

# Central Christian Church

Enid, Oklahoma

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## Deacon Handbook



**2010 2011**

Deacons - the workers for Christ's church

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Notes.....

**Quick Reference Telephone Numbers:**

**Central Christian Church Office**

233-1214

**John McLemore**, *Senior Minister*

C: 402-2522

**Don Johnson**, *Associate Minister of Pastoral Care & Administrative Services*

H: 237-4779      C: 402-2612

**Sally Wheeler**, *Director of Children's & Educational Ministries*

C: 747-4142

**John Wheeler**, *Minister to Youth & Young Adults*

C: 402-8348

**David Dell**, *Board Moderator*

H: 233-0042

**Pierce Jones**, *Deacon Chair*

C: 402-3003

**Lana Ellis**, *Deacon Vice-Chair*

H: 233-1051      C: 747-4285

## Deacons for 2010 / 2011

deacon list 2010 2011 rev

7/29/2010

	Last Name	First Name	Serving Team	Address	City	Zip Code	E-Mail T e r m	Home Phone	Board Expires
1	Allison	Mack	1	3206 Dens Court	Enid	73703	<a href="mailto:mallison@untiedok.com">mallison@untiedok.com</a>	580-234-0466	6/30/2011
2	Allison	Kay	1	3206 Dans Court	Enid	73703	<a href="mailto:kallison@cnb-enid.com">kallison@cnb-enid.com</a>	580-234-0466	6/30/2011
3	Beaty	Kent	1	4114 Shenandoah	Enid	73703	<a href="mailto:kbeaty@ft.newyorklife.com">kbeaty@ft.newyorklife.com</a>	580-233-7246	6/30/2012
4	Berkenbile	Laura	2	1309 N. Adams	Enid	73701	<a href="mailto:lberk117@hotmail.com">lberk117@hotmail.com</a>	405-250-8023	6/30/2013
5	Bushman	Laurie	3	2715 Sunnybrook Circle	Enid	73703	<a href="mailto:bushman5@sbcglobal.net">bushman5@sbcglobal.net</a>	580-242-2810	6/30/2013
6	Carlson	Cindy	2	3515 N. Lake Lane	Enid	73703	<a href="mailto:gene968@aol.com">gene968@aol.com</a>	580-234-5728	6/30/2013
7	Castle	Steven	1	606 W. Columbia	Enid	73701	<a href="mailto:outlaw3701@suddenlink.net">outlaw3701@suddenlink.net</a>	580-234-6330	6/30/2012
8	Chael	David	3	2126 Maple Leaf Circle	Enid	73703	<a href="mailto:dchael@suddenlink.net">dchael@suddenlink.net</a>	580-242-3445	6/30/2012
9	Davis	Jana	2	2316 Ottawa	Enid	73703	<a href="mailto:jidavis76cmail.com">jidavis76cmail.com</a>	580-747-6790	6/30/2011
10	Ellis	Lana	2	P.O. Box 2252	Enid	73702	<a href="mailto:railroad32@aol.com">railroad32@aol.com</a>	580-233-1051	6/30/2012
11	Green	Irene	1	718 W. Rush	Enid	73701	NONE	580-234-2730	6/30/2012
