



# Deacon Nomination Process

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Deacon Team Manual

# **Deacon Nomination Team**

2005-2006

## **Deacon Terms that end in 2006:**

- Vicky Dix
- Keith Hess
- Bill Wood

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Ron Kee – Team Leader/Deacon \_\_\_\_\_ (wk); \_\_\_\_\_ (hm non-pub)

Wally Weber – Pastor/Team Facilitator \_\_\_\_\_ (wk); \_\_\_\_\_ (hm); \_\_\_\_\_ (cell)

Vicky Dix - Deacon \_\_\_\_\_(wk) \_\_\_\_\_ (hm non-pub)

Keith Hess – Deacon \_\_\_\_\_ (wk); \_\_\_\_\_ (pgr.); \_\_\_\_\_ (hm)

Deryle O'Dell – Former Deacon \_\_\_\_\_ (hm non-pub)

Jamie Wheeler – Former Missionettes Coordinator \_\_\_\_\_ (hm)

Julie Cunningham – Bible Study Leader/Building Project \_\_\_\_\_(cell) \_\_\_\_\_ (hm)

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If a member or spouse of the nomination team accepts nomination to be a candidate for deacon, that member will need to withdraw from the nomination team to avoid a conflict of interest.

Three Deacons will be elected at the Annual Church Business Meeting at 5:00 p.m. on February 12, 2006. Each Deacon will be elected for a (3) year term 2006-2009

## Deacon Nomination Team Information/Meeting Dates 2006 -- 2007

- **August 9:** Team Leader, Ron Kee, will send letter to Timberline membership. Enclosures will include "Suggestion for Deacon" and the "Policy on Deacon Team Members."
- **August 10 – September 10:** Suggestions for Deacon from the membership.
- **September 11 – September 19:** Pastoral Team and Deacon Team review suggestions for Deacon from the membership.
- **September 21:** Send out applications/packets to those suggested for Deacon that meet the established guidelines.
- **October 15:** Deadline for returning Deacon Applications.
- **October 18: Deacon Nomination Team Meeting** at 7:00 p.m. in the Conference Room to review applications.
- **October 25: Deacon Interviews** begin (Conference Room, 7:00 p.m.)
- **November 1: Deacon Interviews** (Conference Room, 7:00 p.m.)
- **November 2: Deacon Interviews if necessary** (Conference Room, 7:00 p.m.)
- **November 28:** The Deacon Nomination Team makes recommendations to the Church Deacon Team.

From the input we have received, this schedule of meetings will work the best. Feel free to call me (482-4387) if you have any questions.

Moving Forward,

Wally Weber

01/06

# *Deacon Nomination Team Calendar Worksheet*

## *August 2006*

Sun	Mon	Tue	Wed	Thu	Fri	Sat
		1	2	4	4	56
6	7	8	9 Letters sent to Church Membership requesting Deacon Suggestions	10	11	12
13	14	15	16	17	18	19
<b>August 10<sup>th</sup> – September 10<sup>th</sup> :</b> <b>Suggestions for Deacon from the membership</b>						
20	21	22	23	24	25	26
27	28	29 Deacon Team Meeting	30	31		01/30/06

# *Deacon Nomination Team Calendar Worksheet*

## *September 2006*

Sun	Mon	Tue	Wed	Thu	Fri	Sat
					<i>1</i>	<i>2</i>
<i>3</i>	<i>4 Labor Day</i>  <i>Office &amp; Building Closed</i>	<i>5</i>	<i>6</i>	<i>7</i>	<i>8</i>	<i>9</i>
<i>10</i> Last Day for Suggestions for Deacon	<i>11</i>	<i>12</i>	<i>13</i>	<i>14</i>	<i>15</i>	<i>16</i>  <i>Communion</i>
<b>September 11<sup>th</sup> – September 19<sup>th</sup>: Pastoral Team &amp; Deacon Team review suggestions for Deacon from the membership</b>						
<i>17 Communion</i>	<i>18</i>	<i>19</i>	<i>20</i>	<i>21</i>	<i>22</i>	<i>23</i>
← <b>Pastoral Team Retreat</b> →				<b>Send out Deacon Applications</b>		
<i>24</i>	<i>25</i>	<i>26</i>	<i>27</i>	<i>28</i>	<i>29</i>	<i>30</i>
		<i>Deacon Team Meeting</i>				<i>01/30/06</i>

