

Deacon Manual

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Deacon's Year at a Glance

May

New deacons are installed

First meeting with new deacons, welcome and thanks

Choose/confirm Executive and determine duties and responsibilities

Change the safe combinations

Change signing authority on the Deacon's Bank Account once new Executive is established

Distribute baby bottles on Mother's Day

June

Collect baby bottles on Father's Day

Review and update yearly calendar

Distribute schedule for Lord's Supper prep and devotions

Set date and location for the Deacon's BBQ

July ~ month off

Social BBQ for deacon's and spouses

August/September

Ensure everyone has District lists and understands responsibilities

Plan Thanksgiving food drive

Set date to draft the next year's offering schedule

Set/review goals

Begin plans for Senior's Christmas Dinner

October

Distribute Peter Fish for World Renew World Hunger Campaign

Review proposed Offering Schedule

Community Unity Fall clean up

November

'Senior's Christmas Dinner' is main event

Collect Peter Fish (Sunday School children are involved so coordinate with SS Supervisor)

Finalize offering schedule

Plan Christmas visits based on Master List (usually 5-8 depending on District)

Plan Christmas food bank drive

Send young adults (17-21 years of age) *'Thinking and Praying for You'* cards, together with a Tim Horton's gift card

December

Regular meeting suspended to allow Deacon to concentrate on Christmas visits

January

Review of 'Senior's Christmas Dinner'

Review Christmas Visits

February

Prepare suggested list of nominations for new deacons

Plan Easter Basket Brigade in conjunction with Community Unity

March

Full Council meeting to discuss nominations

Send young adults (17–21 years of age) '*Thinking and Praying for You*' cards together with a Tim Horton's gift card

April

Community Unity Spring Clean-up

Contact nominated Deacon's in District

Ensure that Deacon Manual is updated; provide new deacons with a copy to review before the first meeting so that any questions they have can be addressed

May

Finish year's project, set goals for next year

Meetings

Deacon meetings are held on the 4th Tuesday of every month at 7:30 pm. Full Council Meetings are usually scheduled every other month unless specified by the Clerk for special reasons. Congregational meetings are scheduled by the Clerk for the year and should be attended by the Deacons.

Sunday When on Duty

Arrive 20 minutes prior to the start of the service. Meet with fellow council members and pastor in the council room. Sign your name to a collecting position and fire exit door duty (door is indicated on the duty schedule) on the sanctuary diagram. The Elder in Charge will open in prayer 5 minutes prior to start of service. When on duty you must sit in an aisle seat near the back as mandated in our fire safety manual.

Offering

The Deacon in charge should:

- Check to make sure all six offering plates are by the organ before the service
- Make sure all six council members are present and have chosen a collecting position
- Be the first to stand up after the offering has been introduced
- Hand out all the plates to the council members that are taking the offering

The Deacon in charge and the other Deacon on duty bring the plates to front after the offering for the prayer. The plates are placed on the steps and the two Deacons remain in the front pew until the service is over. The Deacons should follow closely behind the Minister and Elder in charge as they walk out, before the congregation starts to leave. The plates are then brought immediately down to the safe room.

After the Service:

- Safe is opened by Deacon 1 and Deacon 2.
- Offering is sorted
 - Metal container is for the Church Budget
 - Plastic containers are labeled by counting committee for weekly offering
 - Other items are placed in a basket for counting committee to sort
- Safe is closed and locks are spun.

When sorting is completed, the offering plates are returned to the front of the church by the organ.

Offering for Friendship Service

The offering during a Friendship service is taken by the Friendship Group for Christian Horizons. At the end of the service, the Deacons collect the plates and put the money in the safe.

Offering for Cadet and GEMS Sunday

The offering done on Cadet and GEMS Sunday includes a second offering for the Cadets or GEMS. Extra baskets should be placed with the offering plates prior to the service for the second collection. The groups will decide which of their members will be collecting the offering. Each Elder and Deacon will have someone collecting behind them. It is important that it is consistent so the congregation knows which plate to put their offerings in.

Offering for BIRTHDAY FUND for Missionaries

The offering for the Birthday Fund, monies which go to the missionaries our church supports, needs to be scheduled in October.

