



Second Presbyterian  
CHURCH OF CHARLESTON

# **POLICIES & PROCEDURES FOR DEACONS 2019**



**342 Meeting Street, Charleston, South Carolina**

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## **PREFACE**

The Diaconate Handbook is a resource for deacons to use as they provide care and nurture to the members of Second Presbyterian Church. It has been prepared with the objective to envision circumstances relating to the life of the church where a deacon might be called upon to provide comfort, care and support to its members. Because it is a guide, deviation is permitted. The handbook will be updated annually and amended as needed. Comments and suggestions should be brought forward during scheduled meetings of the Board of Deacons.

## **SECOND PRESBYTERIAN BOARD OF DEACONS MISSION STATEMENT**

*To serve Christ by providing care and nurture to members of Second Presbyterian Church during their Christian journey.*

## **SCRIPTURE**

*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.*

-1 Timothy 3:9-10

## **STRUCTURE OF SECOND PRESBYTERIAN DIACONATE**

The Board of Deacons sits as a whole as a Congregational Care Board, ministering with compassion to those who are ill, in need or distress within the church family and other congregational care responsibilities. Functioning as a Congregational Board, the Diaconate will consist of a maximum of 12 deacons divided into three classes of four Deacons each. No Deacon may serve for consecutive terms either full or partial aggregating more than six years. A Deacon having served six consecutive years shall be ineligible for re-election to the Board of Deacons for a period of at least one year. The Pastor serves as an advisory member.

Diaconate officers, elected annually from its members, shall be Moderator, Vice Moderator and Secretary. The outgoing class of Deacons sits as the nominating committee of officers for the board. A quorum for the nominating committee shall be at least fifty percent. The Pastors serves as an advisory member.

Deacons are expected to be faithful in their worship attendance, financial stewardship and other congregational opportunities for spiritual nurture. Deacons are expected to attend regular fellowship and special functions when able, such as picnics, funerals, memorial services, etc.

**A Deacon shall report to ecclesiastical and civil legal authorities knowledge gained in the course of service to the church of harm, or the risk of harm, related to physical abuse, neglect, and/or sexual molestation or abuse of a minor or mentally disabled adult when such information is not received in confidence or there is reason to believe a risk of future physical harm or abuse exists.**

Every member is expected to attend all meetings of the Board of Deacons. When an absence is necessary, the Deacon should notify the Moderator or Secretary in advance, and request excusal. Records shall be submitted to the Clerk of Session within 14 days of each meeting. A quorum of the Board of Deacons is one-third of its membership. Called meetings require a quorum of two-thirds of those present for business not stated in the call. All meetings are opened and closed with prayer. An annual dinner meeting of all Deacons, committee chairs and committee members will be held in January. The seven committee chairs and vice-chairs meet quarterly on the dates determined by the Moderator, Vice Moderator and Secretary of the Deacons.

## **MINIMUM EXPECTATIONS FOR DEACONS**

- Attend all Diaconate meetings.
- Participate in the life of Second Presbyterian Church. This should include active attendance in Worship and in Christian Education and active financial giving.
- Pray for the members of your Deacon Care Group.
- Contact all members of Deacon Care Group at least once per quarter. At least 2 contacts per year should be face to face.
- Attend funeral or memorial service of members of your Deacon Care Group if at all possible.
- Visit members of your Deacon Care Group who are in the hospital.
- Remember to mark significant events in the life of your care group members when at all possible.
- Communicate with the pastor the needs of the members of your care group.

## **COMMITTEES**

### **Care Team**

The Care Team Committee, consisting of 3 teams and deacon team leaders, is responsible for ensuring that our shut-ins receive at least one home visit a month from the assigned team. They are responsible for being the responders to families in the event of death, hospitalization, births, illness and long term shut-ins. They visit, send cards, telephone our sick and shut-ins regularly and communicate the need for meals to be brought in by the Food Committee. Not all members of the Care Team are required to be Deacons.