# *Deacon Nomination Team Calendar Worksheet*

## *October 2006*

Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15 All Deacon Applications Returned	16	17 Deacon Team Meeting	18 7:00 p.m. Deacon Nomination Team In Conference Room— Review Applications	19	20	21 <b>Missions</b>
22 Missions Banquet	23 Missiona Banquet	24	25 7:00 p.m. Deacon Interview in Conference Room	26	27	28 Recognition of 20 year Service for Dary & Bonnie Daylight Savings Fall Back
29 Daylight Savings	30	31				01/30/06

# *Deacon Nomination Team Calendar Worksheet*

## *November 2006*

Sun	Mon	Tue	Wed	Thu	Fri	Sat
5	6	7 <i>Election Day</i>	1  7:00 pm <i>Deacon Interviews in Conference Room</i>	2  7:00 pm <i>(Deacon Interviews in If necessary)</i>	3	4
12	13	14	8	9	10	11
19	20	21	15	16	17	18
26	27	28  <i>Deacon Nomination Team Recommendations</i>  Deacon Team Meeting	22  <i>No Regular Wednesday Night Schedule</i>	23  <i>Thanksgiving Day  Office &amp; Bulding Closed</i>	24  <i>Office &amp; Building Closed</i>	25
			29	30		<i>01/30/06</i>





August 11, 2006

Dear Timberline Member:

As a voting member of our church, you have the privilege to nominate and vote for deacons of our church. At our upcoming Annual Church Business Meeting on February 11, 2007, we will elect two deacons to serve for a three-year term. Don Massey & Phil Sheridan have served faithfully in this position for the past three years and will complete their terms in February 2007.

To serve as a Deacon is a very humbling position and not one to be taken lightly. The Bible explains the expectations and responsibilities of a Deacon in scriptures.

*"Deacons, likewise, are to be men worthy of respect, sincere, not indulging in much wine, and not pursuing dishonest gain. They must keep hold of the deep truths of the faith with a clear conscience. They must first be tested, and then if there is nothing against them, let them serve as deacons. In the same way, their wives are to be women of respect, not malicious talkers but temperate and trustworthy in everything. A deacon must be the husband of but one wife and must manage his children and his household well. Those who have served well gain an excellent standing and great assurance in their faith in Christ Jesus." 1 Timothy 3:8-13*

*"An elder must be blameless, the husband of but one wife, a man whose children believe and are not open to the charge of being wild and disobedient. Since an overseer is entrusted with God's work, he must be blameless, not overbearing, not quick tempered, not given to drunkenness, not violent, not pursuing dishonest gain. Rather he must be hospitable, one who loves what is good, who is self controlled, upright, holy and disciplined. He must hold firmly to the trustworthy message as it has been taught, so that he can encourage others by sound doctrine and refute those who oppose it." Titus 1:6-9*

At Timberline Church, we have outlined several responsibilities of a deacon. A few of these include:

- 1) Serving by being sensitive to the needs of others and responding to those needs.
- 2) Supporting the vision of the Pastors by prayer and fasting.
- 3) Leading in honoring the Pastors by keeping confidences and being dependable and accountable to those placed in leadership of you.
- 4) Leading in commitment and accountability by being consistent and committed in living the Christian lifestyle with daily prayer and Bible study, being led and controlled by the Holy Spirit, being faithful in tithing, maintaining a solid family life, and actively participating in ministry.

The process of electing deacons at Timberline Church begins by receiving names for consideration from the membership. The Deacon Nomination Team, comprised of members of the church, prayerfully review the nominations, request completed assessments, and conduct interviews to insure that the individuals meet the qualifications for the position of deacon. A final list of names is forwarded to the Church Deacon Team with their recommendations. The Church Deacon Team, after prayerful consideration, will submit candidates for the deacon positions to the church body, to be voted upon at the Annual Church Business Meeting.

