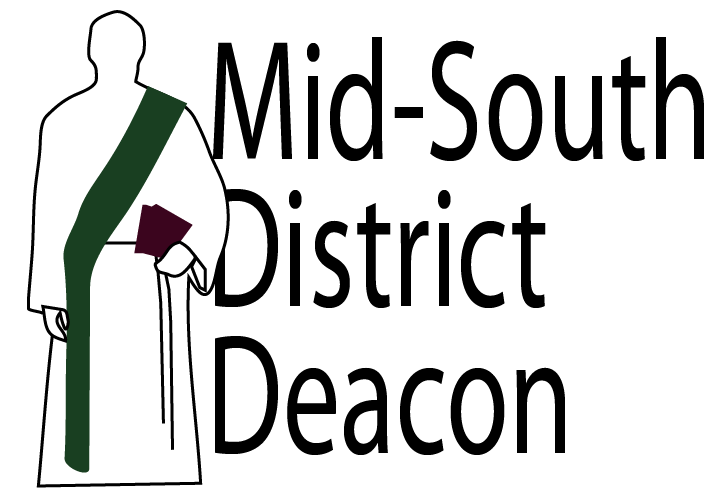
THE LAY DEACON PROGRAM MANUAL



EQUIPPING LAY LEADERS

For

MISSION AND MINISTRY

The Mid-South District

Lutheran Church – Missouri Synod

1675 Wynne Road

Cordova, TN 38016-4905

1-901-373-1343

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Contact: Rev. Dr. Roger Paavola ([rpaavola@mid-southlcms.com](mailto:rpaavola@mid-southlcms.com?subject=Question%20regarding%20the%20Deacon%20Program))

Mrs. Alison Hawkins ([ahawkins@mid-southlcms.com](mailto:ahawkins@mid-southlcms.com))

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**About the Program**

EQUIPPING LAY LEADERS FOR MISSION AND MINISTRY

THE DEACON PROGRAM - MID-SOUTH DISTRICT

OF THE LUTHERAN CHURCH—MISSOURI SYNOD

There is a recognized need to provide pastoral services to congregations whose circumstances make it impossible for them to support the ministry of a full-time, seminary trained pastor. This growing crisis is apparent in both rural and urban areas. Congregations may be vacant or are seeking assistance for their pastor. Immigrant and ethnic groups need spiritual leadership that fits their special circumstances. A program has been established to place qualified laymen to serve in a congregation under the supervision of an ordained pastor. This program is called “The Deacon Program.” The name “Deacon” was used in the New Testament in reference to commissioned laymen who assisted a congregation’s clergy in a variety of ways.

Depending on the abilities and training of the individual person, a Deacon may be able to work in a variety of areas of service in the local congregation, including but not limited to:

* assisting the pastor in administration of sacraments, preaching, and teaching
* developing outreach ministry programs
* developing stewardship programs
* developing small group ministries
* participating in a care-giving ministry including hospital and home visits
* leading education, music or youth ministry programs
* congregational administration

The Lutheran Church – Missouri Synod has authorized the districts to train lay deacons to meet the ministry needs of our time. It is imperative, then, that the Mid-South District address the existing needs and increasing opportunities with a “Deacon Program.”

This information packet outlines the procedures and contains the forms needed for an individual and/or a congregation to participate in the Deacon Program of the Mid-South District.

**A POLICY CONCERNING THE USE OF DEACONS IN THE**

**MID-SOUTH DISTRICT OF THE LUTHERAN CHURCH—MISSOURI SYNOD**

Before a lay worker is licensed to preach and authorized to function as a Deacon in a congregation of the Mid-South District of The Lutheran Church--Missouri Synod, the following conditions must be met:

1.00 A candidate for the program will be identified, endorsed and supported by his local pastor and congregation. He will be competent and spiritually qualified to assist his Pastoral Administrator in the ministry of the Word, such as teaching, preaching, leading worship, visitation and outreach. He will show a willingness to work under the supervision of his pastor, and make a commitment to complete what is asked of him in instruction and fieldwork as assigned.

1.01 The congregation shall have secured, with the assistance of the District President, the services of an ordained pastor to assume responsibility for supervising the work of the deacon and for oversight (episkope) in the congregation to be served by the Deacon. The arrangements pertaining to his service shall be shared with the District President and the Circuit Counselor and shall be approved by the District President.

1.02 The ordained pastor shall have general oversight of the congregation, that is, he shall supervise the doctrine and life of the congregation and the administration of the Office of the Keys to ascertain that they are in harmony with the Holy Scriptures, the Lutheran Confessions, and the teachings and practices of the Synod.

