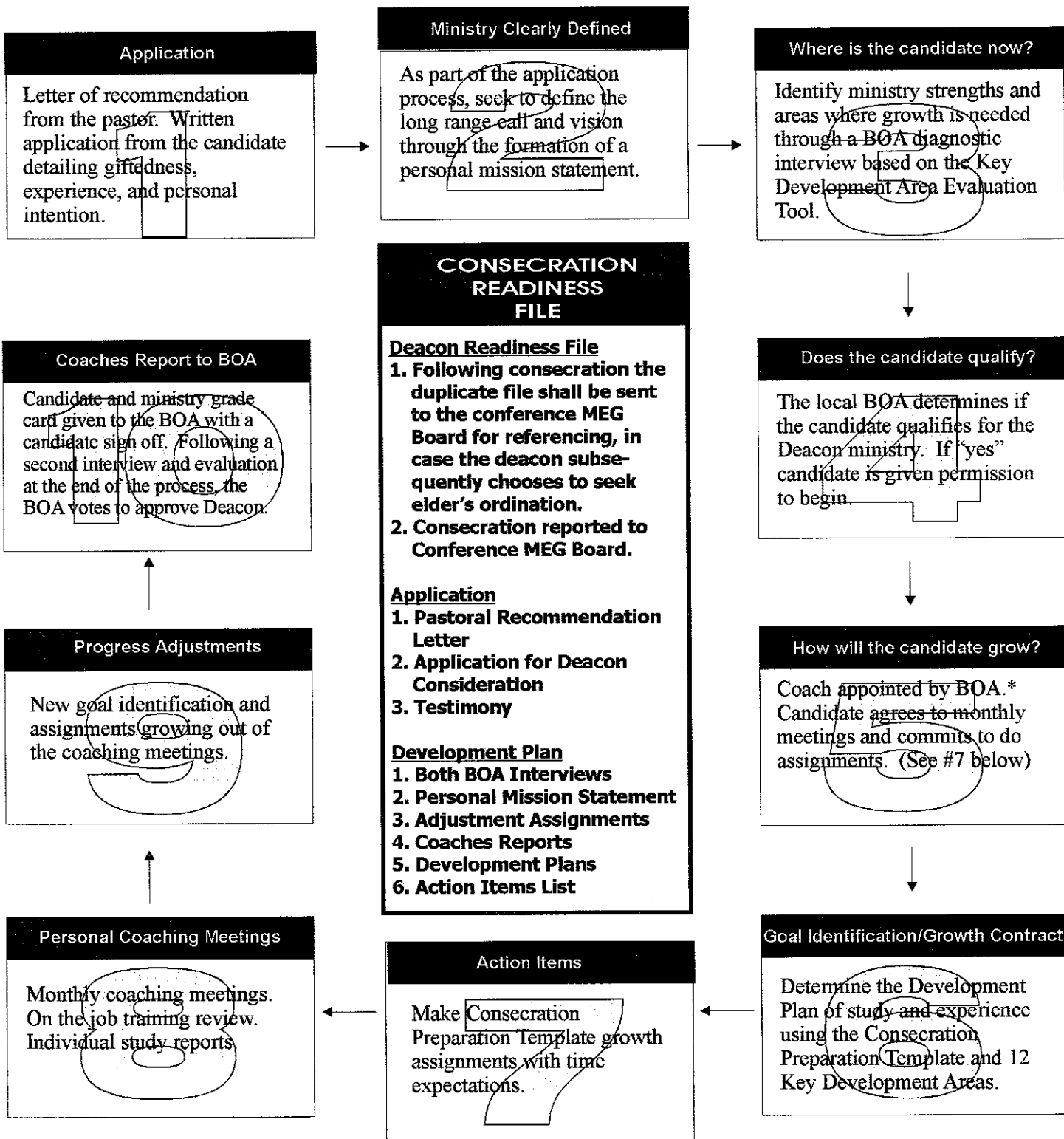
Through the conference BOA or MEG Board or the designated persons or groups, the following kinds of ideas (not prescriptive but suggestive) should be considered and implemented:

1. Pastors and local church leaders shall be made to understand that all aspects of the deacon ministry shall be subject to evaluation and review by the conference.
2. Persons responsible for evaluating, coaching and overseeing current and future deacons shall attend training opportunities provided by the conference (consider such an event every six months at which time two of the twelve 'Key Development Areas' from the Preparation Template could serve as topics and be taught on a rotating basis).
3. District/zone leaders or teams may be asked to provide part or all of the deacon ministry oversight.
4. Establish a conference Deacon Board to tie into the interviews and make sure that minimal criteria for excellence are realized.
5. Superintendents may be involved in any aspect of the deacon ministry or may delegate the same to trusted partners.
6. Every six months have a conference-wide Local Ministerial Candidate, Conference Ministerial Candidate and Deacon meeting for spiritual guidance, inspiration and training.
7. Establish a person or group to whom individual pastors, coaches or deacons in preparation may go for authoritative answers. This could be a District Team, a local BOA or a group of lay persons in a local church.

DEACON MINISTRY

Overview: Consecration Development Plan

(In each step of the process, documentation is to be included in the Consecration Readiness Files.)



*Coach may be someone other than the senior pastor.

DEACON MINISTRY

Preparation Instructions/Readiness File

Application

1. Letter of Recommendation from the Pastor or an Associate Pastor

This letter shall offer a rationale for the candidate to be considered for Deacon Ministry. The recommendation must justify that the person meets reasonable levels of ministry potential and giftedness. Depending upon the deacon's anticipated ministry, the giftedness should include the following:

- A. Ministry skills
- B. Servant's heart or attitude
- C. Passion/Compassion
- D. Ministry fruitfulness in area(s) of passion.
- E. Commitment to FMC as a member.
- F. Other

2. Candidate's Application for Deacon Consecration

Complete the application form.

3. Personal Testimony

A personal testimony which includes the following:

A detailing of the conversion experience.

A review as to how/when the candidate came to experience the fullness of the Holy Spirit.

An explanation of the candidate's desire or call to be a deacon.

Examples of fruitfulness that detail abilities in the area of personal passion or calling, and discipleship skills or examples of ministry effectiveness.

4. Readiness File

1. The candidate develops a file containing all documents, evaluations and reports.
2. The coach and deacon candidate keep the readiness file current.
3. The candidate prepares a duplicate file for the conference MEG Board once he/she is consecrated.

5. Preparation Timeline Expectations

The normal time frame for consecration is one year. Exceptions may be made by the BOA for persons with unusual maturity and giftedness, but in no case shall this be less than six months. In a few instances, the candidate may be asked to continue an additional six to twelve months (18-24 months total) before a final interview for consecration.