### **Culinary/Hospitality Committee**

The Culinary Committee is responsible for providing assistance when a bereaved family requires extensive meal assistance. Members of the Food Committee along with other church member volunteers may also be called upon to provide food for funeral or memorial service receptions when the church hostess is unavailable or requires assistance. The committee will meet and select a chairperson.

Deacons may be called upon to help serve at receptions, set up the Fellowship Hall and help clean up following receptions, as well as other church volunteers.

### **New Member/Mingles Committee**

A roster will be maintained of Deacons scheduled to meet after the worship service to greet new members. The Deacons will welcome the new members(s) into the church on behalf of the Diaconate and tell them they will be assigned a Deacon or a volunteer who will be responsible for their congregational care. Mingles is the social arm of the Diaconate whose name describes its purpose. A Mingles Gathering should be held at least once a quarter to introduce new members to the Second Church family in a casual and inviting social atmosphere.

## **OCCASIONS FOR DEACON CARE**

Occasions will arise in the course of your service as a Deacon requiring you to provide care and nurture to members of your care group. At times you may feel ill-prepared to provide the care needed or not sure if you have taken care of all the details. The following information is provided to guide you in carrying out your duties.

### **Home Visitations**

- Call before making a visit.
- If possible, arrange to have someone visit with you.
- Remember to bring materials about the church with you on the visit (bulletin, newsletter, etc.).
- Be an active listener. Maintain eye contact and give non-verbal and verbal feedback.
- Do not stay too long on the visit (15-20 minutes is generally long enough).
- If you are comfortable doing so, and if it seems appropriate, you may offer to pray with the person (family) being visited.
- Follow up the visit with a phone call.
- Pass on information you feel is important to the Diaconate Communications Committee and the church office or person in charge of activities in which the member participated (choir, Sunday School, etc., including if a pastoral visit would be beneficial).
- Ensure the Church office knows you have made a visit to avoid duplications.

### **At Home Communion**

At home communion is available for any church member who cannot come to church on the first Sunday of the month due to health reasons. Deacons should make sure that members in their care group are aware of the availability of at-home communion. The Session's Worship Committee is responsible for managing the at-home communion program. Deacons should go with members of the Session when at-home communion is served, *but it is not mandatory*.

### **Family Crises**

Almost every family at some time goes through some type of family crisis. Examples include: an elderly parent who can no longer function independently; a family member who has become addicted to drugs or alcohol; a child who has run away or is missing. Family crises are sensitive in nature and often the family is reluctant to discuss the situation. If a Deacon becomes aware of a family crisis affecting someone in their care group, they should offer assistance and prayer and make sure that the Pastor is aware of the situation unless the family specifically requests that the information be shared with no one.

### **Births**

The church office notifies the Moderator, Vice Moderator of the Diaconate and/or the Deacon when a birth occurs in the church family. Occasionally you may hear the news before receiving a call from the church office. If so, please call the office to confirm/pass on the information. Once notified, the Deacon calls the hospital. If the mother will be in the hospital for an extended period, arrange a time to visit. If the hospitalization is short, arrange a time to visit the family at home. While arranging the home visit, ask the family if they would like a meal, the time and day desired, and the number of people who will be sharing the meal. If a meal is to be taken, the deacon purchases or purchases and prepares meat, side dishes, salad and dessert items and delivers to the family during the visit. (Question: how many would be able to do all of the above)

## Family Illness

The church office notifies the Moderator, Vice Moderator of the Diaconate and/or the Deacon when an illness occurs in the church family. If you are aware of an illness before the church office notification, call the office to confirm/pass on the information.

The Deacon contacts the family to express concern and offer assistance, which includes providing a meal if desired by the family. If a meal is to be furnished, coordinate with the family the day, time and number of people expected for the meal. The deacon purchases or purchases and prepares meat, side dishes, salad and dessert items and delivers to the home.

