



Vincent C. Allen  
Senior Pastor

# Agape Fellowship Ministries

Subj: DUTIES FOR SERVANTS OF THE MONTH FOR 2018

Ref: (a) Deacon's Handbook

1. Per the reference, the following list has been established for the 2018 Servants of the Month. Remember, Deacons are partners with the senior pastor in caring for the membership. They are to conduct themselves in a manner that the people feel comfortable with sharing the issues they may be confronting. While the Deacon is the point of contact (POC), the entire team is needed during the month. Please do your leveled best to ensure the Team is assisting with the functions of the Servants of the Month.
2. The responsibilities outlined in the reference remain. Notably, caring for the body of Christ at "The Fellowship" is the most important function of those assigned each month. Again, keep in mind, this is a "team," and with each person doing what is asked, it will allow everyone to share in the duties. Lastly, it is important to keep the pastoral team apprised of all contacts made. The following duties are to be carried out:
  - a. Hospital Visitation. Once contact is made, please contact Elder and Mother Holman.
  - b. Visiting the Sick and Shut-in at their homes and administering communion when directed.
  - c. Intercessory prayer before all services.
3. Additionally, ensuring the building is secured after each service, it is imperative that a male (not a female) from the team remains behind to lockup and check with the pastoral staff prior to departing for confirmation that the building is secured. This includes:
  - a. Ensuring the Rear Sanctuary is secured; to include thermostats.
  - b. Ensuring all lights is off; especially in all three restrooms.
  - c. Ensuring all heating/air conditioning units is set at the appropriate temperature.
  - d. Ensuring all trash is removed from the building.
  - e. Ensuring the building is secured and the alarm is set.
  - f. Ensuring the Education building's heating/air conditioning units is set at the appropriate temperature and the building is secured.
4. Thermostats: Please ensure temperatures are set in accordance with the card located next to each thermostat.

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5. The oncoming Deacon is to contact the off going Deacon/Brother to get an update on the Sick and Shut-in and any changes to the duties of the Servants of The Month received from the Pastoral Staff.

6. If there is anything that needs clarity please contact me or speak to the Deacon who is leading his team.

Respectfully,

Pastor Vincent C. Allen

## **2018 Servant of the Month Schedule**

Vincent C. Allen, Senior Pastor

<u>Date</u>	<u>Deacon/Brother</u>	<u>Deaconess/Sister</u>	<u>Elder/Minister</u>
Jan	Jones/S. Williams	Jones	Holman/Holman
Feb	McClam/Trent	McClam	Armstrong/Armstrong
Mar	Calderon	Calderon	K. Staten/J. Donald
Apr	Grate	Grate	C. Barnes/R. Evans
May	Moore	Moore	P. Barnes/R. Cole
Jun	Key/Allan	Key	Morton/Morton
Jul	Jones	Reynolds	Reynolds/Z. Grant
Aug	McClam	Crain	Holman/Haynes
Sep	Calderon	Calderon	Armstrong/Crawford
Oct	Grate	Grate	K. Staten/Brown
Nov	Moore	Moore	C. Barnes/J. Donald
Dec	Key	Key	P. Barnes/R. Cole

\*Subject to change by pastoral direction\*

Pastor's contact information:

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Deacon Vernon L. Jones, Chairman—(540) 446-8029

Elder D. L. Holman, Ministerial Alliance Chairman—(540) 455-6678