Uniquely You Profile

We highly recommend that you purchase and use Uniquely You Profile, Item #43-23 from Uniquely You at 1-800-501-0490 or www.myuy.com. It contains a spiritual gifts inventory, the DISC personality profile and teaching material that shows how these realities blend together to prepare you to serve your church most effectively and to understand yourself more thoroughly.

Application Form

Becoming a Deacon in the Free Methodist Church

Name _____

Address _____

City _____ State _____ Zip _____

Please give all information requested, except references on paper which you attach.

1. Essay

Please explain in a short essay:

- A. Why you believe it to be a good thing or the right thing (within God's will or call) for you to become a Deacon.
- B. The area(s) of service or helps to which you believe God is guiding you.
- C. The conversation(s) you have had with the pastor(s) and lay leaders in preparation for this application.

2. Education and/or Training

Please provide in written attachments:

- A. If you have formal education beyond a high school diploma, please describe the diplomas or degrees you have obtained.
- B. If you have life-experience and wisdom from previous ministry experiences, please describe them.

3. References

Please list two persons with whom we might speak about you and your journey towards this ministry milestone (no family members, please).

Name _____

Address: _____

Phone: _____ E-mail: _____

Name _____

Address: _____

Phone: _____ E-mail: _____

Application Form, continued

4. Your Personal Mission Statement Guidelines

As you prepare your personal 'Mission Statement,' which will both assist you in clarifying God's call on your life and the BOA in evaluating your call and place of service in the local church, we suggest that you consider the following suggestions:

- A. Tell us how God has gifted you to serve. What are your strengths? What are your weaknesses (growth areas)?
- B. Tell us what you sense God guiding you to be.
- C. Tell us what you sense God guiding you to do by way of service or ministry in the body of Christ.
- D. Conclude with a paragraph of 50 words or less in which you write out the mission God is asking you to accomplish.

5. Your Testimony Guidelines

As you prepare your written testimony or witness regarding how you became a Christian or disciple of the Lord Jesus Christ, we suggest that you consider the following suggestions

- A. Tell us about the journey or process that brought you to saving faith.
- B. Do not tell us how great a sinner you were. We have all been 'great sinners.' Rather, tell us what difference the grace (love and forgiveness) of God in Christ has made in your life.
- C. Tell us how your saving relationship with Jesus is changing the way you relate to people.
- D. Tell us how God has shaped you and guided you (impressed upon you) that being a deacon is right for you.
- E. If you are married, tell us how your spouse feels about your desire to be a deacon.

6. Letter of Recommendation from the Pastor

(If you are in a larger church, as long as the senior pastor is supportive, an associate pastor may write this letter)

The purpose of this letter is to communicate to the local Board of Administration that the pastor is aware of your sense of call and mission and is supportive of this effort to seek training and approval to be consecrated as a deacon.

(All forms may be downloaded from www.freemethodistchurch.org)

The Eight Deacon Categories:*

Persons interested in pursuing consecration as a deacon are encouraged to evaluate their spiritual gifts, natural abilities, passions, educational training and skill development through life experiences. Once these are considered and prayerful counsel with the pastor(s) has occurred, there will usually come a sense of call or 'nudge' from God into one of these categories for development and preparation as a deacon.

1. Administration/Organization
2. Care-giving/Mercy-showing
3. Christian Education/Communication
4. Disciple-making/Mentoring
5. Outreach/Evangelism
6. Spiritual Counsel/Nurture/Prayer
7. Technology Ministries
8. Worship/Music/Creative Arts

*What if none of these eight categories fit?

If perchance, none of these eight seem to fit you and your call from God, consult with your pastor(s) and the conference superintendent or the group assigned by your conference to guide the deacon ministry. If they agree, you may design a new category (your own specialized track) for training. Ask them to assign as your Coach a mature Christian with ministry skills and passions in your specialized area of calling.

This coach will assist in developing the specialized training track with reading/learning and on-the-job training that fits you. This will involve adapting the foci of the 'Key Development Areas' of Quadrant I Proven Ministry on page 9, and writing new evaluation criteria to replace items 1, 2, and 3 as illustrated on pages 22 and 26-32. You would still (even as those working in one of the prescribed eight categories) use the existing Quadrants II, III and IV of page 9, and their 'Key Development Area' criteria as provided on pages 23, 24 and 25.

DEACON MINISTRY

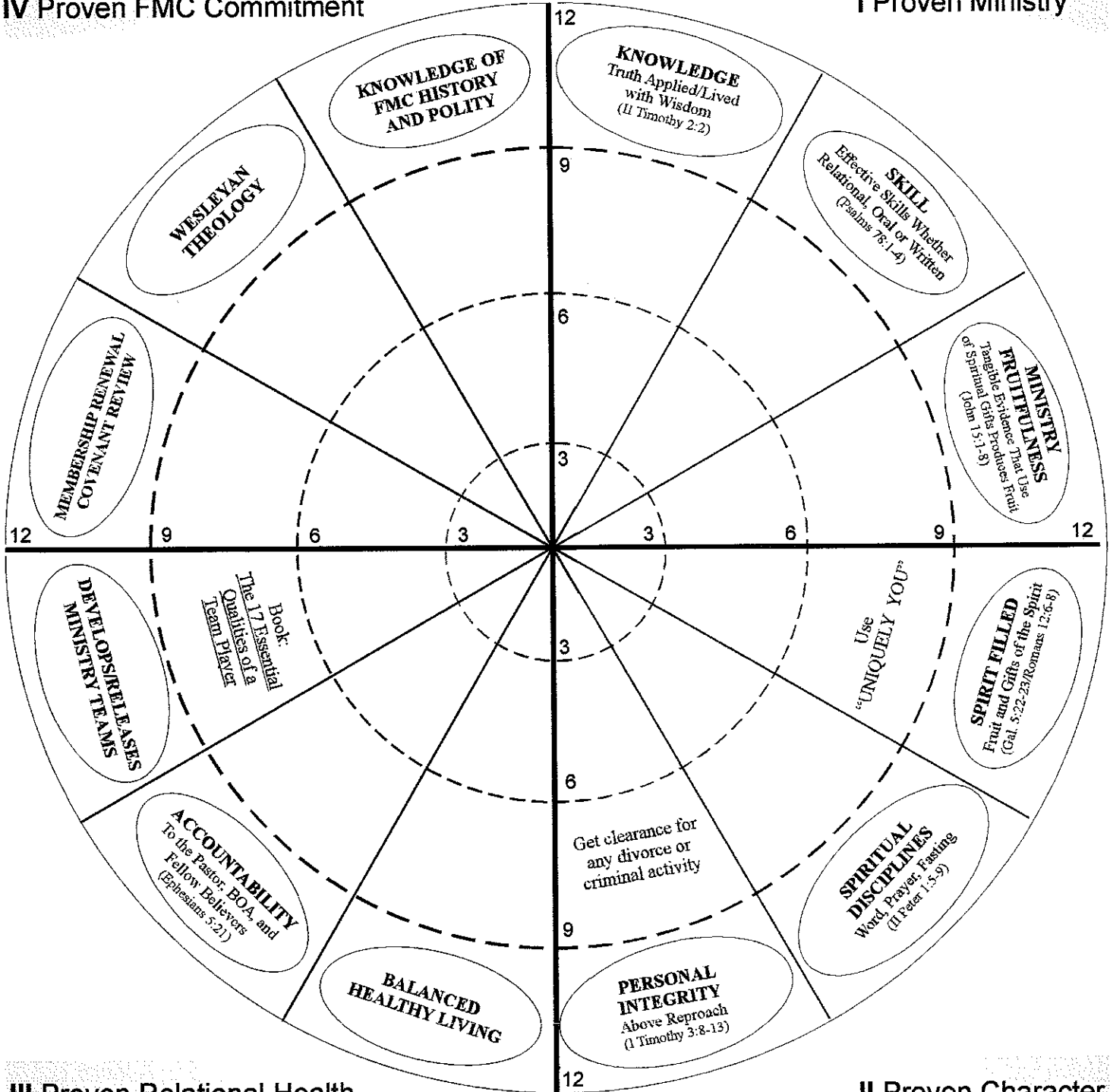
- Entry Level Evaluation
- Final Level Evaluation
- Extended Time Evaluation