1.03 The Deacon shall carry out, in service to the congregation, certain distinctive functions of the ministry of the Word, and in approved cases, Word and Sacrament, in accordance with the District Guidelines and under the supervision of the ordained pastor responsible for the general oversight of the congregation. His service shall be to the specific ministry location for which he is assigned.

2.00 Authorization to a congregation to permit a lay worker to serve as Deacon, that is to conduct certain functions of the ministry of the Word, and in approved cases, Word and Sacrament, shall expire on January 1 of the following year. An application from the congregation for renewal shall be submitted to the District President by December 1 of the year of service.

3.00 The license to preach issued to the Deacon expires on January 1 following the year of service but may be renewed on an annual basis. Application for renewal shall be submitted by the Deacon to the District President by December 1 of year of service.

4.00 Annual renewal forms are to be completed by the deacon, Pastoral Administrator and congregation and submitted to the District President by December 1 of the service year.

5.00 All congregations obtaining the services of a Deacon, as well as all lay workers serving as Deacon, shall agree in writing to follow both this Policy and the terms of the Guidelines for congregations regarding the service of a Deacon when it is not possible to obtain or call an ordained Pastor.

6.00 In the event that any of the arrangements or renewals, described in 1.01, 2.00, 3.00, 4.00 or 5.00 above are denied by the District President, the congregation may appeal the District President’s decision to the Presidium, (Vice Presidents) of the District. The decision of the Presidium is final and not subject to further appeal.

7.00 While the Deacon is a service position and is undertaken without expectation of compensation, the congregation where he is serving is encouraged to provide a stipend once a Deacon begins his work. Travel reimbursement should be provided. This can be expressed in an agreement between the congregation, the Deacon and his Pastoral Administrator.

The Deacon Formation Process

Step #1- Status Candidate

The first step in the Deacon Formation process is to complete, and submit the Deacon Application to the Mid-South District.

In order to complete the application the candidate will need the following:

1. Recruit a rostered, ordained pastor actively serving in the Mid-South District who is willing to serve as the Pastoral Administrator to the Deacon.
2. Gain approval for service from the Deacon’s home congregation, and, if applicable, the congregation in which the Deacon will be serving. (Use the Ministry Agreement Form)
3. Complete the online application and submit the application to the District.

Step #2- Student: once approved, the candidate’s status will change to student.

The second step in this process is to enroll in available Deacon courses. The District website contains a list of approved courses. While there is no particular order required for each course, a student is not eligible to be licensed for Word and Sacrament ministry until he has successfully completed the five core courses.

Step #3- Licensed: A student having successfully completed the five core courses may be licensed for Word and Sacrament ministry.

The license requires a completed ministry plan, signed by the pastor, the congregation’s chairman, and the District president. The license must be renewed annually.

Step #4- Certified: A student successfully completing the 10 required courses will receive a certification as a Deacon in the Mid-South District. While certification does not need to be renewed, only Licensed Deacons perform Word and Sacrament ministry as requested by their congregation and their pastoral administrator.

**REQUIRED COURSE OF STUDY**

1. **Old Testament:** The Old Testament study will focus on God’s plan of salvation as revealed in the Old Testament and leading to the New Testament.
2. **New Testament:** The New Testament study will focus on the person and work of our Savior to show the completion of God’s plan of salvation.
3. **Doctrine:** In this course the basic teachings of God’s Word as recorded in Scripture and supported in the Book of Concord will be studied.
4. **Homiletics:** This course will concentrate on the preparation and delivery of a sermon with the proper balance of Law and Gospel.
5. **Biblical Interpretation:** Fundamental principles and methods that lead to a competent reading and understanding of the Bible in a vernacular translation.
6. **Worship:** In this course the basic elements of Lutheran worship will be studied, including confession and absolution, the Word and Sacraments, prayer and how they are included in a variety of worship formats.
7. **Care-giving:** Concern for those in special need will be stressed including those in hospitals, rest homes, home-bound, and those in bereavement.
8. **Evangelism and Assimilation:** Developing an effective program of outreach and assimilation are central to this course. Small-group ministry is included.
9. **Teaching the Faith:** This course will examine the essential elements of the teaching-learning process as it applies to teaching the Christian faith.
10. **Church History:** This course introduces the student to the discipline of church history, and provides an overview of the life and mission of the Church in the world from apostolic times to the present

**Instructors:** The Deacon Program Committee will designate instructors in various locations around the District with class schedules adapted to the needs of the students and instructors. Instructional materials used in academic or mission settings of the Synod or those developed by the District Advisor for Instruction are approved by the Committee and adapted by the instructors.