Safe

Deacons are split into two groups because of the combinations for the safe. Deacon 1 is trusted with the combination for the little lock and Deacon 2 is trusted with the combination for the main safe lock. To minimize temptation, no Deacon should know both combinations. The combination is typically changed once a year, when new Deacons are installed. There are members in the congregation who can assist with the resetting of the combination and there is information in the safe. At least one Deacon 1 and one Deacon 2 will need to be present to choose the new combination.

Lord Supper Preparation

The Lord's Supper is typically scheduled for the 3rd Sunday of each month. The 2 deacons on duty for that Sunday must prepare the elements and set up the table at the front of the church. The Treasurer does not have to help prepare the Lord's Supper and is instead responsible for the juice, gluten-free wafer, and cup supply. When the Treasurer is on duty, the extra deacon will help prepare instead.

At the monthly deacon's meeting, the church key is passed along to the Deacon responsible for the preparation for the upcoming month. The name of the person who has the key should be recorded in the meeting minutes.

The bread is bought by the Deacon in charge scheduled for preparation that month.

The Deacon's should meet at the church on the Saturday to prepare everything for the next day's service. The juice, cups, plates and other supplies are in the cupboard in the Council room beside the kitchen.

Loaves bought	Plates to serve	Bottles of Juice	Plates of Juice	Gluten Free wafers
2 loaves	6 plates (includes display plate)	2 bottles	6 plates	6 small bowls

Note: If Lord's Supper falls on Special Services prepare extra. For example, Easter, Christmas, Baptism, Profession of Faith etc.

The Bread

To make the bread easier to cut, it is helpful to put it in the freezer before cutting and to use an electric knife, if one is available.

The bread should be cut into 9 pieces per slice after the crust has been removed (unless the bread slice seems large, then cut into even more pieces). It is easiest to cut about 5 slices at one time if it is frozen.

The bread should be evenly distributed around the outer rim of the plate leaving room for the bowl of gluten free wafers in the middle. There should be 6 plates, one of which is from the display at the front of the church.

One larger piece of bread (or a small loaf/bun) should be placed on the plate that will be placed in front of the pastor for use during the service.

Gluten Free Bread Wafers

Add 5 wafers to each small bowl placed in the centre of the large bread plates.

The Juice

The juice, gluten-free wafers and cups are purchased by the Treasurer and stored in the bottom cupboard in the council room.

Set out the cups in the 6 serving plates and use the water bottle to fill each cup.

Rinse out the pitcher and the cup from the display at the front of the church. Pour some of the juice into the pitcher (it will be used during service).

Table Set up

The communion table must be moved down the steps and placed in front of the middle aisle, making sure there is room for the minister behind and the council members to pass in front.

A large white table cloth (stored on a roll with the rest of the Lord Supper supplies in the bottom cupboard in the Council room) should be placed over the table. Carefully check to see that the linen is balanced in length on each side. Arrange the tiers of juice, plates of bread, pitcher and goblet as follows:



Serving Lord's Supper

Prior to the service, Elders and Deacons will sign up for their serving spots in the council room. The three Elders and three Deacons that are on duty will start serving from the front of the sanctuary and serve both the bread and the juice and take the collection.

The Council members should check with the pastor to determine when they should proceed to the front.

The Deacons on duty are responsible for uncovering the bread, usually during the song before the Lord's Supper.

Be sure that the accompanist and the people doing audio and visual support receive both elements.

Elders are responsible for cleaning up and returning the serving elements to their appropriate places. This includes returning the display elements. The table cloth should be rolled up on the roll again in order to prevent wrinkling. When it requires washing, one of the deacons will take it home to wash and iron before the next communion service.

Deacon Duties

Description

Contact
Information

Chairperson Of the Deacons

- The Chairperson is part of the executive committee which typically meets on the first Tuesday of each month.
- The Chairperson leads the Deacon meeting.
- The Chairperson should be readily available to talk with members in the congregation about concerns via phone, email, or in person. If needed, the Chair can forward concerns to the appropriate District Deacon.
- Oversees fellow deacon's roles
- The Chair person has signing authority for issuing cheques.