Preparation Template with the Twelve 'Key Development Areas'

The numbers on the circles correspond to the average score from the Evaluation Sheet produced by the BOA subgroup.

IV Proven FMC Commitment

I Proven Ministry



Name of Deacon Candidate: _____

DEACON MINISTRY

(SAMPLE)

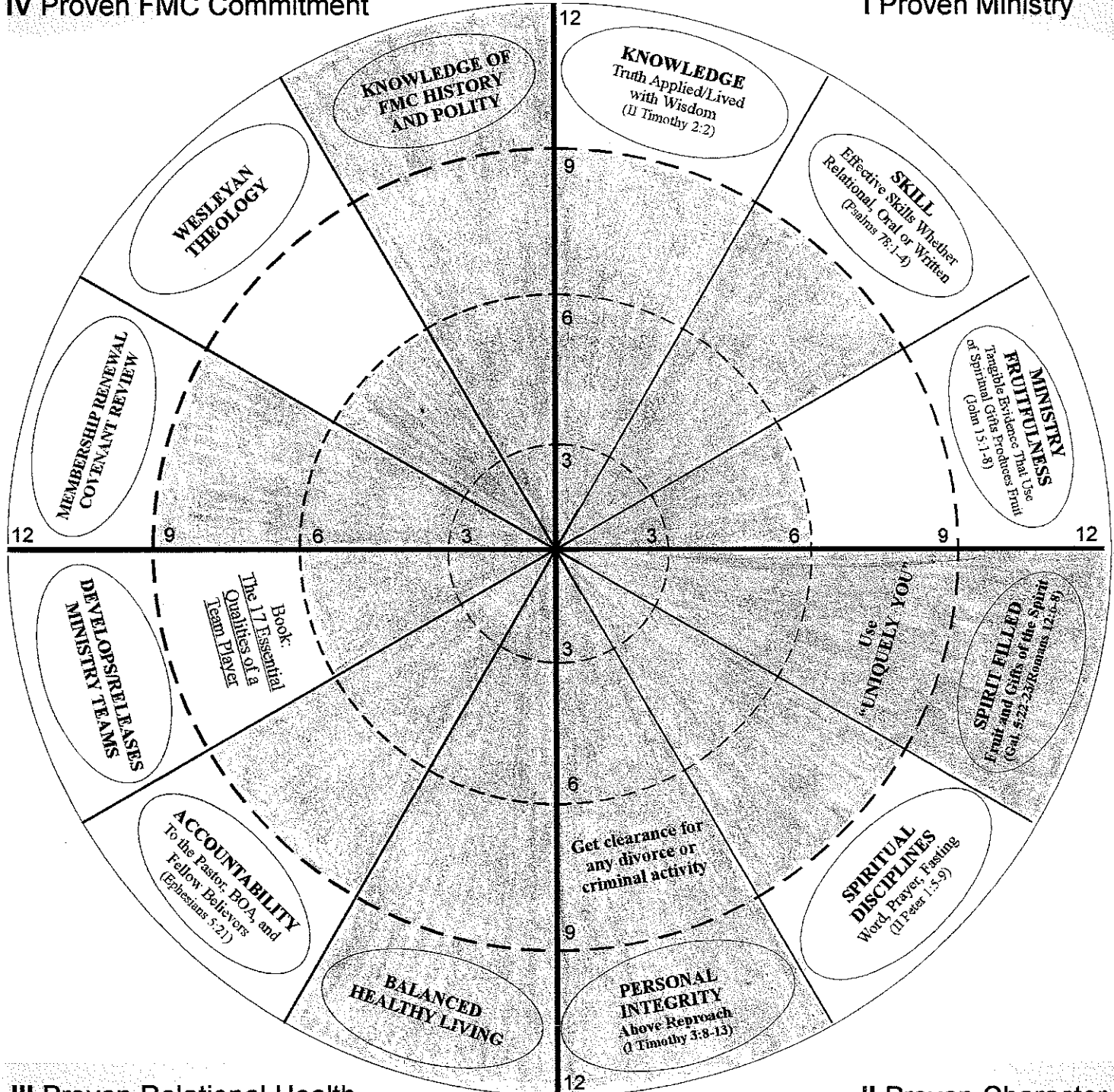
- Entry Level Evaluation
- Final Level Evaluation
- Extended Time Evaluation

Preparation Template with the Twelve 'Key Development Areas'

The numbers on the circles correspond to the average score from the Evaluation Sheet produced by the BOA subgroup.