**Cost:** Tuition for the training is **$200** per class. Other costs include any books and materials needed for the class. The congregation which is being served will normally assume the cost of the training.

**To those interested in the Deacon Program, those currently enrolled, Pastoral Administrators and Instructors, please fill out the applicable forms by going to the Mid-South District Website:** [**www.mid-southlcms.com**](http://www.mid-southlcms.com)

# DEACON GUIDING BOARD

District Staff Members on The Board

The Mid-South District President, The Rev. Dr. Roger Paavola ([rpaavola@mid-southlcms.com](file:///C:\Users\congragation\Desktop\New%20folder%20(2)\Convention%20Reports%202009-2012\Deacon%20Program%202015%20documents\2014%20deacon%20documents\rpaavola@mid-southlcms.com)) is the authorizing agent of the Deacon program for the Mid-South District. His office sets the policies and administers the roster of Deacon.

Mrs. Alison Hawkins, ([ahawkins@mid-southlcms.com](mailto:ahawkins@mid-southlcms.com)) manages the day to day operations and administration of the program including program administration and communications.

Regional Pastoral Representatives:

Rev. Russell Shewmaker

(Director of Pastoral Supervision)

1812 South Rains

Jonesboro, AR 72401

1.870.935.2001

[pastor@pilgrimlutheran.us](mailto:pastor@pilgrimlutheran.us)

Rev. Curtis Hoover – East Regional Pastoral Representative

2640 Buckner Road

Thompson’s Station TN 37179

1.615.791.1880

[pastorcurthoover@gmail.com](mailto:pastorcurthoover@gmail.com)

Deacon Representatives:

Deacon Earl Burghart - [edburghart@aol.com](mailto:edburghart@aol.com)

Deacon Tim Hunze - [timhunze@gmail.com](mailto:timhunze@gmail.com)

Deacon Bill Schutte - [outbackbanners@centurytel.net](mailto:outbackbanners@centurytel.net)

**Scope of a Deacon's Ministry**

The 1989 Synod Convention in Wichita, KS authorized the licensing of laymen to carry out pastoral functions including the administration of the Lord’s Supper “in exceptional circumstances when no ordained clergy is available and the congregation would otherwise be deprived of the Sacrament for a prolonged period of time….when specifically authorized to do so by the congregation and with the approval of a supervisory pastor and the District President.” The 2004 Synod Convention in St. Louis, MO voted to “Affirm District Programs that Equip Laity for Ministry.”

The ministry duties of a deacon are clearly defined in the “Policies and Guidelines for the Deacon Program” of the Mid-South District. These duties may include:

1. Preaching in the Public Services in the congregation he is serving, using approved printed sermons, or sermons produced by the Pastoral Administrator, or their own sermons as long as such sermons have been evaluated by the Pastoral Administrator.

2. Leading the Public Services in the congregation he is serving, following the liturgical forms approved by the Pastoral Administrator and which are acceptable to the congregation.

3. Administering the Sacrament of Holy Baptism in the congregation he is serving, upon the approval of the Pastoral Administrator and the congregation.

4. Administering the Sacrament of Holy Communion in the congregation he is serving, with the written authorization of the congregation, Pastoral Administrator, and in consultation with the District President or his designated representative.

5. Providing chaplaincy services (worship services, devotions, etc.) in a nursing home, hospital, home for the elderly, etc. under the direction of the Pastoral Administrator.

The field of a Deacon’s ministry is normally confined to the congregation that is sponsoring his ministry. If a neighboring pastor or congregation needs and requests the services of a licensed Deacon at another church, such a request needs to address a valid need, and also needs a new completed ministry agreement form that has been approved by both congregations and the pastor(s) serving those congregations, by the Pastoral Administrator and by the District President or his designated representative.

When questions arise concerning the use of a Deacon in an emergency situation that is not covered in these guidelines, such a use always needs the approval of the Pastoral Administrator and the congregation a deacon is serving, in consultation with the District President or his appointed representative.