**At this time, we would like to receive names for consideration.** If you know of someone who you believe meets the scriptural qualifications for deacon, please fill out the enclosed "Suggestion for Deacon" form and return it to the church office at 2908 S. Timberline Road. Also, you will find enclosed the "Policy on Deacon Team Members" adopted by the Church Deacon Team. All names **must** be received by **Sunday, September 10<sup>th</sup>**. You may copy the form and turn in as many names as you like. The Church Deacon Team appreciates your thoughtful consideration and suggestions for deacon.

Regards,

Ron Kee, Team Leader  
Deacon Nomination Team  
Enclosures

# Suggestion for Deacon

Term of office 2007-2010

After thought and prayer;

I suggest \_\_\_\_\_ for consideration.

I have known him/her for \_\_\_\_\_ years.

This person has been involved in the following Timberline Church ministries:

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I recommend him/her for the following reasons:

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I personally have been a member of Timberline Church for \_\_\_\_\_ years.

\_\_\_\_\_  
Please PRINT your name

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature

**Note: Deacon Suggestions will be subject to willing participation, review, successful completion of the deacon nomination interview and recommendation process, and subject to deacon team approval. Not all suggestions will result in a person being placed on the nomination ballot.**

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## Policy on Deacon Team Members

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Since Timberline Church has grown significantly in the past decade, and since we now have an abundance of qualified individuals who are capable of serving on the church Deacon Team, and since the potential of a conflict of interest on the Board has greater implications than in previous times, the following policies are adopted by the Deacon Team of Timberline Church.

- a) Spouses should not be allowed to serve on the Deacon Team at the same time.
- b) Family members, which include parents, children or siblings, will not be allowed to serve on the Deacon Team at the same time.
- c) No person who is the spouse of a full or part-time employee at Timberline Church should be allowed to serve on the Deacon Team as long as the spouse remains as an employee.
- d) No person who is an employee of Timberline Church will be allowed to serve on the Deacon Team while they remain as an employee of Timberline Church.
- e) Siblings, spouses, parents, children, etc. can not serve consecutive terms as members of the Deacon Team. There must be at least a one-year separation between terms for those who are relatives.
- f) Nominees for the office of Deacon must be able to provide verifiable records of financial giving – tithing to Timberline Church.

Adopted By The Board of Deacons  
Timberline Church



September 21, 2006

Name  
Street  
Town

Dear xxx,

Hello, I trust you are doing well and enjoying this wonderful Fall season!

Your name has been suggested to be a Deacon Team Member at Timberline Church. We would appreciate your prayerful consideration in applying for this position. Several documents have been enclosed for you. They are:

- *Timberline Self Assessment Form*
- *Timberline Church Brochure*
- *Timberline Deacon Team Manual*
- *Constitution and By-Laws*
- *Ministry Covenant (if the person has not completed one)*
- *Background Check Release Form*

**Please review all documents prior to filling out the *Timberline Self Assessment Form*.** *Even if a prior application has been submitted a new completed assessment form will be required. The Timberline Self Assessment Form must be returned to the office, mailed, or turned in to Pastor Wally or his administrative assistant, Bev Hagman. This assessment can also be sent to you via email, you can then fill it out and email it to Bev at [bhagman@timberlinechurch.org](mailto:bhagman@timberlinechurch.org). These forms will be collected and the information forwarded to the Nomination Team. Please respond to us no later than Sunday, October 15<sup>th</sup>, with a completed assessment or with a decision to not be considered at this time. If you do complete and submit an assessment form, please note that we will review your financial giving records (tithing & giving) and will be completing a background check. Thanks!*

Timberline members will vote at the Annual Business Meeting on Sunday, February 12, 2006, at 5:00 p.m.

Our church is at a very exciting and challenging time as we continue in our history making process. God bless you.

Sincerely,

Ron Kee, Team Leader  
Deacon Nomination Team

Enclosures

RK:bh

## SELF ASSESSMENT

“The Right People, In The Right Places, For The Right Reasons”

We are asking that every potential deacon candidate fill out the following questionnaire. The information is strictly confidential and will be shared with no one but members of the Deacon Interviewing Committee and Timberline Deacon Team.