## Hospitalizations

Tips for Visiting the Sick in the Hospital

- Know yourself (fears, health concerns, etc).
- Be familiar with the grieving process if needed.
- Do not make suggestions for doctors or treatments.
- Do not tell stories of others' illnesses.
- Know that you cannot take the pain away, **but you can BE THERE and that is a lot.**
- Do not visit if you are sick yourself (ask another Deacon to help).
- Observe signs on the door (Isolation, etc.).
- Call before visiting to ensure the person to be seen is still in the hospital and would like a visit.
- Respect the patient's space (their room may be the last and only place on control in their life).
- Knock before entering. Identify yourself. Be careful with hugs and shaking hands. (Wash your hands before and after visit).
- Look for a place to sit, but ask permission:
  - Rarely if ever sit on the bed;
  - Do not sit with your back to the window;
  - Keep at eye level if possible;
  - Be careful of equipment;
  - Make sure you return equipment to its place if you move it;
  - Ask permission to turn down the volume on the TV;
  - Do not wear perfume or aftershave as it can do more harm than good;
- Talk to the patient – even if they are comatose
- Honor promises that you make to them.
- Do not assume religious beliefs or needs.
- Be wary of making assumptions.
- Prayer is not always required.
- Prayer should not be used as an escape mechanism.

Please ask for permission to relay information about the person's condition to others. Some people prefer others not knowing about the particulars of their situations. Wear your Deacon name tag when visiting the hospital. It identifies you as a representative of the church.

Remember that your presence reflects the presence of the church and therefore God. Presence, whether in person or over the phone, is worth more than almost any other act or words.

## DEATHS

The Pastor makes the first contact with a bereaved family. The Church Administrator notifies the Moderator, Vice Moderator of the Diaconate and/or the Deacon. If a Deacon is aware of a death before receiving official notification, he/she should call the church office to confirm/pass on the information. When notified that a death has occurred within the family of a member of their care group, the responsible Deacon contacts the bereaved family to express condolences and discuss food needs. For instantaneous needs, the Deacon offers a simple meal for the immediate family. A simple reception created by Second Presbyterian's Hostess/Caterer, or volunteers, consisting of finger sandwiches, cookies and beverages at the Fellowship Hall following the funeral or memorial service will be at no cost to the family.

The Moderator or, in the Moderator's absence, the Vice Moderator or, in the absence of both, the Diaconate Secretary will serve as the contact point between the Diaconate and Church Hostess/Caterer to arrange all funeral and memorial service receptions at the Fellowship Hall.

If food assistance is not desired, a visit or sympathy card to the family is an appropriate response.

### **MEAL ASSISTANCE AT HOME**

The family's Deacon contacts the bereaved family to determine the date, time and number of people expected for the meal.

**For a simple family meal for the immediate family**, the family's Deacon will purchase and/or purchase and prepare meat, side dishes, and salad and dessert items. The Deacon will be responsible for food preparation and delivery to the bereaved family.

**When the family desires meal assistance for a large family gathering following the funeral or memorial service**, the Deacon may plan the menu and arrange for donations from Diaconate members, and other church volunteers. If help is needed, the family's deacon may contact the Chair of the Diaconate Food Committee for assistance. The family's Deacon, assisted by 1 or 2 Deacon volunteers, will receive food donations at the Fellowship Hall at a time and date determined by the Deacon and make delivery to the family.

## RECEPTIONS IN FELLOWSHIP HALL

**The Church Hostess/Caterer is in charge of all receptions held in the Fellowship Hall. The Diaconate Moderator or Vice Moderator or, in their absence, the Diaconate Secretary, coordinates with the bereaved family the date, time and number of people expected at the reception.** *Receptions consisting of a large variety of food items are no longer offered.* The Moderator, Vice Moderator, or Secretary contact the Administrator at the church office (723-9237) to reserve the Fellowship Hall, resolving any scheduling conflicts. The Diaconate officer coordinating the function informs the Administrator of the bereaved family's choice of reception. The Hostess/Caterer may contact the Moderator/Vice Moderator/Secretary to request food donations to meet urgent, unexpected needs, request kitchen helpers and servers, and assistance to set-up the fellowship Hall.

