

**Fellowship Baptist Church**  
**Pastor & Deacon Ministry**  
**Basic Monthly Agendas**

**BIBLICAL PRIORITY:** Acts 6:2-4 – What important ministries/needs/services risk being neglected in the Body of Christ? Is there a reason that the Pastor should leave his devotion to prayer and the ministry of the word of God, and serve/deacon \_\_\_\_\_? Therefore, the Pastor appoints Deacons (nominated and confirmed by the congregation) to serve the needs of the body and to ensure that the important needs are not neglected.

**Agenda items for every DAY:**

Prayer, Deacon Fund Needs, Health of the Body, Missionaries,

**January \_\_\_\_\_**

**Transition Meeting including Deacons from previous year:**

Elect Deacon Chairman (§6.2, 6.8) & Secretary

Review open items from previous year.

Confirm Prioritization of Major Capital Fund Projects

**First Meeting of Pastors and Deacons:**

Review Communion Responsibilities (§6.2)

Review Baptism Responsibilities (§6.2)

Meal Delivery, Funeral Dinner & Flowers

Visit the Sick and Needy: Decide plan for ongoing shut-ins, (§6.2)

Offering Responsibilities, Approve Trustees to count offerings (§6.2.A ¶2)

Appoint/confirm Deacon Key Trustee (§6.2.A, Key Policy 12/10/21)

Appoint/confirm Custodial Liaison Trustee (§6.2.A)

Appoint/confirm Trustees for assigned projects (§6.2.A)

Budget Proposal Process Begins (§9.4)

Prep for Budget Hearing in January's Quarterly Church Meeting

**February \_\_\_\_\_**

Budget Proposal Process Continues (§9.4)

**March \_\_\_\_\_**

Budget Proposal Finalized and Published by 2<sup>nd</sup> Sunday of March (§9.4)

Budget Church Meeting on 4<sup>th</sup> or 5<sup>th</sup> Sunday of the month (§8.1, 9.3)

Spring Workday Planning, Appoint Trustee (§6.2.A)

Q4-Quarterly Report Prep for Meeting in April (§8.1)

**April** \_\_\_\_\_

Membership Review/Update (with Church Clerk) (§5.3.B.2, Advisory)  
Music Ministry Regular Involvement Review (Music Policy 5/22/22)  
Approve Pastoral Housing Allowance  
Financial Audit: External audit of the books deemed necessary? (§6.4)  
Church Credit Card: Confirm/Authorize cardholders (§9.5)

**May** \_\_\_\_\_

Key Review & Audit, appoint trustee (§6.2.A, Key Policy 12/10/21)  
Review Security System Call List

**June** \_\_\_\_\_

Q1-Quarterly Report Prep for Meeting in July (§8.1)  
Appoint Music Ministry Coordinator (§6.6, Music Ministry Policy 5/22/22)

**July** \_\_\_\_\_

**August** \_\_\_\_\_

Fall Workday Planning, Appoint Trustee (§6.2.A)

**September** \_\_\_\_\_

Thanksgiving Offering Plan (§9.2)  
Select Deacon to serve on Nominating Committee (§7.1)  
Appoint Church Clerk, Treasurer, and Financial Secretary (§6.3-6.5)  
Snow Removal Plan for parking lot & sidewalks, appoint trustee (§6.2.A)  
Q2-Quarterly Report Prep for Meeting in October (§8.1)

**October** \_\_\_\_\_

Membership Review/Update (with Church Clerk) (§5.3.B.2, Advisory)  
Music Ministry Regular Involvement Review (Music Policy 5/22/22)

**November** \_\_\_\_\_

Christmas Baskets & Caroling Plan

**December** \_\_\_\_\_

Old Business & Open Items End of Year Wrap Up  
Q3-Quarterly Report Prep for Meeting in January (§8.1)