**Please read everything first before filling out.**

Date: \_\_\_\_\_  
Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
City, State, Zip: \_\_\_\_\_  
Age: \_\_\_\_\_  
Day Phone: \_\_\_\_\_  
Home Phone: \_\_\_\_\_  
Fax: \_\_\_\_\_  
E-Mail: \_\_\_\_\_  
Occupation: \_\_\_\_\_

Within our Deacon ministry team, we strongly believe in the idea that God has shaped each one of us for ministry. Please describe how you may be prepared for the work of a Deacon Team member.

Are there any experiences or God-given insights that have inspired you to serve in this ministry?

How long have you been a Christian?

- 1 - 2 years
- 3 - 6 years
- 7 - 12 years
- 13 - 19 years
- 20 + years

How long have you been a voting member of Timberline?

- 1 - 2 years
- 3 - 6 years
- 7 - 12 years
- 13 - 19 years
- 20 + years

How long have you regularly attended Timberline?

- 1 - 2 years
- 3 - 6 years
- 7 - 12 years
- 13 - 19 years
- 20 years +

Are you in agreement with the basic doctrines of the church as stated in the Timberline brochure?

- Yes
- No

Use the back side if needed.

Are you in agreement with the Timberline Deacon Manual and our church Constitution By-Laws... reviewed date\_\_\_\_\_.

Yes

No

Can you wholeheartedly support the church's position on the baptism of the Holy Spirit according to Acts 2:4?

Yes

No

If you are not familiar with the church's position, a printed message by Pastor Dary is available through the church office.

Can you provide verifiable records of regular and systematic giving of tithes (10%) and additional offerings to Timberline Church?

Yes

No

Have you ever been convicted of a misdemeanor or felony?

Yes If yes, please explain.

No

Have you ever filed for bankruptcy?

Yes If yes, please explain.

No

Is there anything about your lifestyle (habits, activities, etc.) that could be detrimental to your ability to be a positive influence? Explain.

**Outline Church Ministry Involvement:**

<u>Role</u>	<u>Present/Past</u>	<u>Church or Organization</u>	<u>Length of Service</u>
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1.

2.

3.

4.

5.

How do you believe your previous or current ministry involvement will help you in the role of Deacon?

Have you attended the Timberline Summit Series? If so, list approximate dates.

- No Summit #1: \_\_\_\_\_ Summit #2: \_\_\_\_\_ Summit #3: \_\_\_\_\_  
 Yes Summit #4: \_\_\_\_\_ Summit #5: \_\_\_\_\_ Summit #6: \_\_\_\_\_

Have you signed a Ministry Covenant?

- No  
 Yes Approximate date: \_\_\_\_\_

Looking back over the past few years, what areas in your life have you noticed the most spiritual growth?

Are you currently involved in regularly studying the Bible?

How often do you read the Bible?

In the past 12 months, list one or two things God has revealed to you through His word? Use the back side if needed.

Do you have a favorite book from the Bible and would you tell us why?

Describe how you came to know Christ and your growth since then. Use the back side if needed.

Describe your prayer life.

Do you pray with your family frequently?

The greatest risk to this ministry is the deterioration of the spiritual character and reputation of those serving in this ministry. Therefore, each person is encouraged to maintain a spiritual accountability relationship with someone. Secondly, each person is asked to address conflicts quickly and personally so as to protect and maintain a spirit of unity. Mt. 18: 15-17, Gal. 6: 1. Who do you hold yourself accountable to or meet with on an ongoing basis? How long have you had this relationship?

Do you understand that Timberline Church is a Pastor Led Church?

- Yes
- No

Are there any unresolved issues with Pastors/Deacons/Leaders or anyone at Timberline Church?

- Yes
- No

To get to know your family better, please tell us:

Spouse's full name: \_\_\_\_\_ Occupation: \_\_\_\_\_

Children's names/ages:

- |                  |                  |
|------------------|------------------|
| 1. _____ / _____ | 4. _____ / _____ |
| 2. _____ / _____ | 5. _____ / _____ |
| 3. _____ / _____ | 6. _____ / _____ |

Have you or your spouse been divorced?