The Churches Role

**FOR THE CONGREGATION:**

1. Making the Decision: When a congregation identifies a need for pastoral ministry, it may study the possible fulfillment of the need by acquiring the services of a Deacon (a layman serving under the direction of a Pastoral Administrator). After receiving full information from the District about the Deacon Program the congregation may make the decision to request the services of a Deacon.
2. Developing a Deacon Ministry: The congregation may identify a qualified person within the membership that they believe has the potential to serve as a Deacon or information about available candidates may be requested from the District. Discussion with the prospective Deacon candidate shall lead to the development of a ministry plan, which includes the areas of service, the selection of a Pastoral Administrator and a course of study.
3. Agreement for a Deacon Ministry: When a deacon ministry plan has been developed it shall be submitted to the District President using the “Ministry Agreement” form. The President shall sign the form to confirm the agreement for Deacon Ministry and the status of the deacon indicating whether he is licensed or unlicensed. The deacon shall then be placed into service.
4. Placing into Service: It is recommended that in order to acknowledge the beginning of a Deacon’s ministry, a “Service of Commissioning” be held in a public worship service to mark this occasion and to ask for God’s special blessings on the ministry.
5. Annual Renewal: An authorization to continue the deacon ministry shall be given by the District President on an annual basis. The deacon and the congregation shall submit applications, comprised of the “Annual Renewal” form and the “Pastoral Administrator’s Evaluation” form, for renewal by December 1 in the year of service. Any significant changes that have been made in the ministry plan shall be identified for approval at that time. These forms are available on the Mid-South District website: [www.mid-southlcms.com](http://www.mid-southlcms.com) under the “Worker” heading.

**GUIDELINES FOR CONGREGATIONS REGARDING THE PERFORMANCE**

**OF CERTAIN PASTORAL FUNCTIONS WHEN NO ORDAINED PASTOR IS AVAILABLE**

Lutherans believe, teach and confess that God has instituted the Office of the Public Ministry (AC V) and that “nobody should publicly teach or preach or administer the sacraments in the church without a regular call” to serve in this office (AC XIV). Therefore, only those who hold the Office of Public Ministry should exercise distinctive functions of this office. However, when no pastor is available, and in the absence of any specific Scriptural directives to the contrary, congregations may arrange for the performance of these distinctive functions by qualified individuals, lest God’s people be deprived of the opportunity for corporate worship and the celebration of the sacraments. The following guidelines are presented in order to assist congregations in providing for an orderly way of carrying out certain distinctive functions of the pastoral office in the absence of an ordained clergyman through the position of “Deacon” as established by the Mid-South District. Because of its close connection with the Pastoral Office, the position will be held by men in keeping with the Synod’s position and practice on those who hold the office of Pastor.

These guidelines consider some of the distinctive functions of the Office of the Public Ministry, particularly in connection with the ministry of the Word.

I. Preaching in the Public Services

In dealing with this function, a distinction should be made between the responsibility and function of composing and delivering sermons and the simpler task of serving as a “reader” who reads a sermon which has been composed and prepared by one who holds the Office of the Public Ministry. In the latter case, the reader is serving as a kind of announcer or deliverer of a message composed by a pastor. The Pastoral Administrator will exercise the responsibility for oversight (episcope).

a. Reading Sermons Composed by a Pastor

1. In an emergency situation when the regular pastor or vacancy pastor of a congregation is unable to be present to preach because of illness, transportation problems, or some other circumstances in which his congregation or mission would be deprived of corporate worship, the elders of the congregation or responsible congregational leadership may, with the consent of the pastor, select a male member of the congregation to read in the public worship service a sermon composed by one who holds the Office of the Public Ministry.
2. In circumstances where no resident pastor is available and the regular pastor or supply pastor is unable to preach in the congregation for a prolonged period of time, the selection of the lay reader should be approved of in advance by the District President, who will assure that the individual possesses qualities which would commend him for this ongoing role (e.g., spirituality, exemplary Christian life, excellent standing in the congregation, good communication skills, and a readiness to grow and learn.)

b. Composing and Delivering Sermons by Individuals Not Holding the Office of the Public Ministry

i. In circumstances where there is no resident pastor and no pastor available to lead worship and preach regularly, arrangements may be made by a congregation or the responsible board, in consultation with the District President, to secure the services of a Deacon, licensed to preach and serve under the supervision of an ordained pastor. Such laymen shall: 1) successfully complete the Homiletics course and Biblical Interpretation course; 2) shall have completed or is continuing to pursue designated courses of study under qualified and designated instructors in the District; and 3) be approved and licensed by the President of the District to which the congregation belongs where the Deacon will serve.

ii. The license to preach in a given District shall be issued by that District’s President in keeping with criteria and standards which have been followed in Synod. The license shall be initiated for no more than one year and shall clearly state in writing the conditions under which the license may be renewed.

iii. All sermonic preparation and composition by licensed layman shall be guided and directed by the Pastoral Administrator. All sermons delivered by the licensed layman, whether prepared by the licensed layman or by another, should receive the approval of the Pastoral Administrator prior to delivery in a public worship service. It is understood that where consultation is not possible, the Pastoral Administrator will have made appropriate arrangements for exercising his accountability for the proclamation of the Word in the congregation.