12	Haltom	C.E.	5	105 Kimbra Dr.	Enid	73703	<a href="mailto:ghaltom@suddenlink.net">ghaltom@suddenlink.net</a>	580-237-3291	6/30/2011
13	Haltom	Georgie	5	105 Kimbra Dr.	Enid	73703	<a href="mailto:ghaltom@suddenlink.net">ghaltom@suddenlink.net</a>	580-237-3291	6/30/2011
14	Henneke	Terry	3	1101 W. Cherokee	Enid	73703	<a href="mailto:thenneke@autrytech.com">thenneke@autrytech.com</a>	580-237-5389	6/30/2012
15	Hill	Rick	1	2830 N. Cleveland	Enid	73703	<a href="mailto:ricksrx@live.com">ricksrx@live.com</a>	580-233-7242	6/30/2013
16	Hohmann	Kyle	1	4009 Shenandoah	Enid	73703	<a href="mailto:knhohmann@suddenlink.net">knhohmann@suddenlink.net</a>	580-237-9430	6/30/2011
17	Hromas	Tammy	3	P.O. Box 642	Waukomis	73773	<a href="mailto:tammyingram62@yahoo.com">tammyingram62@yahoo.com</a>	580-402-8871	6/30/2011
18	Hunter	Lori	3	3508 North Lake Ln.	Enid	73703	<a href="mailto:dlihunter@suddenlink.net">dlihunter@suddenlink.net</a>	580-278-9497	6/30/2011
19	Ingram	Carol	2	5401 W. Chestnut #16	Enid	73703	<a href="mailto:johnnumgram@aol.com">johnnumgram@aol.com</a>	580-402-8866	6/30/2011
20	Ireland	Thomas	1	3509 Cogdal Dr.	Enid	73703	<a href="mailto:eastview66@sbcglobal.com">eastview66@sbcglobal.com</a>	580-233-2640	6/30/2011
21	Johnson	Jane	1	2728 Sunnybrook Circle	Enid	73703	<a href="mailto:mmmsjohn@hotmail.com">mmmsjohn@hotmail.com</a>	580-242-4552	6/30/2012
22	Jones	Pierce	none	2308 Kiowa	Enid	73703	<a href="mailto:pierceandjanet@hotmail.com">pierceandjanet@hotmail.com</a>	580-234-1826	6/30/2012
23	Klemme	Suzanne	2	#5 Silver Meadow Ln.	Enid	73703	<a href="mailto:junebug62154@aol.com">junebug62154@aol.com</a>	580-233-2008	6/30/2012
24	McAnally	Tim	3	1205 W. Maine	Enid	73703	<a href="mailto:tmcanall@swbell.net">tmcanall@swbell.net</a>	580-234-0948	6/30/2011
25	McWilliams	Randy	none	Box 81	Drummond	73735	<a href="mailto:rmmcwilliams@pldimet">rmmcwilliams@pldimet</a>	580-493-2398	6/30/2011
26	Miranov	Debbie	2	825 Bryan Dr.	Enid	73701	<a href="mailto:d_miranoy@yahoo.com">d_miranoy@yahoo.com</a>	580-242-1529	6/30/2013
27	Miranov	Joe	2	825 Bryan Dr.	Enid	73701	<a href="mailto:d_miranov@yahoo.com">d_miranov@yahoo.com</a>	580-242-1529	6/30/2013
28	Moore	Karen	2	1106 S. Hayes	Enid	73703	<a href="mailto:kkm1106@sbcglobal.net">kkm1106@sbcglobal.net</a>	580-237-6712	6/30/2012
29	Moore	Monty	2	1106 S. Hayes	Enid	73703	<a href="mailto:mlg-cpa@swbell.net">mlg-cpa@swbell.net</a>	580-237-6712	6/30/2012