Husband:

Wife:

- |                              |                              |
|------------------------------|------------------------------|
| <input type="checkbox"/> Yes | <input type="checkbox"/> Yes |
| <input type="checkbox"/> No  | <input type="checkbox"/> No  |

*It is the position of Timberline Church, that divorce does not necessarily preclude a person from serving as a member of the Deacon Team. However, there are often issues associated with a person's divorce and/or remarriage that may require further examination as outlined by Biblical principals. The purpose of this examination would be to help determine if there are any past entanglements that would hinder the individual in their ministry, service, and ability to lead as a deacon.*

**Timberline Statement concerning Marriage and Ministry**

Any individual who is married and involved in ministry here at Timberline Church must continue to honor the Biblical standards of marriage. Marriage must be given a top priority. Anyone who is in serious dispute should inform his or her supervising pastor. It is our prayer that each one will do everything possible to bring about reconciliation. As separation pertains to affecting one's ministry, each situation will be evaluated in light of circumstantial and biblical criteria. Based upon these criteria, it is possible that the individual will be asked to step down from their position of ministry for a specific time period. Our goal will be to restore them to ministry after a restoration plan has been completed.

**Please list four references:**

**1. Pastor or ministry leader.**

Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
City, St., Zip: \_\_\_\_\_  
Day phone: \_\_\_\_\_

**3. Friend.**

Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
City, St., Zip: \_\_\_\_\_  
Day phone: \_\_\_\_\_

**2. Relative.**

Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
City, St., Zip: \_\_\_\_\_  
Day phone: \_\_\_\_\_

**4. Friend.**

Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
City, St., Zip: \_\_\_\_\_  
Day phone: \_\_\_\_\_



Are you willing to discuss any questions or statements on this application with  
Deacon/Pastoral Team leadership?

- Yes
- No

Your signature below indicates that you have read and understand the entire contents of this  
application:

**Potential Candidate:** \_\_\_\_\_ **Date:** \_\_\_\_\_

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**If married, ask your spouse to complete this section.**

Would this be a good time for your spouse to serve on the deacon team?

What two or three things do you appreciate about your spouse?

Briefly describe how **you** came to know Christ and **your** growth to know Him.

Do you have any unresolved issues with Pastors/Deacons/Leaders or anyone at Timberline Church?

- Yes
- No

Are you willing to discuss any questions or statements on this application with leadership?

- Yes
- No

Your signature below indicates that you have read and understand the entire contents of this application.

**Spouse:** \_\_\_\_\_ **Date:** \_\_\_\_\_

Rev. 07/18/05 bh

# MY MINISTRY COVENANT

Recognizing the high privilege and calling that is mine to serve the Lord in ministry in order to build up the Body of Believers and reach our world for Jesus Christ, I commit to the following:

## Peak #1: Love Expresses...Expressing Worship to God

1. I will live my life by Biblical principles in order to bring glory and honor to God.

## Peak #2: Love Reaches...Reaching Our World

2. I will embrace and support the vision of Timberline to present Christ to our world in ways that are practical, contemporary, creative and Biblical.
3. I will demonstrate Christianity through relationships with people in our community, based on God's genuine love for all humanity.
4. I will share the responsibility of my church by praying for its growth, inviting the unchurched to attend and warmly welcoming those who visit.

## Peak #3: Love Teaches...Teaching Believers

5. I will continue to grow in my personal relationship with the Lord.
6. I will attend Timberline Church regularly.
7. I will support Timberline Church with my finances by giving regularly.
8. I will complete Summit Classes 1-4.
9. I have been or will be baptized in water.

## Peak #4: Love Embraces...Embracing and Loving One Another

10. I will protect the unity of my church.
11. I will act in love toward other members.
12. I will refuse to gossip.
13. I will support the leadership of Timberline Church.
14. I will cooperate with other ministries and place the greater good of the whole Body over the needs of my ministry.
15. I will uphold the Biblical standards for marriage.