2. Leading the Public Services

The Deacon will follow liturgical forms as are approved and provided by the Pastoral Administrator and which are acceptable to the congregation.

3. The Public Administration of the Sacraments

Only those Deacons licensed by the District President may serve in this capacity. He may only do so with written permission from his Pastoral Administrator, his local congregation, and, if applicable, the congregation in which he will serve. Written notice of this service is to be forwarded to the District Deacon Coordinator prior to serving.

The Deacon will follow Biblical and Synodical procedures as authorized by the congregation and overseen by the Pastoral Administrator.

**GUIDELINES FOR A PASTOR SUPERVISING THE WORK OF A**

**DEACON IN THE MID-SOUTH DISTRICT**

1. The Pastoral Administrator shall faithfully and carefully oversee the work of the Deacon for whose ministry he is responsible.

The Deacon gains most of his learning by “doing” under the guidance, reflection and evaluation of a Pastoral Administrator. The Pastoral Administrator is to inspire and encourage the Deacon and to help equip him with the various skills that will enable him to serve people effectively in the congregation he has been called to serve.

A Pastoral Administrator should have a minimum of five years in pastoral ministry. Any exceptions must be approved by the District President. He demonstrates by his own personal and professional life what it means to be a faithful and effective church worker.

A Pastoral Administrator shall:

1. Meet regularly with the Deacon for direction as well as reflection and evaluation of the Deacon’s work.

b. Supervise the preaching and teaching of the Deacon, evaluating his sermons before he delivers them and approving the materials he uses in his teaching.

c. Ask for frequent progress reports from the Deacon.

d. Challenge the Deacon to think for himself for possible solutions to various issues and problems that he is facing.

e. Back him up with your wholehearted support, sharing constructive criticisms with him only in private.

f. Teach him to take criticism constructively and to learn from his mistakes.

g. Give him the opportunity to observe ministry, taking him on visits, and including him in ministry activities whenever possible or appropriate.

h. Place responsibilities on him gradually, starting in those areas he is most equipped and then gradually enabling him to expand his areas of ministry.

i. Supervise and assist him in his ministry to all of the members of the congregation he serves, and in his outreach to the community.

j. Complete and share with him a thorough evaluation of his work at least once every six months.

k. Consult with his instructor in the Deacon Training Program to see how he is progressing with his class work.

l. Meet regularly with the leaders of the congregation he is serving to keep clear his areas of responsibility, and to evaluate his ministry in the congregation.

m. Pray for him and his family with the leaders of the congregation.

n. Work with the District President and the District Director for the Deacon Training Program in completing the certification process each year for the Deacon.

1. The Pastoral Administrator shall direct the Deacon not to engage in formal pastoral counseling but shall encourage him to be ready to listen and help those in need.
2. The Pastoral Administrator shall encourage the Deacon, set an example of Christian conduct, and be supportive and helpful to him, freely share ideas, insights, experiences, and other help so that, by the grace of God, the combined efforts of the Pastoral Administrator and the Deacon will result in the edification of the congregation and the growth of the Church of Jesus Christ.

1. The Pastoral Administrator is also the pastor who has responsibility to oversee the congregation served by the Deacon.
2. The Pastoral Administrator is responsible for applying the divinely ordained discipline of the church according to the Word of God, and as much as possible, keep the Deacon informed of his activity in this area.

## Deacon Program Changes

There are changes that have occurred in the Deacon program, particularly in the area of Course administration.

Notable changes include:

* Standardized Syllabi: Each of the ten foundation courses will be expected to meet the educational goals established by the Synod's committee for the Deacon/DELTO program from 2002. Instructors are free to present the material in a way that they believe will best allow them to meet the academic objectives outlined in the course syllabus. However, the content of the class is prescribed by the approved syllabus. The standardized syllabi may be downloaded from the district website in Lay Deacon Ministry – "forms and documents.
* Standardized Final Examination: All students will receive credit for a course after successfully meeting the expectations of the instructor and passing a standardized final examination provided by the District. The goal in requiring a standardized test is two-fold. **First**, it insures consistent course content. **Second**, the exams are identical to the competency exams required for entrance into the SMP or Residential programs of the Seminaries.
* Finally, registration for the class and payment will be handled electronically from the District.

To initiate a new course, in addition to the proposed dates, submit a Class Plan to Alison at the district office. A brief description can be found on this page. The Standardized Syllabi may be downloaded from the sidebar.