IV Proven FMC Commitment

I Proven Ministry



III Proven Relational Health

II Proven Character

Name of Deacon Candidate: _____

Resource Suggestions for the Key Development Areas

Key Development Area # 1 Knowledge

1. The Bible (Multiple Authors, multiple publishers)
2. Nelson's Introduction to the Christian Faith What Christians Believe and Why, A Compendium, Thomas Nelson Publishers

Key Development Area # 2 Skill

1. The 21 Indispensable Qualities of a Leader, John Maxwell, Nelson
2. Wesleyan Leadership in Troubled Times, David McKenna, Beacon Hill

Key Development Area # 3 Ministry Fruitfulness

1. Mobilizing for Compassion, Robert Logan & Larry Short, Revell
2. Growing a Healthy Church, Dann Spader & Gary Mayes, Moody

Key Development Area # 4 Spirit Filled

1. God's Call to be Like Jesus, David Kendall, Light and Life Press
2. The Mind of Christ, Dennis F. Kinlaw, Francis Asbury Press

Key Development Area #5 Spiritual Disciplines

1. Invitation to a Journey, M. Robert Mulholland Jr., InterVarsity Press
2. Becoming A Healthy Disciple, Stephen Macchia, Baker

Key Development Area # 6 Personal Integrity

1. Connecting The Mentoring Relationships You Need To Succeed in Life, Paul D. Stanley & J. Robert Clinton, NavPress
2. Wounds That Heal, Stephen Seamands, InterVarsity Press

Key Development Area # 7 Balanced Healthy Living

1. The Emotionally Healthy Church, Peter Scazzero, Zondervan
2. Margin, Richard A. Swenson, NavPress

Key Development Area # 8 Accountability

1. Cultivating a Life for God, Neil Cole, Church Smart Resources
2. Spiritual Mentoring, Keith Anderson & Randy Reese, InterVarsity

Key Development Area # 9 Develop/Release Ministry Teams

1. The 17 Essential Qualities of a Team Player, John Maxwell, Nelson
2. The 17 Indisputable Laws of Teamwork, John Maxwell, Nelson

Key Development Area # 10 Membership Renewal

1. Free Indeed, Richard Ganz, Shepherd Press
2. Belonging, Donald N. Bastian, Light and Life Press

Key Development Area # 11 Wesleyan Theology

1. Responsible Grace, Randy Maddox, Kingswood Books
2. A Theology of Love, Mildred Bangs Wynkoop, Beacon Hill

Key Development Area # 12 Free Methodist History and Polity

1. The Radical Wesley, Howard Snyder, InterVarsity
2. From Age to Age A Living Witness, Leslie R. Marston, Light and Life Press

Courses for Key Development Areas (KDA's) 11 and 12 may be taken through our annual January Term (called J-Term) or possibly via correspondence by contacting the denominational Ministerial Credentialing Services office at the World Ministries Center at 1-800-342-5531. Materials for a class on KDA #10 – Membership Renewal may be obtained via Light and Life Communications Customer Service at 1-800-348-2513.

How To Use The Evaluation Tool

- 1) The BOA or BOA subgroup will need to set aside up to two hours for an in-depth interview and evaluation.
- 2) The interview will probably be more effective with a three-person subgroup of the BOA that is already acquainted with the life and ministry of the candidate.
- 3) The interview and evaluation will review all twelve 'Key Development Areas.'
- 4) It is best to use behavioral questions whenever possible. (*"Tell us about how you go about practicing the spiritual disciplines in your life?"*) See pages 15-16 for examples of behavioral questions, which are designed to have the deacon candidate speak about actual behavior as opposed to theory or hypothetical questions.
- 5) Use effective follow up questions that are also behavioral in nature. (*"Please help us understand how often you practice prayer and fasting?"*)
- 6) Try to avoid the use of theory questions and "yes" and "no" questions whenever Possible.
 - * **(Try not to ask questions like;** *"Do you believe in evangelism?"*)
 - * **(Do ask questions like;** *"Tell me the names of the last two people you led to Christ and how you met them?"*)
- 7) The evaluation tool is designed to assist in the evaluation process, and at the same time allow for a degree of flexibility. Note that there are:
 - * Four brief descriptions for each category with a numerical gradient that allows for a high, mid, and low score over each description.
 - * Each individual within the evaluation group should grant and circle a score based on their view of the candidates maturity level. (See next page)

DEACON MINISTRY

Using the Evaluation Tool

How To Use The Evaluation Tool cont.

For Example:

6 *Proven Ministry - Ministry Fruitfulness*

1	2	3	4	5	6
The candidate has little or no evidence of others who are moving toward Christ-likeness because of his/her ministry.			The candidate influences a few toward life-change and wholeness, but may depend too much on an 'information transmission model' of education.		



7	8	9
The candidate understands and develops relationships with others and is learning how to influence them toward a daily walk with Christ.		

10	11	12
The candidate loves people, helps them to know Christ intimately and move into spiritual wholeness and joy.		

EVALUATION RATING SUPPORT:

- * The candidate leads a small discipleship group that has added a seeker and an unchurched believer in the past two months.
 - * The candidate still does not demonstrate an emotional stability that is free from minor depression on occasion.
-
- 8) Each evaluator needs to take a few moments to write down supporting statements for the score given. See samples immediately above.
 - 9) The score should be circled without discussion with the other evaluators.
 - 10) At the end of the interview, the scores for each category will be openly discussed but individually averaged, using the evaluation averaging sheet. After every category has been individually averaged, each of the 12 'Key Development Areas' scores (averages) will be added up and averaged.
 - 11) The areas of current strength can be shaded in on the Consecration Preparation Template (see SAMPLE on page 10) according to the average score of the interview team. Always round the average up to 3, 6, 9 or 12 for purposes of shading the 12 segment Preparation Template. The growth areas (left unshaded) will thus be easily discerned. In this way the template serves as a visual summary.

Interview Resource: Sample 'Behavioral' Questions

Though these sample questions were designed for interviewing senior pastors and thus do not exactly fit the twelve 'Key Development Areas,' many of them would be acceptable to use. Note that many of them are built around the words 'HOW' and 'WHAT' followed by 'do/did' or 'was/has.' With just a little thought and practice, interviewers can become skilled in using these kinds of questions.

Personal Motivation

- * In what ways have you attempted to make yourself more effective in your job or ministry?
- * Describe your most important accomplishments. How did you go about reaching your goals?
- * Describe your typical work week. How much effort do you put in?
- * Describe your ideal work or ministry assignment. Tell me about the time you came closest to having this kind of assignment and what you found rewarding about it.
- * Tell me about a time when you maintained focus on a primary task, although you attended to other responsibilities as well.
- * Tell me about a distasteful assignment that you nevertheless had to complete. What was distasteful about this assignment? What degree of effort did you put forth?
- * In reflecting upon your ministry, describe a situation where you put forth some of your strongest effort. Why was it so important for you to do well?

Spousal Cooperation

- * Describe the major tensions and stresses in your marriage.
- * In what ways is your home and family integrated into ministry?
- * How do you and your spouse make major decisions?
- * What areas is your partner most concerned about in this venture?
- * What convictions do you and your spouse share regarding your respective roles in ministry? How did the two of you arrive at these convictions?
- * How do you and your spouse use your gifts and talents to complement each other?
- * How do you balance the demands of ministry with the needs of your family?