**In the event that the Church Hostess/Caterer is unavailable, the Diaconate becomes responsible for preparing the reception. The bereaved family's deacon, assisted by other deacons including members of the Food Committee, will prepare and host the reception. There will be no charge for the reception. The following procedure applies.**

**Determine the menu.** The suggested simple menu is sandwiches, cookies and beverages. Beverages may include punch, coffee, water and iced tea. Reception plans used previously are attached for guidance.

**Call Deacon volunteers** to help serve and donate food. Request food donations based on your menu. If convenient for the donor, ask that food such as sandwiches and cookies be brought on plates ready to serve. Ask donors to put their names on the underside of their serving plates. Food should be brought to the Fellowship Hall about 2 to 2-1/2 hours before the reception.

### **Set up for the Fellowship Hall:**

- To form a cross, arrange 4 or 5 long food tables in the center of the Fellowship Hall. Cover tables with white tablecloths, all of same length.
- If available, place a floral centerpiece in the center where all the tables come together. If a floral centerpiece is unavailable, tables can be decorated with greenery such as ivy around the punch bowl.
- Place one or two punch bowls, ladles and 1 or 2 pitchers of ice water on one of the tables in the center. Place 4 oz. clear plastic cups and beverage napkins on the table. Serve coffee by the coffee pot with accompaniments already available.
- Place small clear plastic plates and luncheon napkins at the end of each food table.
- If condiments such as mayonnaise and mustard are used, serve them in small glass dishes on small plastic plates near the related items. Place a plastic spreading knife on the plate.
- Place small plastic plates by any platter where toothpicks are used to pick up food. Arrange chairs for seating along the walls.
- If the family brings pictures highlighting the deceased's life, place them on the island near the entrance to the kitchen. The family's reception line should begin to the left as the Fellowship Hall is entered.

## **SUPPLIES AND EQUIPMENT**

Use supplies marked and stored for Deacons' use. The kitchen pantry may have paper products, condiments or beverage items (if labeled for a specific occasion, do not use). Purchase what you need. The Church Hostess may assist with purchasing items.

- The kitchen has a new icemaker
- The kitchen is stocked with glass serving dishes and trays, china, flatware, glasses, pitchers, punch bowls, etc. Kitchen cabinets are labeled with contents.
- Fabric tablecloths are stored in the kitchen in bottom island drawers nearest the sink.
- White paper doilies may be available in the kitchen or deacons' supplies to place in serving dishes and trays. Purchase if necessary.
- White paper doilies may be available in the kitchen
- Use a good supply of white beverage and luncheon or dinner napkins.

### **Supply Sources**

Serving items may be found in the kitchen. Make a list of items needed to replenish supplies and give to Church Hostess to purchase. If Church Hostess is unavailable, contact the Administrator about purchasing beverage, luncheon or dinner napkins, paper doilies, clear plastic beverage cups and plates or colored toothpicks.

If Deacon has to purchase these supplies, forms for acquiring reimbursement are available outside the door to the church office. Please attach receipts and place in clear box hanging on wall outside of church office.

Donors preferring to receive in-kind donation credits may acquire them from the Administrator by turning receipts into the Administrator with your name and In-Kind Donation written on top of receipt.

## **GUIDELINES FOR MAKING A HOSPITAL, NURSING HOME OR HOME VISIT**

Make arrangements for the visit. At a hospital or nursing home, check at the desk for room number and visitation status. At home, call ahead to set the time of your visit. Be aware of, or expect family members. Prepare yourself with prayer.

Notice the details when entering the room or house. For example, in a hospital room take note of the presence or absence of cards, flowers, visitors; at home, note the conditions of the rooms for care, safety, furnishing appropriate to the situation. Ask yourself, "What is this person's situation as I come into this place to visit?"

Place yourself sitting or standing in direct line of vision of the person in order to maximize opportunity for speaking and listening without strain.