**GUIDELINES FOR INSTRUCTORS IN THE DEACON PROGRAM**

St. Paul wrote to Timothy, “And the things you heard me say in the presence of many witnesses entrust to reliable men who will also be qualified to teach others.” 2 Timothy 2:2 TEV. This mandate unceasingly urges pastors to encourage and recruit suitable young men to become pastors. It also applies to our Deacon Training Program. It breathes a sense of sacredness and of mission urgency.

The following are criteria and guidelines that pertain to the appointment of instructors for the courses in the Deacon Training Program curriculum and to the scope of authority and responsibility.

1. Instructors shall be LCMS pastors who demonstrate extraordinary spiritual gifts for the courses to be taught. Practical experience is essential. Academic study beyond the M. Div. Level is highly desirable. LCMS teachers with proper credentials may be used to instruct the “Teaching the Faith” course.
2. Instructors are to demonstrate a maturing relation with the Lord Jesus Christ, and a deepening and broadening of theological knowledge and wisdom. They also are to demonstrate a wholesome accountability to God, to the students’ sponsoring congregations, the District and the universal Church.
3. Instructors are appointed by the Executive Staff Program Director.
4. Instructors, of the ten foundation courses shall use the District approved syllabi to direct course content. They are free to use their own methods for presenting content. Credit for the foundation courses will only be granted to those students who successfully complete the course expectations and pass the standardized final examination.
5. For continuing education courses, Instructors may make reference to course syllabi and materials used by other instructors in the Mid-South District or another District of the LCMS. In any case, instructors shall, at an early date prior to the beginning of a course, send their drafted course syllabi to the District Advisor for Instruction for review and approval.
6. The Instructor will not be responsible for collecting tuition payments and fees from the students and/or their congregations. If workbooks or textbooks are needed, the instructor will determine the best method for procuring the books and handling payment.

7. At the conclusion of each of the foundation courses the instructor shall administer a competency exam provided by the District. The exams will be forwarded to the District Advisor for grading. Those students with a passing score will receive credit for the class. Those not passing will have the option of participating in the next class on that topic at no additional cost. The District will provide the instructor with certificates of completion to distribute to those who have passed the class.

1. The District President and the District Deacon Program Director are available to answer questions and provide assistance.

**For Instructors – Class Management**

The goal of each course offered to those preparing for the Deacon is to provide the knowledge and skill needed to effectively lead God’s people in the growth of their Christian faith.

Therefore, each course should be crafted to augment the student’s knowledge of the subject and opportunities to practice skills impacted by this knowledge. Adequate time should be allotted through the life of the course for reflection and application.

|  |
| --- |
| I Initiating a Course |
| |  |  |  | | --- | --- | --- | | zerospace | A | The instructor begins the process of initiating a course by submitting a class plan to Alison Hawkins, [ahawkins@mid-southlcms.com](mailto:ahawkins@mid-southlcms.com) at least eight weeks prior to the start of the class.  The class plan should include: | |
| |  |  |  | | --- | --- | --- | |  | 1 | A breakdown of each meeting date.  The breakdown should include: | |
| |  |  |  | | --- | --- | --- | |  |  | * Meeting date, time, and place * Content to be covered on that meeting date * Key objectives from the Deacon Syllabus that will be addressed on that meeting date. | |
| |  |  |  | | --- | --- | --- | |  | 2 | A list of required readings for the course. | |
| |  |  |  | | --- | --- | --- | |  | 3 | An indication of the instructor’s preference regarding allowing online students to participate or allowing students to audit the course | |
| |  |  |  | | --- | --- | --- | | zerospace | B | Once the class plan has been approved by the District Director, the course registration will be activated and a new course announcement sent to those in the program. | |
| II   Registration |
| |  |  |  | | --- | --- | --- | |  | A | The District office will handle registration through its web-based tools. | |  | B | Only those students prepaying will be allowed to participate in the course. | |  | C | The instructor will receive weekly registration updates to assist in planning the class. | |  | D | The final registration will be sent to the instructor 10 days prior to the first class. At that time registration will be closed. | |
| III  Conclusion |
| |  |  |  | | --- | --- | --- | |  | A | The final examination.  Each of the ten foundation courses have a standardized final examination provided by the District.  The purpose of the standardized exams is to ensure that each student is prepared to enter into the SMP program should he desire to do so. | |  | B | The instructor shall administer the final examination. | |  | C | The instructor will return the completed exams along with a written evaluation of each student to the District office. | |
| IV  Honorarium |
| |  |  |  | | --- | --- | --- | |  | A | The instructor will receive an honorarium for each non-auditing student successfully completing the class. | |  | B | No honorarium will be given to the instructor for those students auditing the course. | |  | C | Once the District has received the final exams and the evaluation of the students from the instructor, and the exams have been processed, the instructor will be sent his honorarium. | |

The **Required Syllabi** of the 10 Basic Courses for the Deacon Program of the Mid-South District are available under Forms and Documents in the Licensed Lay Deacon page of the district website.