Resilience

- * How do you keep yourself going when the pressure gets thick?
- * Tell me about the time when you were most unsuccessful in rolling with the punches.
- * Describe your most unproductive period in ministry or on the job.
- * When did defeat or failure get the best of you?
- * Describe a time when you handled unfounded criticism against you.
- * What has been your biggest personal failure or disappointment? How did you cope with it?

Sample 'Behavioral' Questions cont.

Responsiveness to Community

- * How do you put your fingers on the pulse and culture of the community in which you live?
- * How have you ministered in ways that improve the quality of life in your community?
- * Describe the last community you were in and in what ways your church was able to meet the needs of your community.
- * How have you used social outreach as a tool of church development?

Utilizes Giftedness of Others

- * How do you cultivate giftedness in others?
- * How do you determine when people are ready to be released to use their gifts?
- * What process do you use to match individuals with ministry opportunities?
- * What process do you use to match the right people with the right ministry needs? Tell me about the last time you used that process.
- * Describe a situation in which you misplaced someone in ministry. What were your errors in judgment and how did you later use experience to your advantage?
- * Describe a good example of someone who helped to recognize and use spiritual gifts that they were unaware that they possessed.

Relationship Building

- * How do you help others develop relationships?
- * Tell me about a relationship you salvaged after a conflict or falling out with the person.
- * Describe a relationship you initiated and built with someone who was radically different from yourself.
- * How do you build friendships when you are in a new situation?
- * In what ways do you relate to someone whose temperament is uncomfortable to you?
- * Tell me about the most recent close relationship that you invested in cultivating. What efforts did you make to achieve that closeness? How did you overcome barriers such as distrust or fear of rejection?
- * What has been your typical approach to relationship building?

DEACON MINISTRY

Evaluation Average Sheet

- Entry Level Evaluation
- Final Level Evaluation
- Extended Time Evaluation

Key Development Areas for _____	Avg BOA Scores
1 PROVEN MINISTRY - Knowledge	
2 PROVEN MINISTRY - Skill	
3 PROVEN MINISTRY - Ministry Fruitfulness	
4 PROVEN CHARACTER - Spirit Filled	
5 PROVEN CHARACTER - Spiritual Disciplines	
6 PROVEN CHARACTER - Personal Integrity	
7 PROVEN RELATIONAL HEALTH - Balanced Healthy Living	
8 PROVEN RELATIONAL HEALTH - Accountability	
9 PROVEN RELATIONAL HEALTH - Develops/Releases Ministry Teams	
10 PROVEN FMC COMMITMENT - Membership Renewal/Covenant Review	
11 PROVEN FMC COMMITMENT - Wesleyan Theology	
12 PROVEN FMC COMMITMENT - Knowledge of FMC History & Polity	
Total Score	
Average rating: (Total score/12)	

Average rating can be understood as follows:

1	2	3	4	5	6	7	8	9	10	11	12
Preparation Candidate: The candidate is in the early growth stage of ministry and does not yet qualify for Deacon Ministry Consecration consideration.			Growing Candidate: The candidate is growing in ministry, and may qualify for Deacon Ministry Consecration, but will need the full cycle if not more.			Maturing Candidate: This candidate qualifies for Deacon Ministry Consecration consideration, but will need to give multi month effort to the areas of non-strength.			Exceptional Candidate: This candidate is fully qualified for Deacon Ministry Consecration consideration, and may only need to focus on a few areas of growth and strengthening.		

EVALUATION RATING SUPPORT:

(Note to BOA subgroup: Please make multiple copies of this form for your use.)

DEACON MINISTRY

- Entry Level Evaluation
- Final Level Evaluation
- Extended Time Evaluation

BOA Subgroup Evaluation Report

From the evaluation, list the candidate's areas of non-strength.

1.

2.

3.

4.

5.

6.

What are the next most important steps that need to be taken?

1.

2.

3.

4.

Please make multiple copies for your use.

Place updates in both readiness files

Who Can Be A Head Coach?

1. The head coach needs to have demonstrated significant ministry fruitfulness and rank fairly high in the 12 categories.
2. The head coach does not have to be the senior pastor.
3. A head coach has permission to co-opt assistant coaches as needed in some of the speciality areas.

Coaching Responsibilities

1. To provide oversight to the process.
2. To provide resources to the candidate.
3. To provide accountability structure for the candidate.
4. To report progress to the BOA on behalf of the candidate.

Specific Duties of the Coach are:

1. To establish a schedule of meetings and assignments in cooperation with the candidate which include:
 - A) The development of a personal mission statement.
 - B) In response to the BOA Entry Level evaluation, to develop a plan of study and experience.
 - C) In cooperation with the candidate to develop time expectations with respect to assignments.
 - D) To determine if additional goals and assignments are required growing out of the development plan.
 - E) To make a final report to the BOA, in conjunction with the Final evaluation by the three-person BOA subgroup with a candidate sign off. (The outline of this report will come from the development plan.)
 - F) To trigger the second (Final) evaluation by the BOA subgroup to add to the report (mentioned in E. and G.) to be made in G.
 - G) At the conclusion of the prep time (depending on the candidate it could be anywhere from six to twenty-four months) to recommend with rationale to the BOA either consecration or an additional six to twelve months of preparation.
2. To keep the Readiness Files current. (One file for the BOA and a duplicate file to be sent to the conference MEG Board once the person has been consecrated.)
3. The coach and candidate shall not meet less than monthly. The dates of the meetings will be recorded for the BOA and in the Readiness Files.

DEACON MINISTRY

- Monthly Report
- Six Month Report

Coaching Report Form to the BOA

Date: _____ - _____ - _____

List the candidate's areas of non-strength and growth action items.

- 1.
- 2.
- 3.
- 4.
- 5.
- 6.

Evaluation of the candidate's last growth action items.

- 1.
- 2.
- 3.
- 4.
- 5.
- 6.

Please make multiple copies for your use.

Place updates in both Readiness Files

Explanation of the 'Key Development Area' Evaluation Tools

Each Evaluation Tool consists of four pages. Only the first page in each of the eight deacon categories is unique to that category's Evaluation Tool. Pages two, three and four of all Evaluation Tools are identical.

We have provided pages two, three and four on pages 22, 23 and 24, immediately following. Both the persons doing the evaluation (so as to report to the BOA) and the Coach, who will work with the candidate, should photocopy pages 22, 23 and 24 and combine them with the appropriate first page (see list below) to make up the four page Evaluation Tool for the candidate.