Be sensitive to clues of the emotional or physical status of the person. Is he/she tired, in pain, depressed, basically negative or positive? Use these clues to carefully respond as a listener to what the person says.

Don't assume anything if there is a medical condition; such as that the person either knows or does not know his/her diagnosis or how serious it is. Let the person tell you what he/she wants you to know. Do not talk to him/her assuming you both know the same thing.

Be sensitive to the person's energy and condition so you do not overstay your visit; however, don't be in a hurry or act like you need to leave. The most important thing in the world you have to do is be with the person right now.

If the person in the hospital or nursing home requests anything, **check with the nurse or staff person** before fulfilling the request.

When hearing complaints, **be compassionate** in seeing ways to be helpful but do not make promises. Share these with the nursing staff or family before taking action.

### **WHAT TO SAY AND HOW TO SAY IT:**

When greeting the person, **let him/her know who you are** (even if you have said it before) by name and as a visitor from Second Presbyterian Church. Tell the person why you have come for example: to visit and pray; to share the news and life of the church; to see if there is anything you can do to help; or to celebrate the Lord's Supper. Let the conversation begin on a topic that is neutral, such as the church, family, persons in common.

**Let the person visited take the lead;** let him/her offer his/her hand or invitation to be seated. Let him/her suggest the ground rules for the visit (length, topics of conversation, expectations). Appropriate touching on the arm or shoulder is okay.

If you have not visited the person before, there may be things that you find uncomfortable. **Be prepared** not to show shock, dismay, or emotional difficulty by your words, voice or expressions.

### **DO:**

- Give short responses that accept and affirm.
- Be sincere and honest, not saying things you don't mean or believe.
- Paraphrase their statements and reflect feelings: "It sounds like you're really upset with being here"; "I have the feeling you really appreciate being here" Be an active listener... Be caring.

### **DO NOT:**

- Discuss the person's illness, condition, or others who have had it. This can turn into a negative conversation. At worst, this topic can end with "...and he died from it."
- Apologize, argue, or contradict. Your task is not to "take on" the person or his/her perceptions but to establish trust and show caring. Try to understand what lies behind his/her statements that evoke the impulse to apologize, argue or contradict.
- Probe or force yourself onto the person or into his/her life beyond where he/she invites you to go. This is his/her space.
- Make excuses for your coming or leaving, for example, "I'm sorry I didn't get by to see you sooner"; "I didn't know you were here"; "Well, it's getting late, I must go"; "I must go, I have a lot of people to see." These excuses make the message clear; "You really are not worth my time and effort!"
- Advice-Giving: Giving advice short-circuits the process of communication by taking away the decision-making from the other. It usually stops the conversation and the attempt of the other to solve his/her problem.

Other blocks to a life-enhancing exchange include:

- Clichés
- Belittling
- Disagreeing
- Requesting explanations
- Defending
- Expressing approval or disapproval
- Assumptions
- Generalization and stereotyping

### **ACTIVE LISTENING**

Active listening involves responding to the total message. This includes awareness (the tone and intensity of remarks, facial expressions, skin tones and body language, even the dress and mannerisms of the speaker). Active listening clarifies and seeks to understand the meaning of what has been said and the feelings behind the content.

#### **PRESENCE**

- Be present with the other.
- Use eye contact. Show by your posture and your facial expression that you are paying attention.
- Be sincere, and show it.

#### **LISTENING**

- Listen for themes in what is being said.
- Listen with ears and eyes for more than what is spoken: notice body language, voice tremors, gestures, rate of breathing, color of complexion, muscle tension, posture, and choice of clothing.

#### **RESPONSE**

- Describe your feelings (for example: "I have the feeling you are unhappy, even though you are smiling. Am I wrong?")
- Paraphrase what the speaker's remarks mean to you.
- Reflect on the meaning of what has been said, and wait for the person to elaborate.

### Active listening is not:

- Finding solutions or trying to fix problems
- Giving orders, directions, commands, warnings, lectures
- Passing judgment, criticizing, disagreeing, blaming, arguing
- Praising, agreeing, interpreting, sympathizing, consoling, probing, withdrawing, distracting, humoring.