### Timberline Church Statement & Policy Concerning Marriage Difficulties and Ministry Involvement

At Timberline Church, we believe that marriage is one of the most important commitments between a man and woman. Married individuals involved in ministry at Timberline Church must do everything in their power to uphold the Biblical standards concerning marriage. If serious marriage difficulties or separation occurs, it does affect one's ability to minister. Those who are in dispute should inform their supervising pastor as soon as possible. Each situation will be carefully evaluated in light of Biblical and circumstantial criteria. When determined necessary, individuals will be asked to withdraw from positions of ministry so they can focus their attention on the restoration of their marriage. Our prayer is that each person will do everything possible to bring about reconciliation.

## Peak #5: Love Releases...Releasing Believers into Ministry

16. I will discover my ministry gifts and serve in the area that best expresses what God made me to be.
17. I will prepare for ministry by participating in Leadership Training.
18. I will be punctual and faithful to the meetings, trainings, etc... that are planned for my area of ministry.
19. I will receive direction and accept authority and accountability into my life by those who oversee this ministry.
20. I will demonstrate a servant's heart by serving in secondary ministries as the Body needs me.
21. I will embrace and minister in agreement with Timberline's statements, strategy and structure.

Signature \_\_\_\_\_

Name (Please Print) \_\_\_\_\_

Date \_\_\_\_\_

# Sample Timberline Deacon Team Interview Questions

Executive Summary:

**The intent of the interview questions are 1) to make the candidate feel comfortable with the interview team, 2) to get them to talk about themselves and their families, 3) to understand their heart, and 4) to determine if there are any areas of their lives or behaviors that would be a concern if they were to become a member of the Deacon team. It is very important to understand from the interview process if a candidate has issues with others in the church, the present deacons, or members of the Pastoral team. Protecting the unity of the deacon team and the relationship with the Senior Pastor is a major goal. This does not mean that you are looking for individuals that will “go along with the program”, but rather individuals who have a heart after God, can bring a value to the team, and can work with the present Deacon and Pastoral team to realize God’s vision for the church.**

**The Interview team will make recommendations to the Deacon Team for a vote on the final candidates. If the Interview team has concerns, they need to articulate them to the Deacon team, prior to the vote on the final list of candidates. Remember that any of the candidates that are placed on the election ballot could become future Deacons. The following is a good set of questions:**

1. Tell us about yourself.
2. Tell us about your family.
3. What do you think it means in the scriptures for a Deacon to have a “house in order” or “a well managed home”?
4. What do you think of the statement “Deacons are not representatives of the congregation, but rather ambassadors of Christ imparting vision from His leadership to His Church”?
5. Why do you feel you would make a good Deacon?
6. What do you feel you can bring to the Deacon ministry?
7. What makes you excited about serving on the Deacon Team and what makes you tremble?
8. Questions for us?

## **Additional questions:**

1. What direction is God leading you at this time?
2. If a previous Deacon Team member...
  - What did you enjoy about the Deacon team?
  - What did you learn about the Deacon team?
  - What do you believe are the challenges for our church, in the future?
3. What do you appreciate about our church?
4. What relationships / involvement do you presently have with the Pastoral team?
5. What do you do for fun? Where is the balance in your life? How much do you work? How much discretionary time do you have? How do you like to spend your spare time?
6. What church teams have you been involved with? What was your role? Have you been a team leader?
7. How has your involvement in our church influenced your life and your family?
8. What are your priorities in life? What are some of your personal goals?



November 30, 2006

Dear XXXX,

Congratulations! Your name has been recommended by the Nomination Committee and approved by the Deacon Team to be submitted to the membership on February 11, 2007, at our Annual Business Meeting. Registration for voting members will begin at 4:30 p.m. and the Business Meeting will begin at 5:00 p.m. At that time, the Timberline Church membership will be electing two Deacons, each for a three-year term. \_\_\_\_\_ prospective deacon names have been submitted for these two positions.

The Election Process will be as follows:

After the first ballot is counted, if two people receive the most votes and a simple majority, we will have our two Deacons elected. The process is finished. If one Deacon receives a simple majority, we have one elected Deacon and we will vote on one of the remaining names. The number of votes for each person will not be presented. If no one receives a simple majority, the nominee who received the least number of votes will be deleted for ballot #2. We would then repeat the same process in ballot #3 and any additional ballots required for an election.