Category	Page #
1. Administration/Organization (page for Quadrant I only)	25
2. Care-giving/Mercy-showing (page for Quadrant I only)	26
3. Christian Education/Communication (page for Quadrant I only)	27
4. Disciple-making/Mentoring (page for Quadrant I only)	28
5. Outreach/Evangelism (page for Quadrant I only)	29
6. Spiritual Counsel/Nurture/Prayer (page for Quadrant I only)	30
7. Technology Ministries (page for Quadrant I only)	31
8. Worship/Music/Creative Arts (page for Quadrant I only)	32

(All forms may be downloaded from www.freemethodistchurch.org)

DEACON MINISTRY

BOA Subgroup Evaluation

Evaluation of the Key Development Areas

4 Proven Character - Spirit Filled (Fruit and Gifts)

1	2	3	4	5	6	7	8	9	10	11	12
The candidate expresses a call to ministry, but lacks evidence of consistent spiritual maturity and giftedness.			The candidate is growing, but shows some evidence of spiritual immaturity and has demonstrated only limited giftedness.			The candidate walks with the Spirit, and demonstrates an increasing level of proven giftedness in practical ministry.			The candidate is a joyful, contagious Christian leader with an abundant fruitful ministry that flows out of his/her spiritual gifts.		

EVALUATION RATING SUPPORT:

5 Proven Character - Spiritual Disciplines (Word, Prayer, Fasting)

1	2	3	4	5	6	7	8	9	10	11	12
The candidate agrees with the importance of spiritual disciplines, but neglects consistent time in the word, prayer and fasting.			The candidate is sporadic in the practice of spiritual disciplines.			The candidate demonstrates increasing growth in the use of spiritual disciplines, and is discovering a unique personal pattern in their use and application.			The candidate has internalized the pattern of regular and comprehensive spiritual disciplines in word, prayer, and fasting.		

EVALUATION RATING SUPPORT:

6 Proven Character - Personal Integrity (Above Reproach)

1	2	3	4	5	6	7	8	9	10	11	12
The candidate shows inconsistency between profession of integrity and its application in personal life; struggles to do what he/she says.			The candidate is growing in integrity, but under pressure is known to resort to self serving techniques such as casting blame, exaggeration, or rationalization.			The candidate makes a sincere effort to live a life of integrity, but needs to grow in moral reasoning with respect to complex issues of questionable judgment, and conflict resolution.			The candidate is of mature character with a clear sense of what is right and wrong based upon biblical principles, consistently applied -- above reproach.		

EVALUATION RATING SUPPORT:

Evaluation of the Key Development Areas

7 *Proven Relational Health - Balanced Healthy Living*

1	2	3	4	5	6	7	8	9	10	11	12
There are causes for concern in the life of the candidate with respect to family relationships that have hindered the ability to be an effective spiritual leader.			The candidate has dealt with some family relationship problems, but there are lingering doubts that some relational dimensions could negatively effect ministry.			The candidate has identified and is successfully addressing family relational problems, but needs further growth in establishing healthy relational patterns.			The candidate exemplifies healthy family relationships which will be an asset to ministry.		

EVALUATION RATING SUPPORT:

8 *Proven Relational Health - Accountability*

1	2	3	4	5	6	7	8	9	10	11	12
The candidate is not involved in peer accountability and is not open to the concept of submitting one to another.			The candidate accepts the concept of peer accountability but struggles in submitting to its requirements.			The candidate participates in peer accountability but struggles with authenticity in a group setting.			The candidate is committed to the practice of peer accountability, and is appropriately vulnerable and authentic with others.		

EVALUATION RATING SUPPORT:

9 *Proven Relational Health - Develops/Releases Ministry Teams*

1	2	3	4	5	6	7	8	9	10	11	12
The candidate refuses to relinquish leadership to others, Ministry is all about the candidate.			The candidate formally agrees to the concept of empowering others into leadership, but in practice finds it difficult and tends to be controlling.			The candidate shares leadership on many occasions, but is inconsistent. The candidate needs to develop patterns after the biblical model of II Timothy 2:2.			The candidate demonstrates the ability to systematically develop leaders and transfer authority to them following the example of II Timothy 2:2.		

EVALUATION RATING SUPPORT:

Evaluation of the Key Development Areas

10 *Proven FMC Commitment - Membership Covenant Review*

1	2	3	4	5	6	7	8	9	10	11	12
The candidate is consistently resistant to guidance.			The candidate recognizes formal necessity for authority in the church, but on occasion responds to that authority in unhealthy ways.			The candidate practice submission to spiritual authority, but must deal with attitudinal issues and selective submission.			The candidate submits to spiritual authority with a joyful heart.		

EVALUATION RATING SUPPORT:

11 *Proven FMC Commitment - Wesleyan Theology*

1	2	3	4	5	6	7	8	9	10	11	12
The candidate lacks adequate knowledge of Wesleyan theology.			The candidate has a rudimentary, but insufficient knowledge of Wesleyan theology.			The candidate has a working knowledge of Wesleyan theology, but needs to develop the ability to articulate it and apply it to scripture exposition and the Christian life.			The candidate has a solid grasp of and commitment to Wesleyan theology, and is able to creatively articulate it and apply it to the different areas of life and ministry.		

EVALUATION RATING SUPPORT:

12 *Proven FMC Commitment - Knowledge of FMC History and Polity*

1	2	3	4	5	6	7	8	9	10	11	12
The candidate is fundamentally ignorant of Free Methodist History and Polity.			The candidate has some acquaintance with and exposure to Free Methodist history and polity, but is unable to explain them in any comprehensive way.			The candidate is familiar with the basic facts of FM history and polity, but needs to develop a deeper understanding of the underlying principles of the FMC story and its organizational forms.			The candidate owns the Free Methodist story and is leading others to buy into our mission and to become part of the ongoing story.		

EVALUATION RATING SUPPORT:

BOA Subgroup Evaluation

Evaluation of the Key Development Areas

1 Proven Ministry - Administrative Knowledge

1	2	3	4	5	6	7	8	9	10	11	12
The candidate lacks knowledge to inspire others to work as a team, but gets a few things done by persistent personal work.			The candidate knows about things like systems theory, change dynamics and church structures, but is weak in knowledge of working in a volunteer organization.			The candidate knows the essentials of organizing and administering but not yet how to effectively release or delegate ministry and develop leaders.			The candidate knows the mission of the church, delegates well and utilizes administrative and organizational 'know how' to move the mission forward.		

EVALUATION RATING SUPPORT:

2 Proven Ministry - Administrative Skill

1	2	3	4	5	6	7	8	9	10	11	12
The candidate rarely thinks long-term about strategy, planning and prioritizing.			The candidate thinks about the future, but still focuses on 'urgent' matters and lacks skill in getting 'stuff' done through other people.			The candidate is skilled in administration, but may still be weak in working with people and mentoring them.			The candidate focuses on the important (not urgent) things; mentoring and inspiring others as they together plan for and execute the mission and vision.		