### What are some barriers to active listening?

- **Differences** in age, sex, cultural background, language, lifestyle and priorities, negative feelings and attitudes, lack of time
- **Anticipating** (loading your gun). The listener tunes out the speaker and what he/she has to say because the listener is anticipating a change to respond and talk. This focuses energy on our own thoughts, and while we predict what will come next, we close ourselves off and lose contact with what is being expressed at present.
- **Fear**. The listener fears being put down, ridiculed, or out-reasoned; the listener fears that he/she might have to change, that his/her lack of knowledge will be exposed, that he/she might have to expose his/her real self.
- **Anger or hostility**. Isolations is a way to punish
- **Over-concern**. The listener is too anxious and concerned about expressing his/her own ideas well.
- **Indifference**. The listener lacks concern, care, or love and doesn't want to get involved.
- **Lack of self-esteem**. The listener has a poor self-concept.
- **Impatience**. The listener is anxious to rush in and fix the problem.
- **Over-identification**. The listener takes on the feelings and problems of the other so they become his/her feelings and problems; the listener thereby loses objectivity.
- **Rashness**. The listener jump to quick to conclusions.
- **Fatigue**. The listener tries to go visiting when tired or ill.
- **Prejudice**. The listener makes judgments before listening.
- **Misinterpretation**. The listener fails to find the speaker's true meaning. Interrupting

### WHEN AND WHERE TO PRAY

Pray before entering the room or house. This prayer of preparation can be very short (but may be much longer, especially if you know what lies ahead and need to spend more time on specified areas of concern.) Pray that you may company Christ into his presence with the person; pray for forgiveness; pray for guidance in what you say and do; pray for sensitivity to the Holy Spirit and to the needs of the person and the family; and pray to be a channel of love and strength for the person.

Pray when it feels natural. Prayer should not be "tacked on" to the visit at the end or thrust into the middle of a silence because there is nothing else to say or do. To make it natural, plan that during the visit you will pray for/with the person before leaving. By having this clearly in mind, you will see the right opportunity during the visit. This will be determined by how long or short the visit is, by the needs of the person, and the situation. When you and the person visited are confronting a tough problem or are faced with "nothing left to say," prayer may come naturally. But this is not the same as "plugging the gaps" with a prayer.

Praying with the person is one of the reasons you are there. Avoid using prayer to bail yourself out of other (tough) situations.

Prayer is not an escape to avoid talking about tough or touchy things like death, pain, problems. Prayer is not used as a towel to help the person stop crying.

Prayer is not used to shut off feelings that the person may want to express such as anger, frustration, despair.

Prayer is not the way to say goodbye as you end the visit; though you may pray toward the end of the visit, the prayer should not be your exit line.

Pray after permission has been given. Ask, "Would you like to pray now?" Or "Would you like to pray about that?" or "Would you like me to pray for you?" These are examples of making the shift into the time for prayer while getting permission and participation of the person. This avoids thrusting prayer upon people unwanted or unprepared.

Prayer is touching, so touch if possible. Holding hands or putting your hand on the person's arm or shoulder is a simple, natural way of touching without raising questions about appropriate touching. (This is touching other than anointing with oil, or laying on of hands, or using hands in healing prayers.)

## **WHAT TO PRAY**

Pray in common language you both understand.

Pray from life. Let prayer be from the "stuff of life's" experience of the persons present. It may take the form of praise and thanksgiving; petition for needs; expressions of anger, frustration, pain, sorrow, loss, fear, joy; confession of brokenness and sin; requests for forgiveness, healing, need for wholeness.

Prayer is not preaching. It is not a way to get the other person to do something you think he/she should do, nor is it a way to teach or moralize about his/her situation or your understanding of God's message. Neither are you telling God what should be done in this situation.