Secretary of the Deacons

- The Secretary prepares the agenda for each meeting in consultation with the Chair. (Agenda Template see Appendix)
- The Secretary takes the minutes for every Deacon Meeting. The minutes are written in a non-identifying way that maintains confidentiality for any sensitive items. (Template for minutes see Appendix)
- Although there is no set deadline, the minutes are ideally completed within a week. A copy is sent to the Chair for approval. Upon approval, the minutes are sent to all deacons, as well as the Office Administrator.
- The Secretary has signing authority for issuing cheques and may be approached by the Treasurer when a signature is needed.
- The Secretary also works with the Chair to keep track of schedules, information, and the Deacon Manual.

Treasurer Of the Deacons

- The Treasurer of the Deacons keeps accurate records of offerings received and disbursed and other expenses and donations. The Treasurer reconciles these records each month with the bank statement and reports the total amount of money available for benevolence at the monthly deacon meetings.
- The signing authority transfer is arranged by the Treasurer with the bank. This must be done every time there is a change in the position of Chair, Treasurer, or Secretary.
- In early February, the Treasurer reports the total HST paid on invoices to the church bookkeeper/accountant for a refund.
- The Treasurer prepares the yearly statement in January for the previous year.
- The Treasurer is responsible for ensuring that there is an adequate supply of grape juice, gluten-free wafers, and communion cups at all times.
- The Treasurer is responsible for ensuring that the church office has a supply of gift cards to give to people looking for assistance. These are usually \$50 gift cards to FreshCo and purchased through HHCS
- Ideally, the Treasurer is the deacon representative on the Counting Committee

Executive Council Member

- The Executive Council typically meets on the first Tuesday of the month. They review agendas and set dates for meetings.
- If any member has an issue, it can be discussed prior to full council to decide if it is a full council matter. This allows full council to organize and direct.

Chair of Council is
main contact

Counting Committee

- Ideally the Treasurer is the deacon representative on the counting committee.
- The Committee typically meets on the last Wednesday of each month. The meeting begins at 7:00 p.m. and is usually done by 8:15.

Correspondence

- Correspondence directed to the Deacons is received from the Office Administrator by way of the deacon mailbox (found on the first wall of mailboxes at the top).
- The Office Administrator will also forward all relevant emails to the deacon in charge of correspondence.
- The deacon responsible for correspondence compiles the information into an Excel file, highlighting causes that may be worth considering for future support
- reports on pertinent items at the monthly Deacon meeting; may suggest a cause to support if there is an excess of funds in the Deacons account
- The Excel file may be referred to when creating the offering schedule.

Crossroads Reporter

- The Secretary and the Chair coordinate information to be submitted to the Church Clerk for bulletin updates.

Offering Schedule

- This is typically put together by the Chair, the Secretary, and the Treasurer
- A Deacon Offering Calendar can be found on the CRCNA website, (<https://www.crcna.org/resources/church-resources/offering-calendar>). This should be followed as closely as possible to utilize resources that are provided by the organizations. Secondly, requests from the Christian schools should be scheduled in (6 offerings each, as was decided on 05/25/64 for TDCH); other requests should be considered as opportunity presents (often these come through the Correspondence)
- The offerings are identified as either Church or Diaconate. If the offering is designated for Church, it goes through the Church Finance Committee and into the Church Account. If marked Diaconate, it goes into the Deacon account for the Treasurer of the Deacons to distribute.
- The offering schedule must be approved by Executive Council and should be reviewed by the Service Scheduler before being presented to the congregation.
- This should be finalized by November

Service Scheduler:
Dick Braam

Deacon Christmas Visits

- Christmas visits to our Seniors are discussed at the November Deacon meeting. Names are divvied up based on district and availability to do visits. Individuals who are single, widowed or have health issues are usually prioritized for visits.
- The visits are social in nature
- Deacons can pick up flowers (usually a poinsettia or cyclamen) from Vanderburgh Flowers. Vanderburgh's keeps a record of the flowers picked up and the Treasurer pays for them later. Alternatively, boxed chocolates or a gift card from Tim Hortons (via HHCS) can also be purchased.