You will be contacted by Christine Houdek (Timberline Communications Team Leader) to make arrangements to have your photos taken for use in printed information and in Power Point to be reflected on the two screens in the main auditorium during the Annual Business Meeting.

Prior to the business meeting, on Wednesday evening, February 7<sup>th</sup>, you and your spouse will be introduced during the mid-week service.

We appreciate your willingness to let your name be voted on by the membership of Timberline. It is a blessing to sense your sincere and willing heart.

Have a great Holiday Season!

In Christian Service

Wally Weber  
Deacon Team Facilitator  
WWW:bh



## SAMPLE LETTER

January 15,2007

Greetings!

I hope you all had a wonderful holiday season and are ready for a great new year! We are off to such a great start here at Timberline Church. Thanks for being part of the vision!

I wanted to write to the membership of Timberline Church to let you know that our **Annual Business Meeting will be held on Sunday, February 11, 2007:**

4:30 p.m. Registration of Members

5:00 p.m. Business Meeting Begins

Childcare provided for Nursery-Preschool (through age 5)

The Business Meeting will include:

- Election of Three Deacon for a three-year term
- 2005 Financial Report
- Pastor's Ministry Report

Our seven current Deacons are: Karen Bauer, Ben Brack, Roger Hageman, Ron Kee, Jim Klock, Don Massey and Phil Sheridan. Those whose terms expire in 2007 are Don Massey and Phil Sheridan. Enclosed you will find Deacon Nominee information to review; again, three Deacon elections will be voted upon in the meeting.

If you will be out-of-town and unable to attend the meeting on February 11<sup>th</sup>, you may pick up an absentee ballot at the Guest Services counter. It must be returned by noon on Sunday, February 11<sup>th</sup> in order to be counted.

Your vote, as a member of Timberline Church, is very important to our church body. I encourage you to attend. Thanks so much for your participation in Timberline Church. I look forward to seeing you!

Let Love Live,

Dary R. Northrop

DRN:js

Enclosure

# 2006 DEACON NOMINEES



## ROB BASSETT

Rob and his wife, Chris, have been members of Timberline Church for over three years. They have three boys and Rob is an engineer. Rob and Chris were small group leaders and on the board for Timberline Oldtown (formally Joshua's Crossing) before coming to Timberline Church. He is currently a small group leader for "Growing Kids God's Way."



## KAREN BAUER

Karen and her husband, Max, have been members of Timberline Church for over seven years. They have two children and Karen is a homemaker. Karen has served at the Women's Ministries Coordinator for the past six years and has recently become a part of the Master Plan Team.



## TIM BERNHARDT

Tim and his wife Mena have been members of Timberline Church for over 25 years. They have two daughters and Tim is a dairy farmer. Tim has served as a deacon and a Sunday school teacher for Timberline Church. He is currently a small group co-leader and also serves as an Usher.



## BENJAMIN BRACK

Ben and his wife, Susan, have been members of Timberline Church for over 10 years. They have three children and Ben is a Real Estate Broker. Ben was part of the men's trio for many years and is currently on one of our praise teams.



## JIM KLOCK

Jim and his wife, Susan, have been members of Timberline Church for 20 years. They have three children and Jim is a family and marriage counselor. Jim has served as a deacon, as well as being part of the Greeter ministry, and a Sunday school teacher for Timberline Church.



## ANDREW WHEELER

Andrew and his wife, Jamie, have been members of Timberline Church for over 10 years. They have two boys and Andrew is an engineer. Andrew and his wife have been small group leaders for over seven years and he is currently on the usher team at Timberline Church.