# Deacons for 2010 / 2011

deacon list 2010 2011 rev

7/29/2010

	Last Name	First Name	Serving Team	Address	City	Zip Code	E-Mail T e r m	Home Phone	Board Expires
30	Novak	Terry	3	2322 Indian Dr., #3	Enid	73703	NONE	580-237-1249	6/30/2013
31	O'Banion	Aaron	3	213 S. Mission	Enid	73703	<a href="mailto:bluestarcadet52@hotmail.com">bluestarcadet52@hotmail.com</a>	580-237-3639	6/30/2012
32	Petersen	Kristy	None	4304 Driftwood	Enid	73703	<a href="mailto:kmpetersen@yahoo.com">kmpetersen@yahoo.com</a>	580-237-0386	6/30/2011
33	Ridgway	Forrest	1	10517 Prairie Rose Ln.	Enid	73701	<a href="mailto:lriddgway@suddenlink.net">lriddgway@suddenlink.net</a>	580-233-3382	6/30/2012
34	Ridgway	Linda	1	10517 Prairie Rose Ln.	Enid	73701	<a href="mailto:lriddgway@suddenlink.net">lriddgway@suddenlink.net</a>	580-233-3382	6/30/2012
35	Robinett	Rhonda	2	5317 N. Wheatridge Rd.	Enid	73703	<a href="mailto:robinett4@att.net">robinett4@att.net</a>	580-242-2898	6/30/2011
36	Shepard	Maxine	2	69 Candlewood	Enid	73701	<a href="mailto:mshep1942@yahoo.com">mshep1942@yahoo.com</a>	580-242-1942	6/30/2013
37	Smith	Dolores	2	2721 Sunnybrook Circle	Enid	73703	<a href="mailto:bianca9@suddenlink.net">bianca9@suddenlink.net</a>	580-237-7336	6/30/2011
38	Snyder	Dee	1	2601 Rockwood Rd.	Enid	73703	<a href="mailto:trigg-dee@suddenlink.net">trigg-dee@suddenlink.net</a>	580-233-8777	6/30/2012
39	Snyder	Trigg	1	2601 Rockwood Rd.	Enid	73703	<a href="mailto:trigg-dee@suddenlink.net">trigg-dee@suddenlink.net</a>	580-233-8777	6/30/2012
40	Steinert	Phil	3	10302 E. Breckinridge Rd.	Enid	73701	<a href="mailto:philsteinert@sbcglobal.net">philsteinert@sbcglobal.net</a>	580-541-7917	6/30/2013
41	Steinert	Vickie	3	10302 E. Breckinridge Rd.	Enid	73701	<a href="mailto:philsteinert@sbcglobal.net">philsteinert@sbcglobal.net</a>	580-541-7903	6/30/2013
42	Stueyer	Jason	2	1758 Denim	Enid	73703	<a href="mailto:ouji112004@yahoo.com">ouji112004@yahoo.com</a>	580-234-6080	6/30/2013
43	Stuever	Jill	2	1758 Denim	Enid	73703	<a href="mailto:ouji112004@yahoo.com">ouji112004@yahoo.com</a>	580-234-6080	6/30/2011
44	Tilley	Roydon	3	7409 Ventris Drive	Enid	73703	<a href="mailto:rltilley@hit.net">rltilley@hit.net</a>	580-242-1809	6/30/2013
45	Wagner	Paul	1	575 N. 11th	Enid	73702	<a href="mailto:paulartw@wmconnect.com">paulartw@wmconnect.com</a>	580-242-1705	6/30/2011
46	Waldrip	Charles	3	428 S. Arthur	Enid	73703	<a href="mailto:chuck.waldrip@sbcglobal.net">chuck.waldrip@sbcglobal.net</a>	580-242-7537	6/30/2011
47	Walclrip	Sonya	3	428 S. Arthur	Enid	73703	<a href="mailto:sonyawaldrip@sbcglobal.net">sonyawaldrip@sbcglobal.net</a>	580-242-7537	6/30/2011
48	Wheeler	John	1	1310 Suggett	Enid	73703	<a href="mailto:johnw@centralenid.org">johnw@centralenid.org</a>	580-402-8348	6/30/2012
49	Wheeler	Sally	3	1310 Suggett	Enid	73703	<a href="mailto:sallyw@centralenid.org">sallyw@centralenid.org</a>	580-747-4142	6/30/2012
50	Yunker	Lawrence	3	6227W. Purdue	Enid	73703	<a href="mailto:syunker23@hotmail.com">syunker23@hotmail.com</a>	580-234-6350	6/30/2011
51	Yunker	Stephani	3	6227W. Purdue	Enid	73703	<a href="mailto:syunker23@hotmail.com">syunker23@hotmail.com</a>	580-234-6350	6/30/2011

## Responsibilities of a Deacon at Central Christian Church

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### Role of a deacon

It is an honor and a privilege to be a deacon.

Deacons are selected based on their character.

They are both servants of the church and overseers of the church.

As servants of the church, they use their gifts of ministry in the work of the church. Every deacon is asked to:

Serve Communion at the 10:15 Sunday worship service as scheduled.

The deacons are on serving teams (page 10)

The schedule of these serving teams is on page 9.