Vanderburgh Flowers

Georgetown Market Place, 280 Guelph St ,
Georgetown, ON
L7G 4B1
(905) 877-0105

Food Drives

Thanksgiving Food Drive

- The Thanksgiving Food Drive is planned in August and September to be held on Thanksgiving weekend. The food is donated to the Georgetown Bread Basket.
- Volunteers are needed to deliver the food to the food bank

Easter Basket Brigade

- The EBB is run by Community Unity and the deacon rep will coordinate with them to collect food items as required
- Volunteers may be needed to help deliver food to the families in need

Georgetown Bread Basket

55 Sinclair Ave. Unit
12 Georgetown On
L7G4X4
(905) 873-3368

Baby Bottle Campaign

- The baby bottles are supplied by Shifra Homes and should be received in advance of the campaign beginning
- An announcement should be put in the bulletin to explain the Baby Bottle Campaign for Shifra Homes.
- The baby bottles are placed in all church mail slots prior to the Sunday of Mother's Day.
- The Campaign runs until Father's Day when the bottles are to be returned to the church. They should be stored in the safe.
- Shifra picks up the bottles from the church at the end of the Campaign; the money received is counted by Shifra

Nancy Romic
(905)681-9633
ext 222
email:
nancyromic@shifrahomes.com

www.shifrahomes.com

Card Ministry

- Cards can be purchased at any Christian bookstore. It is useful to get boxes of cards for sympathy, thinking of you, get well, congratulations, etc. The Dollarama in Georgetown has some good cards as well. It is a good idea to have some blank cards for situations that are hard to peg down to a specific category.
- The cards are purchased up front by the deacon and the receipts are submitted to the Treasurer for reimbursement.
- Cards are given to people who are ill, hospitalized or have recently lost someone. Cards are also given for celebratory events such as anniversaries, weddings and welcoming new members.
- Opportunities to send cards may come from bulletin announcements, word of mouth, and prayer requests
- For chronic situations (such as illness), giving a *'Thinking of You'* card every couple of months is a good idea.
- The cards are signed from "The Deacons of GCRC"

Young Adult Card Ministry (ages 17 to 21)

- *'Thinking of You'* cards are given to all young adults in the church. Many of these young adults are either in school or forging their way in a new job and the cards are a way to let them know we are thinking of them and to offer encouragement.
- Cards are given twice a year (December and April)
- The office administrator forwards the names and addresses of young adults to the deacons by the end of September.
- Cards can be made at Staples that have the same message (a "we are thinking and praying for you. Your church family, GCRC." kind of message). Be sure to hand write in their names so it's a little more personal. You can also send them blank cards with a personal message.
- A \$5 card from Tim Horton's (purchased through HHCS) is also included for both December and April. Money for everything is paid upfront and submitted to the treasurer for reimbursement.

Community Unity

- Community Unity Yard Clean-Up happens twice a year, in the fall and spring.
- The Deacon's role is to encourage participation in this event

World Hunger Campaign (Peter Fish)

- A bulletin announcement should be made prior to the Campaign.
- The Peter Fish are stored in the Deacon meeting room. The fish should be counted to make sure there are enough for each member (if not, reach out to World Renew for more). Check to make sure the stoppers are all put back in.
- Coordinate ahead of time with the Sunday School leader re: the collecting of the fish on the day of the offering. Wagons will have to be found for this event. The collection is coordinated with the World Renew World Hunger Sunday offering in early November.

World Renew
3475 Mainway
Burlington, ON
L7M 1A9
1-800-333-8300
(or 616-224-0728)

www.worldrenew.net

Baby Basket Ministry

- Be aware of baby birth announcements in the bulletin.
- A \$50 gift card to Walmart and a Children's Bible is given to the baby basket organizers.
- Visiting with the family should also be offered if it is possible.

Offering Videos

- One deacon will be assigned to reach out to the different organizations we sponsor and request short videos (~2 minutes in length) for the offering each Sunday. When available, these will be shown during the offering to give the congregation a better understanding of the causes we support.
- The video should be forwarded to gcrctechnology@gmail.com and the worship planner each week by end of day Thursday.

Links 2 Care

- This is a local organization with many different facets including both senior and youth programs.
- Contact person for meals program and volunteering
- They should be contacted a few times a year to find opportunities for our congregation to volunteer and be part of the Links 2 Care programs.

