**Organizing and Tracking the Deacon’s Agenda**

**Ongoing review and accountability to your Deacon Mandate**

Listed below is another way to look at the functions of office. Deacons can be designated for each area, but perhaps a better way to organize is to appoint people with appropriate gifts and skills in the respective functions to be in charge of that particular category. The role of the deacons then is more administrative taking on the leadership and administrative function, making sure that the other functions are clearly planned, followed up on, and sustained.

The list is used for illustrative purposes and is not intended to be exhaustive.

1. **Stewardship**
	1. Financial systems in place.
	2. Education on stewardship of time, tithes and talents.
	3. Helpful links:

<http://www.csservices.ca>

<https://www.barnabasfoundation.com/churches>

1. **Member Care**
	1. Benevolence policy and implementation for members
	2. Elderly Care
	3. Care for sick and those limited to home or institutional care.
	4. Helpful resource:

Helping Without Hurting – Church Benevolence

<https://www.amazon.com/Helping-Without-Hurting-Church-Benevolence/dp/0802413390>

1. **Community Connectedness**
	1. Commitments to Community Partners
	2. Encouragement of Member Involvement
	3. Engaging in Community Listening
	4. Benevolence policy and implementation for non-members
	5. Partnerships with neighboring churches
	6. Helpful Guide – Healthy Principles of Community Engagement

<https://network.crcna.org/deacons/principles-healthy-community-engagement>

1. **Connecting with the denomination**
	1. Contact persons designated for key offices
		1. Safe Church <https://www.crcna.org/SafeChurch>
		2. Disability Concerns <https://www.crcna.org/disability>
		3. Office of Social Justice and Race Relations/Canada’s Committee for Contact with Government/Centre for Public Dialogue <http://justice.crcna.org/>
	2. Contact persons for mission support and learning
		1. <https://www.rca.org/>
		2. <https://www.crcna.org/get-involved-crc>
2. **Leadership and Administration**
	1. Annual impact measures set for the above
	2. Reporting and tracking mechanisms in place
	3. Communication plan for church and community
	4. Regular review of plans based on deacon calling/mandate and local vision/mission
	5. Helpful links: <https://network.crcna.org/deacons/deacons-mandate>

 <https://network.crcna.org/deacons/managing-vision-deacons-and-elders>

<https://network.crcna.org/deacons/establishing-agenda-deacons>

<https://network.crcna.org/deacons/systems-approach-office-deacon>