EVALUATION RATING SUPPORT:

3 Proven Ministry - Administrative Fruitfulness

1	2	3	4	5	6	7	8	9	10	11	12
The candidate is strong personally, but functions as a lone-ranger, which limits effectiveness and influence.			The candidate knows the Free Methodist polity and systems, but lacks connection with the local church mission and vision.			The candidate effectively integrates polity, systems, and plans with the mission and vision, but needs to grow in utilizing others similarly gifted.			The candidate regularly gets strategies and plans effectively implemented, while developing new leaders and workers.		

EVALUATION RATING SUPPORT:

DEACON MINISTRY: Care-Giving/Mercy Showing

BOA Subgroup Evaluation

Evaluation of the Key Development Areas

1 Proven Ministry - Knowledge re: Caring or Mercy Showing

1	2	3	4	5	6	7	8	9	10	11	12
The candidate has a passion to help others, but does not yet know God well enough.			The candidate knows God well, but does not know how to tend another's heart; lacking compassion.			The candidate knows God intimately and how to love people in practical terms, but undervalues the role of prayer and time in people's wholeness.			The candidate knows God and how to love and tend people: listening, sharing wisdom, supporting and praying.		

EVALUATION RATING SUPPORT:

2 Proven Ministry - Skill In Expressing Compassionate Care

1	2	3	4	5	6	7	8	9	10	11	12
The candidate cares, but does so unwisely and thus enables people to continue in wrong paths.			The candidate expresses love and compassion effectively, but still lacks discernment regarding setting boundaries.			The candidate loves much and discerns needs correctly, but does not mentor others so as to multiply the ministry.			The candidate mentors others effectively and balances law and grace in dealing with hurting or needy people, guiding them to Christ and avoiding dependencies.		

EVALUATION RATING SUPPORT:

3 Proven Ministry - Fruitfulness via Mercy

1	2	3	4	5	6	7	8	9	10	11	12
The candidate produces little evidence of people being helped through ministries of mercy.			The candidate has a good heart and people speak of kindnesses and mercy shown, but personal immaturities may limit results.			The candidate ministers mercy and partners with or guides others to provide care, but may not yet walk in all the fullness of the Spirit.			The candidate works in the power of the Holy Spirit, guides others to provide care, and numerous people are brought through hurt or loss to a solid footing in Christ and the church.		

EVALUATION RATING SUPPORT:

BOA Subgroup Evaluation

Evaluation of the Key Development Areas

1 Proven Ministry - Christian Education Knowledge

1	2	3	4	5	6	7	8	9	10	11	12
The candidate has hardly any knowledge of the Bible, Christian education needs or processes.			The candidate knows the Bible and the basics of Christian education well, but lacks awareness of communication theory and 'media' to convey truth.			The candidate knows communication theory, media, but needs experience in guiding others in the learning process.			The candidate works well with students or disciples, regularly seeing lives changed through their knowledge and experience of truth.		

EVALUATION RATING SUPPORT:

2 Proven Ministry - Communication Skill

1	2	3	4	5	6	7	8	9	10	11	12
The candidate rarely, if ever really connects with people in ways that will lead to knowledge of Christ.			The candidate periodically connects with people, but needs to understand learning styles and the culture of students/disciples and adjust accordingly.			The candidate regularly connects according to the learning styles and culture of students/disciples, but lacks the ability to bring them to life-change decisions.			The candidate consistently connects with students/disciples, brings them to understanding and life change/transformation.		

EVALUATION RATING SUPPORT:

3 Proven Ministry - Fruitfulness of Transformed Lives

1	2	3	4	5	6	7	8	9	10	11	12
The candidate has little or no evidence of others who are moving toward Christ-likeness because of his/her ministry.			The candidate influences a few toward life-change and wholeness, but may depend too much on an 'information transmission model' of education.			The candidate understands and develops relationships with others and is learning how to influence them toward a daily walk with Christ.			The candidate loves people, helps them to know Christ intimately and move into spiritual wholeness and joy.		

EVALUATION RATING SUPPORT:

BOA Subgroup Evaluation

Evaluation of the Key Development Areas

1 Proven Ministry - Knowledge of Mentoring Content

1	2	3	4	5	6	7	8	9	10	11	12
The candidate knows only the basics of the gospel.			The candidate knows the gospel (a holistic Wesleyan understanding), but lacks regarding the lifestyle teachings of the apostles.			The candidate knows the gospel and the lifestyle teachings of the apostles, but may need to grow in knowing how to live a sanctified life.			The candidate knows the gospel, the teachings of the apostles and incorporates these into life and practice through a Spirit-filled life.		

EVALUATION RATING SUPPORT:

2 Proven Ministry - Disciple-making Skill

1	2	3	4	5	6	7	8	9	10	11	12
The candidate wants to disciple others, but lacks personal maturity in the faith.			The candidate is mature in the faith, yet needs to grow in being able to work with people one on one or in small cells.			The candidate is mature and is able to help others understand the essentials of discipleship, but still needs to grow in courage so as to hold disciples accountable.			The candidate mentors/coaches people to understand, embrace and practice the essentials of discipleship through relational accountability.		

EVALUATION RATING SUPPORT:

3 Proven Ministry - Fruitfulness

1	2	3	4	5	6	7	8	9	10	11	12
The candidate is mature, but has not been discipling others long enough to evidence fruit in others.			The candidate is mature and has established 2-3 discipling relationships, but those disciples are not mature enough to disciple others.			The candidate is mature and is discipling others who are beginning to disciple others.			The candidate is mature and involved in life-transforming relationships. Those disciples are mature and are discipling a third generation, who are learning to disciple others.		

EVALUATION RATING SUPPORT:

BOA Subgroup Evaluation

Evaluation of the Key Development Areas

1 Proven Ministry - Biblical Knowledge and Application

1	2	3	4	5	6	7	8	9	10	11	12
The candidate is excited about the Lord, but lacks a comprehensive knowledge of the Bible.			The candidate has an enthusiasm for the Lord and scripture, but lacks understanding of the broad themes of salvation.			The candidate has working knowledge of scripture, understands salvation, but lacks a Wesleyan perspective re: the gospel.			The candidate knows and lives the gospel, can explain adoption, regeneration, justification and sanctification, and is viewed by others as competent to evangelize in several cultural settings.		

EVALUATION RATING SUPPORT:

2 Proven Ministry - Communication Skill

1	2	3	4	5	6	7	8	9	10	11	12
The candidate has limited speaking, teaching and evangelism skills and/or lacks giftedness.			The candidate has natural communication giftedness, but lacks fundamental communication skills.			The candidate has developed content and delivery skills, but needs to grow in ability to be consistently compelling.			The candidate shows strong insight into communication processes and is able to speak or write in ways that bring people to saving faith.		