If a deacon cannot serve on his or hers scheduled Sunday,

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they are responsible for finding a substitute

Assist an elder in distributing and serving Communion to the homebound (done on the first Sunday of the Month) The schedule for those serving Homebound Communion is on pages 11, 12.

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Serve on a functional committee or task force or help in a job such as teaching, working in the office

As an overseer of the church, Deacons serve on the General Board of Central Christian Church and attend Board meetings held every other month, typically on the third Wednesday at 7:30 pm.

Deacons are to attend Deacon meetings when scheduled.

(Deacon meetings are scheduled 2 or 3 times a year.)

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### Notes on serving Communion

When a deacon is scheduled to serve at the 10:15 service on a Sunday, the deacon needs to put his or her name on the sign-in sheet in the Loggia by the entrance to the chapel. This allows the lead deacon to see if enough deacons are present to serve Communion. Copy of sign-up sheet is on page 15.

After serving Communion at the second service, the deacons meet in the library where a minister will serve them communion.

## Responsibilities of a Lead Deacon on Sunday Morning

1. Place Diaconate sign-up sheet on top of cabinet by entrance to Chapel - page 15  
Take out 12 chalice and 2 cross emblems (inside cabinet)
2. Check bread and cup trays in Sacristy (west of the choir room).  
Check that each tray is filled. One tray may be missed and be empty.)
3. Take 12 prepared communion trays to altar in the sanctuary for 10:15 service
4. Place single bread and cup on the tray on the organ for the organist.
5. Place one set of trays on the table by the speaker for the choir.
6. If the Handball Choir plays (usually the 3<sup>rd</sup> Sunday of the month) place one set of trays on rail of the North Choir Loft. (Check bulletin.)
7. Take one set of communion trays and one offering tray to the balcony.
8. Before the 10:15 service, check sign-in sheet to see if 12 deacons have signed in.  
If not, recruit other deacons (not elders) so we have 12 deacons to serve.
9. If a large crowd is expected, the Communion trays will be filled accordingly.
- 10. If you cannot serve as a team leader on your Sunday, find a replacement.**
11. Check to see if family bringing down communion elements is here. If not find a substitute or use last two deacons. The Worship Committee is responsible selecting these people and their names are in the bulletin.
12. Be at back of sanctuary before the offering to handle unexpected issues.
13. If there is a combined 10:15 service (R&R and the traditional service) bring communion trays from the 8:00 chapel service and put them on the table in the lobby outside the sanctuary to be used if needed.

## Communion — Sunday mornings

### Purchase of elements

Grape juice is purchased by staff and kept in Sacristy under sink.

Communion bread is made by a volunteer and kept in refrigerator.

As of 7/1/2009 Irene Green makes communion bread and keeps tab of stock

### Preparation of elements

A member prepares the communion trays every Saturday following posted instructions on how many cups per tray need put out.

Instructions on filling Communion trays is posted in Sacristy

See page 13 for the schedule of who prepares communion trays.

### Sunday Morning Serving Schedule by Team

See page 9 for this schedule.

List of deacons on each serving team See page 10 for this list

### Sunday morning sign-in sheet

When a deacon is scheduled to serve at the 10:15 service, the deacon needs to put his or her name on the sign-in sheet in the Loggia by the entrance to the chapel.

This allows the lead deacon to see if enough deacons are present to serve Communion.

See page 15 for a copy of this sign-in sheet.

## Communion—Homebound- first Sunday of month

### Communion kits — preparation and contents

The staff prepares the Communion kits with elements, necessary handouts and makes up the routes showing who will be served. The deacons / elders do not take communion to people in hospitals or people in their own homes. They only take communion to people in assisted living facilities and nursing homes. Ministers and others take communion to people in hospitals and who are still living in their homes but cannot come to church.

### Sign-in sheet

When a deacon is scheduled to serve Communion to the Homebound, they need to be at the church between 8:30 and 9:00 am on Sunday morning. With an elder, pick a route and sign the sign-on sheet.

Homebound serving schedule for deacons See pages 11, 12 for this schedule

### Reporting

After serving communion, turn in the report that gives information about whom you served and whom you didn't serve. Include any information on this report that might be important to the ministerial staff.