Patti Colautti
(905)873-6502
ext.26
email:
pcolautti@link2care.ca

www.links2care.ca

Senior's Christmas Dinner

- The Seniors' Christmas dinner is held the last Saturday of November every year. This date should be booked with the church office early in the new year. (Rhea may have booked the church already but make sure this does not get overlooked.) The last few years, dinner has been served at noon rather than in the evening so that the seniors do not have to travel in the dark.
- John and Rhea Blekkenhorst take care of the entire dinner. Confirm several months in advance that they are still able to help out.
- In October, contact the Office Administrator to request a list of all the seniors in the congregation.
- Book the entertainment early since weekends around that time tend to get busy. TDCH students have led the seniors in entertainment in the past, (volunteer hours). The entertainers are invited to the meal as well. Hymn books can be used, otherwise songs books need to be obtained.
- Bulletin announcements and/or personal invitations to the dinner should go out by the end of October. The announcement invites all the seniors in the congregation (65+) and includes a contact to RSVP. The announcement also lets the seniors know that the deacons will help with rides if needed (usually 2-3 people do this). RSVPs typically need to be returned one to two weeks before the dinner.
- It is not the deacon's responsibility to contact all the seniors on the list. The list serves as a reference for who is invited.
- John and Rhea will clarify when they need the final numbers for the dinner (usually a week before)
- Pots of 4" Poinsettias to decorate the tables have typically been donated by Zomer's Greenhouses. Part of the entertainment is to play a game to decide who at the table will take the plant home. This has definitely been enjoyed by many.
- The day of the dinner all the deacons are expected to help out. This includes: setting tables, serving food, delivering dinners to shut-ins, and cleaning up afterwards.
- Following the dinner, thank you notes are sent to John and Rhea, those responsible for entertainment, Zomer's Greenhouses, the Office Administrator and anyone else who may have volunteered

Zomer's
Greenhouses
5710 Eighth line,
Hornby, On
905-878-4741

Diaconate Benevolence Fund Policy

Purpose

People in need matter to God. No individual in the community who is willing to receive help in Christ's name should be without food, shelter and other basic needs. Furthermore, God's people are commanded to care for each other, and give to the people in need. As an integral part of the ministry of our church, the Benevolence Fund provides financial assistance to individuals or families who are experiencing financial or material needs.

Policy

Growth rather than dependency The 'Plan of Action' is a tool for deacons to help people focus on specific tasks that they can do to improve their situation. Its purpose is to encourage growth rather than foster dependency. **The main emphasis of this 'Plan of Action' is on discussing goals and solutions** rather than problems.

Funding

The Deacons will only provide assistance as resources are available. All funds remain under the direction and control of the Diaconate of Georgetown Christian Reformed Church responsible for the church's charitable resources.

Determining need

- The need of an individual or family may come to a Deacon's attention during the course of ministry, or by referral from a third party or by the individual in need.
- A dependent individual's need must be assessed in consultation with the person who has legal responsibility for the individual and the financial status of the legal parent or guardian will be taken into consideration
- Other sources of community assistance, including support from other area churches, may need to be verified

Eligibility

- All assistance, including reporting, shall comply with the requirements of Income Tax Act and Regulations. The assistance must be charitable under the law (no lending).
- Token assistance may be provided as a tangible demonstration of moral support
- A person in the community whose current status is financially or material 'needy'. Support will not be restricted to members.
- Needs that will be considered for benevolent assistance include the following;
 - An accident that results in financial needs
 - An unavoidable unemployment situation
 - Families that encounter legitimate financial difficulties;

- Individuals that are in need of special education/training opportunities due to social, emotional, delinquency or related difficulties. These opportunities should serve to help the individual for the greater good of society in the short and long term.
- Medical treatments and related expenses prescribed by a recognized Canadian medical professional not covered by a public or private insurance medical plan.
- Other situations of demonstrated need.
- When financial assistance is provided consideration should also be given to meeting the spiritual, physical, mental, emotional and other needs of the party receiving assistance. This will be done in consultation with the pastoral staff and/or the care team and/or other qualified professionals.
- Needs NOT usually considered for benevolent assistance:
 - Discretionary expenses (e.g. Vacations)
 - Treatments not prescribed by a recognized Canadian medical professional.
 - Business needs arising for any reason
 - Insured losses
 - Individual on social assistance (except for types of assistance that are not considered to be 'income' by the relevant funding agency, to be determined in advanced by consulting with a knowledgeable employee of the funding agency).
 - Where an individual or those legally responsible for the individual are determined to have adequate resources unless the individual has been rejected by those persons (e.g. because of faith)
 - Projected and future needs (e.g. education fund for an orphaned child)