## ANNUAL BUSINESS MEETING & DEACON ELECTION

Sunday, February 12, 2006

4:30pm Registration (in Timberline Church Mall)

5:00pm Meeting (in Main Auditorium)

# Timberline Church Annual Business Meeting

February 11, 2007

3:00 p.m.	Team Leader & Facilitator arrive
3:30 p.m.	Voter Registration Team arrive
4:00 p.m.	Pastors/Deacons/Ushers/Tellers arrive
4:15 p.m.	Pastors/Deacons/Ushers/Tellers register to vote
4:30 p.m.	Teller orientation in Performing Arts Center Pastors/Deacons Prayer in conference room

**General Registration 4:30 p.m./Business Meeting 5:00 p.m.**

## CHECKLIST

(Y )	Quantity	Item	Assignment
		Letters sent to Church membership requesting Deacon suggestions August 10, 2005	Ron Kee/W. Weber
		Deacon Nomination Team Orientation Sept. 13, 2006	Ron Kee/W. Weber
		Pastoral Team & Deacon Team reviews Deacon Suggestions September 11 <sup>th</sup> – September 19 <sup>th</sup> 2006	Pastoral Team Deacon Team
		Deacon Applications sent out Sept. 21, 2006	B Hagman/W Weber
		Deadline for all Deacon Applications to be returned Oct. 15, 2006	
		Deacon Nomination Team reviews applications Oct. 17, 2006 Interviews Oct 25, Nov 1 & 2, 2006	Deacon Nomination Team
		Deacon Nomination Team recommendations made to Deacon Team November 28, 2006	Vicky Dix/W. Weber
		Deacon Team nominates candidates for Deacon at Deacon meeting November 28, 2006	Deacon Team
		Letter to the prospective nominee's informing them of the Deacon Team decision and the photo schedule	W. Weber
	1000	# of Deacon Nominee brochures (photos/background info)	B. Hagman/W Weber R. Christopherson/J. Munoz
		Updated Membership List - # of members: _____ - # required for a quorum (20%): ____	J. Szakmeister/ J. Cook
	225	# of Financial Packets (used )	J. Cook



	40	# of Constitution and By-Laws	W. Weber
		Business meeting announcements in weekend bulletin: January 27 & 28, February 3 & 4 February 10 & 11	B. Hagman
	120	<b>Absentee Ballots</b> - Orientation for receptionists giving out absentee ballots	W. Weber/B Hagman P Johnston/W Weber
		<b>Information sent to members regarding Business Meeting</b>	J. Szakmeister/W Weber
		Pastors and Deacons will meet at 4:30 p.m. in the Conference Room for prayer	Pastor Dary
		Parliamentarians: Frank Estep & Brent Eskew	W. Weber
		Ushers	John Engle
		<b>Teller's Team Leader:</b> Ron Kee <b>Teller's Team Facilitator:</b> Karl Hagman <b>Tellers for ballot count:</b> Greg Calkins, Alan Cunningham, Jeanene Engle, Mary Odell, Ron Randle, Gus Ray, Vickie Reinke, Jerry Schick, Troy Sockler, Linda Solberg, Barbara Stolz, Susan Witter	W. Weber
		<b>Election Process:</b> After the first ballot is counted, if two people receive the most votes and a simple majority, we will have our two Deacons elected. The process is finished. If one Deacon receives a simple majority, we have one elected Deacon and we will vote on one of the remaining ___names. The number of votes for each person <u>will not</u> be presented. If no one receives a simple majority, the nominee who received the least number of votes will be deleted for ballot #2. We would then repeat the same process in ballot #3 and any additional ballots required for an election	W. Weber
	2,000	Ballots	B. Hagman
		Minutes of previous year's Business Meeting: Business Meeting minutes recorded by: Vicky Dix	W. Weber
		Voter Registration Greeting and giving people direction – Peggy Johnston	J. Szakmeister B.Hagman/Erin Eskew
		# of tables/chairs set up - 5 tables & 14 chairs for tellers in the Performing Arts Center - In front of Guest Services in mall: 4 tables/4 chairs for registration	R. Brennan D.Thomas
		Awards: Plaques, rings, etc.	D. Northrop/J. Szakmeister
		# of microphones set up - 3 head sets for R. Christopherson, W. Weber & J. Munoz - 3 floor microphones - 1 podium microphone	M. Lipe
		Childcare (Nursery – Preschool) Through age 5	D. Hailey/C Laughlin
		Sound Operation	M. Lipe

		Power Point Operator	R. Christopherson/ J. Munoz
		Materials on Tellers table - calculator    - post it notes    - pencils    -pens    -rubber bands - voting report forms    - ballots        - manila envelops	W. Weber B. Hagman  Rev02/22/06