Deacon Team Serving Schedule for the 8:00am & 10:15am service 2010-2011

If you are unable to serve on a particular date, please arrange for your own substitute.

Date	Service	10:15 service
July 4	I Team 4	Team 1
July 11	Team 5	Team 2
July 18	Team 5	Team 2
July 25	Team 6	Team 3
August 1	Team 6	Team 3
August: 8	Team 4	Team 1
August 15	Team 4	Team 1
August 22	Team 5	Team 2
August. 29	Team 5	Team 2
September 5	Team 6	Team 3
September 12	Team 6	Team 3
September 19	Team 4	Team 1
September 26	Team 4	Team 1
October 3	Team 5	Team 2
October 10	Team 5	Team 2
October 17	Team 6	Team 3
October 24	Team 6	Team 3
October 31	Team 4	Team •
November 7	Team 4	Team 1
November 14	Team 5	Team 2
November 21	Team 5	Team 2
November 28	Team 6	Team 3
December 5	Team 6	Team 3
December 12	Team 4	Team 1
December 19	Team 4	Team 1
December 26	Team 5	I Team 2
January 2	Team 5	I Team 2
January 9	Team 6	Team 3
January 16	Team 6	Team 3
January 23	Team 4	Team 1
January 30	Team 4	! Team 1
February 6	Team 5	Team 2
February 13	Team 5	Team 2
February 20	Team 6	Team 3
February 27	Team 6	Team 3
March 6	Team 4	Team 1
March 13	Team 4	Team 1
March 20	Team 5	Team 2
March 27	Team 5	Team 2
April 3	Team 6	Team 3
April 10	Team 6	Team 3
April 17	Team 4	Team 1
April 24	Team 4	Team 1
May 1	Team 5	Team 2
May 8	Team 5	Team 2
May 15	Team 6	Team 3
May 22	Team 6	Team 3
May 29	Team 4	Team 1
June 5	Team 4	Team 1
June 12	Team 5	Team 2
June 19	Team 5	Team 2
June 26	Team 6	Team 3

**2010— 2011**

**Deacon Team Members Serving at the 10:15 am service**

Team 1	Team 2	Team 3
Paul Wagner (Team Leader)	Lana Ellis (Team Leader)	Terry Henneke (Team Leader)
Tom Ireland (Team Leader)	Monty Moore (Team Leader)	Tim McAnally (Team Leader)
Kay Allison	Laura Berkenbile	Laurie Bushman
Mack Allison	Cindy Carlson	David Chael
Kent Beaty	Jana Davis	Tammy Hromas
Steve Castle	Carol Ingram	Lori Hunter
Irene Green	Suzanne Klemme	Terry Novak
Rick Hill	Debbie Miranov	Aaron O'Banion
Kyle Hohmann	Joe Miranov	Phil Steinert
Jane Johnson	Karen Moore	Vickie Steinert
Forrest Ridgeway	Rhonda Robinett	Royden Tilley
Linda Ridgeway	Maxine Shepard	Sally Wheeler
Trigg Snyder	Dee Smith	Chuck Waldrip
Dee Snyder	Jill Stuever	Sonya Waldrip
John Wheeler	Jason Stuever	Lawrence Yunker
		Stephani Yunker

**2010 — 2011**

**Deacons Serving at the 8:00 am service**

Team 4	Team 5	Team 6
Jay Lohmeyer	C.E. Haltom	Glenn Crabbs
Janet Lohmeyer	Georgie Haltom	Linda Crabbs