EVALUATION RATING SUPPORT:

3 Proven Ministry - Ministry Fruitfulness

1	2	3	4	5	6	7	8	9	10	11	12
The candidate has no examples of evangelistic fruitfulness.			The candidate understands and desires effective outreach, but has only a few examples of evangelistic fruitfulness.			The candidate has demonstrated fruitfulness, but needs to grow in ability to multiply self in and through the work of others.			The candidate regularly leads people to saving faith and is helping others to share the gospel and lead people to Christ.		

EVALUATION RATING SUPPORT:

BOA Subgroup Evaluation

Evaluation of the Key Development Areas

1 Proven Ministry - Knowledge of Grace and People's Needs

1	2	3	4	5	6	7	8	9	10	11	12
The candidate knows and understands little about the Christian life being a long journey, resulting in impatient or harsh responses to struggling people.			The candidate knows God's grace and God's provisions to receive grace, but not how to hold others accountable and disciplined.			The candidate knows self, has insight into others, is learning how to hold others accountable and speak the full truth in love.			The candidate knows grace, lives grace, knows faith, lives faith and knows how to respond to people's hunger for love and acceptance.		

EVALUATION RATING SUPPORT:

2 Proven Ministry - Skill of Discipling Others

1	2	3	4	5	6	7	8	9	10	11	12
The candidate desires to counsel and guide others, but may not listen well or be sensitive to root issues or concerns.			The candidate listens, but then tries to direct and/or solve the problem quickly without drawing out the mentored person's insights.			The candidate comes along side one needing direction or prayer, works well, but doesn't train others.			The candidate listens well, confronts kindly, encourages regularly and guides others toward being fully devoted followers of Jesus.		

EVALUATION RATING SUPPORT:

3 Proven Ministry - Fruitfulness from Discipling Others

1	2	3	4	5	6	7	8	9	10	11	12
The candidate produces little evidence of maturity/fruit in other's lives.			The candidate's life and testimony help others discern God's Spirit and desires, but the fruit of one-on-one connection is lacking.			The candidate is mature and respected as a model, but needs to focus on more than one or two individuals needing direction/counsel.			The candidate is a mature disciple and example who helps others discern and respond to God's activity in their lives. They in turn are guided to help others.		

EVALUATION RATING SUPPORT:

BOA Subgroup Evaluation

Evaluation of the Key Development Areas

1 Proven Ministry - Knowledge

1	2	3	4	5	6	7	8	9	10	11	12
The candidate knows very little about technology, but has a good heart and a desire to help.			The candidate knows the basics of our multi-media systems but lacks a sense of being in a ministry role in support of worship.			The candidate knows the latest about worship and communication technology, including our church website and e-mail, but still needs to grow in knowing how to support the pastor and worship team.			The candidate knows the philosophy of worship, the ministry priorities and the latest technology, its capabilities and uses, so as to support the pastor and worship team.		

EVALUATION RATING SUPPORT:

2 Proven Ministry - Skill (and Attitude)

1	2	3	4	5	6	7	8	9	10	11	12
The candidate regularly commits errors or glitches that intrude on the public services via the multi-media systems.			The candidate knows the basic services needed, but a 'servant's attitude' is sometimes missing.			The candidate does better than average and is learning to be flexible and gracious when plans are changed.			The candidate has a servant's heart, is flexible and skillfully supports public services and the internal and/or external multi-media ministries in an unobtrusive manner.		

EVALUATION RATING SUPPORT:

3 Proven Ministry - Fruitfulness

1	2	3	4	5	6	7	8	9	10	11	12
The candidate usually works alone and lacks a vision for how the tasks connect to the larger vision of the church.			The candidate has good skills, but needs to grow in being gracious and flexible in working with the pastor and worship leaders.			The candidate is a competent servant, who is flexible and supportive, but still needs to find others to mentor in technology.			The candidate is known for servanthood, competence, flexibility and mentoring others. Ministry occurs without distractions as he/she utilizes multi-media to support the work of the church.		

EVALUATION RATING SUPPORT:

BOA Subgroup Evaluation

Evaluation of the Key Development Areas

1 Proven Ministry - Knowledge of Worship

1	2	3	4	5	6	7	8	9	10	11	12
The candidate seems stuck in a rut; knowing neither biblical perspectives nor the larger range of music and creative arts in our culture.			The candidate knows much about worship forms, music and the arts, but not how to broaden the worship experience without offending.			The candidate knows worship forms, music and the arts, but lacks knowledge of people's gifts and passions and underutilizes them.			The candidate knows biblical perspectives on worship and the philosophy of the pastor and how to integrate them through gifted people; helping people encounter God.		

EVALUATION RATING SUPPORT:

2 Proven Ministry - Skill: Helping Others Encounter the Lord

1	2	3	4	5	6	7	8	9	10	11	12
The candidate does not do well in bringing people into the presence of God.			The candidate is skilled in the area of ministry or passion, but lacks spiritual maturity and sensitivity to the Holy Spirit.			The candidate is spiritually vital and uses spiritual gifts and abilities effectively, yet needs to learn how to work better with people.			The candidate is mature, spiritually vital, works well with people and effectively assists the congregation to draw near to and respond to God.		

EVALUATION RATING SUPPORT:

3 Proven Ministry - Fruitfulness via Life-changing Encounters with God

1	2	3	4	5	6	7	8	9	10	11	12
The candidate has very little, if any, observable fruit of deepened or changed lives due to involvement in worship and the arts.			The candidate is gifted and enthusiastic in worship, but maturity to influence and guide others may be lacking.			The candidate's ministry is seen by many as a significant influence toward love and joy in the Lord, but the long-term impact is not certain.			The candidate effectively guides and assists in corporate worship such that people encounter God and are changed to be like Christ.		

EVALUATION RATING SUPPORT:



Let It Be Known That

_____ has been Consecrated

Deacon
in
The Free Methodist Church

Having been deemed as well qualified to be entrusted to serve the church and support the pastor who leads in the _____ Free Methodist Church of the _____ Annual Conference, _____ was elected by the Board of Administration.

Under the providence of Almighty God and in recognition of His leading, I, a superintendent of the Free Methodist Church, have by the imposition of my hands and by prayer set this one apart for ministry as a Deacon to the duties, privileges and authorization of the office in accordance with the Book of Discipline of the Church so long as this person continues to be a member in good standing of this local church, a faithful servant of Jesus Christ and to adhere to and teach the Gospel of our Lord and the doctrines of the Church.

In testimony wherefore we have here onto set our hands,

this _____ day of _____ in the year of our Lord.

_____ Superintendent _____ Pastor