# Lay Deacon Training

**Available Classes**

The Mission Training Center, from Concordia University Portland, offers on line classes that can help you complete your training. For more information and how to register, check out their website [www.missiontrainingcenter.org](http://www.missiontrainingcenter.org/) or call Renee Zolitsch at Concordia, Portland 971-302-7595.

Contact Alison Hawkins at the district office for possible local courses or self paced online courses.

[ahawkins@mid-southlcms.com](mailto:ahawkins@mid-southlcms.com) or 866-373-1343

The Formation Process

**TO BECOME A DEACON:**

1. Making the Decision: There comes a time in an individual’s life when God speaks through His Word and/or through another Christian to inspire him to greater service for Christ and the Church. If you feel that God is calling you to another level of service for Him, then the Deacon Program may be for you. To begin, study this information and discuss it with trusted Christians, and especially, your pastor. Then complete the application form found on the District website and have your pastor complete the pastor’s recommendation form.
2. Enrollment and Development of a Ministry: Agreement forms for the pastoral administrator and the congregation may be found on the Mid-South District website. Each needs to be completed by the prospective Deacon, pastoral administrator and congregation. Discussion may begin with a congregation and a Pastoral Administrator to develop the Deacon’s ministry since the congregation, the Pastoral Administrator and the deacon shall complete and sign an “Agreement for Deacon Ministry.” Upon approval by the District President, the individual shall make plans to participate in appropriate classes.
3. Course of Study: There are ten classes in the course of study for the Deacon Program. A brief description of each is listed in this document. It is the goal of the program that a Deacon will have the knowledge, skills and attitudes taught in the course of study. At the completion of each of the ten foundation courses, the Deacon will need to successfully complete a final exam. A Deacon may begin service at any time, in any area of ministry in his own congregation that is approved by his own congregation and his Pastoral Administrator. Before preaching a sermon the Homiletics course should be completed.
4. Licensing for Service: The individual must complete the five core courses before he is eligible to serve as a licensed Deacon. The congregation, the deacon and his Pastoral Administrator shall prepare a description of the deacon’s planned ministry. The plan shall be submitted annually to the District using the “Annual Ministry Agreement” form signed by the congregation’s president, the Pastoral Administrator and the Deacon, and the Pastoral Administrator’s report. The District President will then issue a “License to Serve as a Deacon in the Mid-South District” to the Deacon. The Deacon can then serve in another congregation other than his own. The licensing shall be renewed annually.

1. Certification: The District will award a “Certificate of Graduation and Recognition” after successfully completing all ten classes. The instructor registers all completed classes with the District Program Director. Comparable courses taken in another District or at an educational institution will be accepted at the discretion of the District Advisor for Instruction. However, the student must successfully pass the final exam for each course before credit can be given for the class. The deacon has then reached the status of “Certification” in the Mid-South District Deacon Program. It is recommended that a Service of Commissioning be held at the local congregation to mark the beginning of a Deacon’s service.

## ****License Procedures****

Those laymen who desire to engage in Word and Sacrament Ministry in their local congregation must be approved, Licensed to do so by the District President. The license is to be renewed annually.

Prerequisites:

To be licensed to preach, the Deacon will have successfully completed the five foundation courses of the deacon program:

1. Old Testament  
2. New Testament  
3. Doctrine  
4. Homiletics  
5. Biblical Interpretation

All 10 required courses must be successfully completed before a deacon is eligible to be certified.

Only certified deacons will be eligible to furnish Sacrament ministry to a congregation that requests if and at the approval of the District President and Pastoral Administrator.

**Steps to Licensure:**

1. Congregational approval. Those who desire to apply for a license to perform Word and Sacrament ministry must have the approval of the [initial ministry plan](https://www.mid-southlcms.org/index.php/for-deacons/license-procedures) by the Voters' assembly of their local congregation or an elected board authorized by the Voters' assembly. In addition, a [recommendation](https://www.mid-southlcms.org/images/Site_Images/Deacon/DeaconPastorsRecommendation_distributed.pdf) from the pastoral administrator is required. These

2. The Deacon, the Pastoral Administrator, and the congregation's chairman will sign the document and send it to the District office.

The Mid-South District

c/o: Mrs. Alison Hawkins

1675 Wynne Road

Cordova, TN 38016

or via email at: [ahawkins@mid-southlcms.com](mailto:ahawkins@mid-southlcms.com)

Forms and Documents

AGREEMENT FOR DEACON MINISTRY

Mid-South District of The Lutheran Church-Missouri Synod

Congregation, Deacon, and Pastoral Administrator

In the name of the Father and of the Son and of the Holy Spirit. Amen.