January 2, 2011-	Tom Ireland
	Trigg Snyder
	Kent Beaty
	Linda Ridgeway
	Lana Ellis
	Irene Green
	Georgie Haltom
	Rick Hill
February 6, 2011	Kyle Hohmann
	Dee Snyder
	Mack Allison
	Kay Allison
	Paul Wagner
	Jane Johnson
	Steve Castle
	Forrest Ridgeway
March 6, 2011	Cindy Carlson
	Debbie Miranov
	Carol Ingram
	Maxine Shepard
	Laura Berkenbile
	Joe Miranov
	Jana Davis
	Laurie Bushman
April 3, 2011	Rhonda Robinett
	Dee Smith
	Kent Beaty
	Karen Moore
	Phil Steinert
	Vickie Steinert
	Pierce Jones
	Suzanne Klemme
May 1, 2011	Tom Ireland
	Trigg Snyder
	Monty Moore
	Linda Ridgeway
	Lana Ellis
	Irene Green
	Royden Tilley
	Rick Hill
June 5, 2011	Kyle Hohmann
	Dee Snyder
	Mack Allison
	Kay Allison
	Paul Wagner
	Jane Johnson
	Steve Castle
	Forrest Ridgeway
*Reminder: If you cannot serve on a particular date, please find your own substitute. Please call the church office to notify them of any changes.	

## Schedule for Preparing Communion Trays and Responsibilities

Prepare Communion trays on Friday before the church is locked at 6:00 PM or  
Saturday before church is locked at 2:00 pm.

The juice in the individual cups must be refrigerated

All Communion elements are in the Sacristy.

Bread is in the refrigerator. Juice is in the cabinet across from the  
refrigerator. Make sure all Communion trays are clean.

Month	Members Preparing Communion Trays	Phone #
August 2010	Trigg & Dee Snyder	233-8777
September 2010	Carolyn Kurz	237-4671
October 2010	Georgie Haltom	237-3291
November 2010	Maxine Shepard	242-1942
December 2010	Sally Keeler & Lana Ellis	234-4470 (SK) 233-1051 (LE)
January 2011	Jackie Batchelder	233-1254
February 2011	Larry Swink / Mary Beach	234-5028 (LS) 234-5767(1VM)
March 2011	Margaret Merryman	237-3285
April 2011	Barb Baker / Jean Lona	234-7498 (BB) 234-3770 (IL)
May 2011	Irene Green	234-2730
June 2011	Willo Clark	2332-0101

**If you can't prepare Communion trays, call Lana Ellis or church office**

Instructions for filling Communion trays are posted on the cabinet in the  
Sacristy. If a large crowd is expected (as on Easter, Palm Sunday or Mother's  
Day) you will be told to add cups to the tray to accommodate the larger crowd.

The last time in a month you prepare the elements, please call the person  
scheduled to prepare the elements the next month

## **Communications**

The Deacon Team scheduled to serve Communion on Sunday will be listed in the Visitor.  
(Not individual deacons)