Duration of charity

- The church will provide assistance for a specific need that **is not expected to involve a long-term commitment.**
- When a major need arises, other possible sources for assistance will be explored with the party in need (e.g., community and/or government programs)

Reporting/Documentations/evaluation

- The Deacons evaluating a case for assistance are responsible for the following;
 - Reporting at next meeting of the Deaconate of Georgetown Christian Reformed Church that includes the process followed in evaluating the need and the maximum level of assistance recommended.
 - All documentation shall be sign by members of the Deaconate of Georgetown Christian Reformed Church and filed in a confidential and secure place. Care should be taken not to reveal the names of individuals considered and/or approved for assistance. Individual names should not be included in the minutes of Deaconate of Georgetown Christian Reformed Church meetings

- Payments will only be processed upon authorization from a Deacon
- Whenever reasonably possible, benevolent assistance should be paid directly to a supplier/service provider, or the assistance should be in the form of physical goods or vouchers.

The Deaconate of Georgetown Christian Reformed Church will focus their energy on helping people who are willing to look at the reasons for the emergency they are in and who are willing to set up a plan of action to help themselves. Emergency help may be appropriate, but unless they address the reason for the crisis, they will repeat it.

Excerpts taken from Diaconal Ministries 'Guidelines to Benevolence' and Canadian Council of Christian Charities 'Main street Church Sample Benevolence Fund Policy'

GCRC Gift Card Policy

Dear Child of God:

We are a community of believers that love one another and also love you. Please accept this gift to assist you in your time of need. Our policy at Georgetown CRC is that we are able to assist with one gift card every 6 months. We understand that this may not be enough support for you going forward but we would like to offer some services that may be of assistance to you should you need additional support.

There is an organization that can assist you with your ongoing needs and can connect you to supports that may be beneficial to you in the Georgetown area. The organization is called Jubilee.

As you know there are many agencies and services available to you in the North Halton area. Jubilee can help you access these services and assist you with making the connections that will help you in the future.

Some of the services that are available in the North Halton area are:

Emergency Services:

Halton Regional Police Services: 905-825-4747...emergency..911

Halton Children's Aid Society: 866-607-5437

Halton Region (Ontario Works, Housing, Sexual Health Clinics, Healthy Babies Healthy Children) : 906-825-6000

Addictions:

ADAPT(Treatment) : 905-693-4250

Alcoholics Anonymous: 416-487-5591

Al-Anon & Alateen: 416-410-3809 or Toll Free : 888-425-2666

Hope Place Centres: 905-465-3324

Halton Recovery House: 905-878-1120

Assault:

Halton Family Services: 905-845-3811

Radius Child and Family Services: 905-825-3242

Nina's Place: 905-632-3737 ext. 5708

Savis of Halton : 905-875-1555

Court:

Family Court Milton: 905-878-7281

Family Law Information Centre: 905-878-7281 ext. 3447

Victim Witness Assistance Program: 905-878-6292

Emergency Shelter/Housing:

Halton Woman's Place : 24 hour crisis line : 905-878-8555 : Intake: 905-878-8970

Rental Housing Tribunal : 888-332-3234

Salvation Army Acton: 519-853-5610

Salvation Army Milton : 905-875-1022

Salvation Army Georgetown : 905-877-1374

Family Services:

Halton Family Services : 905-845-3811

Halton Multicultural Council: 905-333-3499

Reach Out Centre For Kids (ROCK) : 905-339-3525

Food and Clothing Assistance:

Acton Food Share : 519-853-0457

Acton Hub : 289-428-5097

Georgetown Food Basket : 905-873-3368

Links 2 Care – Acton : 519-853-3310 Links 2 Care – Georgetown: 905-873-6502

Milton Hub: 905-876-1306

Salvation Army: Georgetown : 905-877-1374

St. Vincent de Paul: Acton: 519-853-0784 Milton: 905-878-6535

Grief Counselling:

Bereaved Families of Ontario : 905-318-0070

Lighthouse: 905-337-2333

Legal and Employment Services:

Legal Aid Ontario : - Halton – 905-875-2069

Ontario Disability Support Program: 905-637-4500

Mental and Physical Health:

Autism Society Ontario : 905-631-1233

Canadian Mental Health Association : 905-693-4270

COAST (Crisis Outreach and Support Team) – 877-825-9011

Community Living : 905-878-2337

Distress Centre: 905-877-1211

Erinoak Kids: 905-332-4418

Halton Support Services: 905-844-7864

Visit Facilities:

Milton Community Resource Centre : 905-876-1244

Youth:

Big Brothers, Big Sisters; 905-878-8840

Bridging the Gap: 877-425-8661

Nelson Youth Centre : 905:681-2611

Lesbian, Gay, Bi, Trans Youth Line : 1-888-687-9688

Youth Overcoming Anxiety and Depression: 905-689-4727

Helpful Scriptural Passages for Diaconal Work

Exodus 22:21-22

Leviticus 19:9-10

Deuteronomy 16:9-12; 42:17-22

Psalms 41:1; 112:4-5; 9; 146:7-9

Proverbs 14:20-21; 28:27

Isaiah 3:13-15; 58:5-7

Jeremiah 7:5-6

Ezekiel 22:7, 29

Amos 2:6-7; 8:4-7

Micah 2:2; 6:8

Zachariah 7:9-10

Matthew 10:34-42; 18:32-34; 19:16-30; 25:31-46

Luke 1:51-53; 3:8-14; 4:18; 6:32-36; 12:3-34; 18:22-30

John 14:12-14

Acts 4:32-34

Romans 15:26-28

2 Corinthians 5:18-20; 8:9

Galatians 2:10

Philippians 2:1-13

Colossians 3:12-13

1 Timothy 3:8-13; 6:17-19

Hebrews 13:2, 13-16

James 1:27; 2:14-17, 22-27; 4:17; 5:11

1 John 3:16-18

Taken from "the Deacon's Handbook" by Lori Wiersma and Connie Kuiper VanDyke pg 34

GCRC Deacon Meeting Agenda

(Insert Date)

1. 7:30- Welcome and Attendance
2. Devotions
3. Minutes of last Deacon meeting review and approval
4. Other Minutes for review/Information:
 - a. Pastoral Council, Ministries Council, Executive
 - b. Worship, Pastor's
5. Financial Update
 - a. Counting Committee
6. Benevolence
7. Diaconal Visits Reports
8. Correspondence
9. Diaconal Ministries
 - a. Young Adult Card Ministry
 - b. Card Ministry
 - c. Baby Basket
 - d. Benevolence Gift Cards
 - e. Links 2 Care
 - f. Food from the Heart
 - g. Community Unity
10. Other Matters
 - a. Review of Schedule for Deacon's next Month –switch as needed
 - b. Lord Supper Preparations for next Month- Church Key Pass on
 - c.
11. Congregational Needs
 - a. Prayer Concerns and Closing Prayer- Round Table
12. Next Meeting
 - a. Date
 - b. Devotions –

GCRC Deacon Meeting Minutes

(Insert Date)

1. Attendance:
Absent:
2. Devotions:
3. Minutes of last Deacon meeting review and approval
Motion to approve made by: Seconded by:
4. Other Minutes for review/Information:
 - a. Pastoral Council, Ministries Council, Executive
 - b. Worship, Pastor's
5. Financial Update:
 - a. Counting Committee
6. Benevolence
7. Diaconal Visits Reports
8. Correspondence
9. Diaconal Ministries
 - a. Food Bank
 - b. Baby Basket
 - c. Card Ministry
 - d. Gift Cards- Inventory Check
 - e. Links 2 Care
 - f.
10. Other Matters
 - a. Review of Schedule for Deacon's next Month –Switch as needed
 - b. Lord Supper Preparations for next Month- Church Key Passed on to
 - c.
11. Congregational Needs
 - a. Prayer Concerns and Closing Prayer- Round Table
12. Next Meeting
 - a. Date:
 - b. Devotions:

Tuition Assistance Guidelines for GCRC

Tuition Assistance Guidelines:

A donation to HHCS from the Diaconate Benevolence Fund will be made on an annual basis. These funds will go toward members of GCRC if there is a requirement for further tuition assistance, above FAST (Financial Aid for School Tuition). The annual donation will be \$5,000. If there is more than one request for assistance the donation will be divided at the discretion of the school. If there is no need for assistance from any GCRC member, the money will remain in the Diaconate Benevolence Fund.