To: Deacon: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

and Pastoral Administrator \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Congregation: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

City: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Phone No. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Having called on the Lord our God for guidance and exercising the authority that has been invested in us, we, the members of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ request that you serve us in the Deacon Ministry and honor the Mid-South District's policy and guidelines regarding the Deacon ministry.

For his services the congregation agrees to provide to the Deacon the following (salary, housing, benefits, mileage, etc):

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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For his services the congregation agrees to provide to the Pastoral Administrator the following (salary, housing, benefits, mileage, etc):

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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The following Ministry Description shall be a guide to the services involved in this agreement

Purpose of ministry: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Responsible to: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Ministry description: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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Desired results: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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Time commitment (amount of time, length of service): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Plan for training and study: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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Other: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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• The Congregation, Deacon or Pastoral Administrator may terminate this agreement with 60 days notice.

Date of application: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signatures

Congregation President: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Deacon: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Pastoral Administrator: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(Note: If the pastoral administrator is from a congregation other than the congregation being served by the deacon, a letter of consent from that congregation shall be attached.)

\_\_\_\_\_\_\_ Agreement approved to serve as Licensed Deacon

\_\_\_\_\_\_\_ Agreement approved to serve as Unlicensed Deacon

\_\_\_\_\_\_\_ Agreement denied

DISTRICT PRESIDENT: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Note: Copies of the completed and signed agreement will be made available to:

District President (original), Congregation, Circuit Counselor, Deacon and Pastoral Administrator

**Return the completed application via email at:**

[**ahawkins@mid-southlcms.com**](mailto:ahawkins@mid-southlcms.com)

**or via mail at:**

**Mid-South District- LCMS, Deacon Program, 1675 Wynne Road, Cordova, TN 38016-4905**

*This section to be completed by the Deacon’s Home Pastor and mailed directly to the address below:*

**HOME PASTOR RECOMMENDATION**

Name of Deacon Applicant: \_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Title First Middle Last

Home Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

City\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_State\_\_\_\_\_\_\_\_\_ZipCode\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Telephone\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. How long have you known applicant? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
2. In what capacity has the applicant served in your congregation? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. Do you anticipate that the applicant will serve as a deacon in your congregation? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

If yes, in what capacity? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Do you anticipate that the applicant will serve as a deacon in another congregation? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

If yes, where? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

If yes, in what capacity? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. Additional information about the applicant that you consider significant (family circumstances, etc.).

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Congregation: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Location: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Telephone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Return the completed form to:

Mid-South District – LCMS, Deacon Program, 1675 Wynne Road, Cordova, TN 38016-4905

**Pastoral Administrator's Annual Report**

This is an annual report to be completed by every pastor in the Mid-South District who supervised the work of a Deacon during the year. This report is to be returned to President at the Mid-South District Office **by December 1**.

Name of Pastoral Administrator: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name of Deacon being supervised: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Ministry location for the Deacon: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Areas of ministry the Deacon covers: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Report:

1. I met with the Deacon on

\_\_\_\_\_\_\_\_\_\_ a weekly basis during the year.

\_\_\_\_\_\_\_\_\_\_ monthly basis during the year .

\_\_\_\_\_\_\_\_\_\_ Other. (Please Explain: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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2. I evaluated

\_\_\_\_\_\_\_\_\_\_ all of his sermons before he preached them.

\_\_\_\_\_\_\_\_\_\_ he does not preach.

3. I reviewed the work of the Deacon with him on a

\_\_\_\_\_\_\_\_\_\_ a weekly basis during the year.

\_\_\_\_\_\_\_\_\_\_ monthly basis during the year.

\_\_\_\_\_\_\_\_\_\_ Other. (Please Explain: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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4. I took the Deacon with me on

\_\_\_\_\_\_\_\_\_\_ hospital visits

\_\_\_\_\_\_\_\_\_\_ visits to homebound persons

\_\_\_\_\_\_\_\_\_\_ evangelism calls

\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ calls

5. I consulted with the Deacon's course instructor in the past \_\_\_\_\_\_\_\_\_\_\_ months to determine his progress in the current course.

6. Concerns which need to be addressed:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

7. I wish to see the Deacon's ministry expand in to include the following new areas:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signed \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Please Return to the Mid-South District via email at: [ahawkins@mid-southlcms.com](mailto:ahawkins@mid-southlcms.com)

or via mail:

The Mid-South District

Deacon Program

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