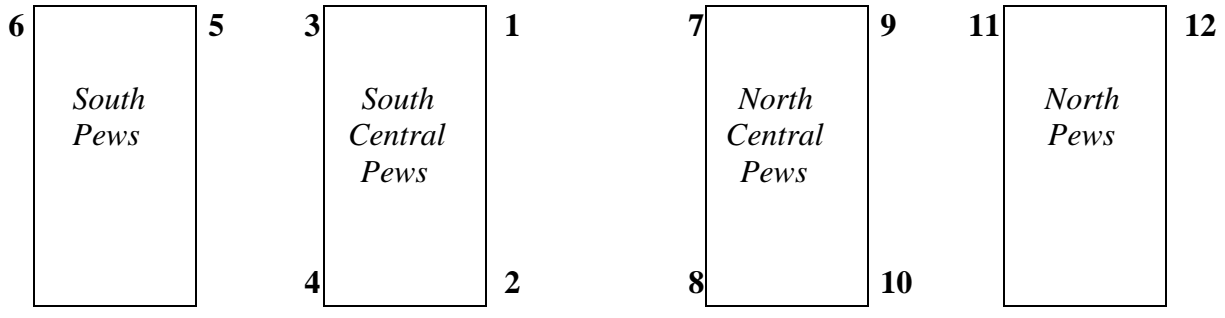
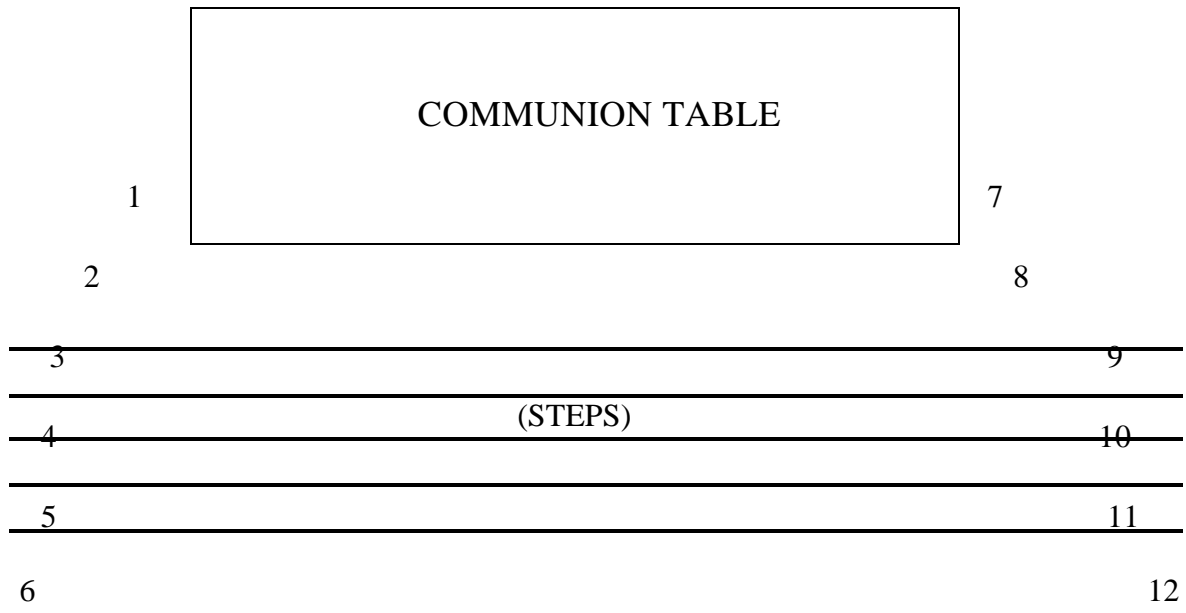
Individual deacons scheduled to serve homebound Communion will be notified by e-mail and will be listed in the Visitor.

Members scheduled to prepare communion trays for the Sunday service will be notified by post card and phone the week before the month they are to serve.(staff will do)

There will be a notice of regularly scheduled Board meetings in the Visitor and Church bulletins.  
You will be notified of special Board meetings by e-mail and phone.

Deacon meetings (only 2 or 3 times per year) will be in the Visitor and you will be notified by e-mail and phone.

# DIACONATE SIGN-UP



Please Print

- |    |     |
|----|-----|
| 1. | 7.  |
| 2. | 8.  |
| 3. | 9.  |
| 4. | 10. |
| 5. | 11. |
| 6. | 12. |

**Stand-by** (*I am here and can serve if needed. Please feel free to call on me*)

- |    |    |
|----|----|
| 1. | 3. |
| 2. | 4. |

DATE \_\_\_\_\_

TEAM # \_\_\_\_\_

## *A Disciples Affirmation*

As members of the Christian Church,

We confess that Jesus is the Christ,  
the Son of the living God,  
and proclaim him Lord and Savior of the world.



In Christ's name and by his grace  
we accept our mission of witness and service to all people.

We rejoice in God, maker of heaven and earth,  
and in the covenant of love which binds us to God and one another.

Through baptism into Christ we enter into newness of life  
and are made one with the whole people of God.

In the communion of the Holy Spirit we are joined together in discipleship and in  
obedience to Christ.

At the table of the Lord we celebrate with thanksgiving  
the saving acts and presence of Christ.

Within the universal church,  
we receive the gift of ministry and the light of scripture.

In the bonds of Christian faith we yield ourselves to God  
that we may serve the One whose kingdom has no end.

Blessing, glory and honor be to God forever. Amen.

---Preamble to the Design for the Christian Church (Disciples of Christ)





*CENTRAL CHRISTIAN CHURCH ENID, OKLAHOMA*