Pray; don't read prepared prayers. Praying from a prayer, ritual, or litany book or Bible can be meaningful if this is part of the person's background. But such prayers should be prayed more than read. If you use prayer books, practice ahead of time so you are totally comfortable with praying such prayers rather than reading them. Additionally, make sure the language of the prayers in such books is appropriate to the visited person's situation.

The Psalms are prayers. Appropriate psalms may be prayed as you read. You may even do this together.

Prayer may be for comfort, strength, God's presence, forgiveness, wholeness, healing. First listen to the needs of the person visited and the prompting of the Holy Spirit in your ear. If you are not sure what to pray about, a simple question will work well: "What would you like us to pray for?" or "What would you like to say to God in prayer?" Remember if you pray for healing, prayer should give hope, but not false hope.

## TRI-COUNTY HOSPITAL INFORMATION

Roper St. Francis Hospital  
2095 Henry Tecklenburg Drive, West Ashley  
Charleston, SC 29414-5733  
843-402-1000

Trident Medical Center  
9330 Medical Plaza Drive  
North Charleston, SC 29406-9104  
843-797-7000

Roper Hospital  
316 Calhoun Street  
Charleston, SC 29401-1113  
843-724-2000

MUSC  
169 Ashley Avenue  
Charleston, SC 29401-5836  
843-792-2300

Ralph H. Johnson VA Medical Center  
109 Bee Street  
Charleston, SC 29401-5703  
843-577-5011

**CONGREGATIONAL CARE CONCERN FORM**

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

Name: \_\_\_\_\_

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

\_\_\_\_\_

Relationship to the Church: \_\_\_\_\_

Concern: \_\_\_\_\_

\_\_\_\_\_

Visit Requested: Yes \_\_\_ No \_\_\_

Hospitalized: Yes \_\_\_ No \_\_\_

Hospital: \_\_\_\_\_

Room: \_\_\_\_\_ Phone: \_\_\_\_\_

Out of Town Address: \_\_\_\_\_

\_\_\_\_\_

Additional Comments: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

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

Phone: \_\_\_\_\_

Date Contacted: \_\_\_\_\_

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

## CHURCH LEADERS

### COMMITTEES & REPRESENTATIVES

#### ELDERS:

- **Moderator** | Cress Darwin
- **Clerk** | Tina Smith
- **Finance** | Chuck Medbery, Aled Pritchard
- **Property** | Rob McCready
- **Nominating** | Ken Carrington, Nathan Walker
- **Missions** | Sarah Morton
- **Music & Worship** | Tina Smith, Sarah Morton, Ken Carrington
- **Stewardship** | Dave Jackson
- **Christian Education** | Aled Pritchard, Gary Jaffe
- **Communications** | Katie Mai

#### DEACONS:

- **Christian Education** | Erin Mellen
- **Congregational Care** | Debbie Smith
- **Hospitality** | Carol Howe
- **Nominating** | Debbie Smith
- **Tea Room** | Sue Henderson

### OFFICERS OF THE CORPORATION

**President** | Spence Roddey

**Vice President** | Patterson Smith

**Secretary** | Peggy Hay

### NOMINATING TEAM

**2020** | Jessica Brock, Ken Carrington, Llewellyn Clarke, Lee Lingle, Jordyn Pritchard, Debbie Smith, Nathan Walker, Cress Darwin (ex-officio)

## 2019-2020 ELDERS & DEACONS



**Geneva Frayer Canty** was born in Evanston, Illinois. She is the mother of two children. She was baptized in Mother Emanuel as a small child and returned as an adult and ended up transferring her membership from Emanuel. She found her home at Second Presbyterian by way of our Women's Wednesday Night Bible Study. She enjoys gardening, fishing, Salsa and traveling. She has traveled to Ghana, West Africa with the CSO Gospel Choir.

**Deacon, Class of 2021 843.437.0269 genevafrayer@yahoo.com**



**Ken Carrington** was born in Grovetown, GA, has two sons, Tripp and Beckett. He is the River Dogs announcer and a musician. He plays the flute, bagpipes, and Irish whistle and loves sound design, being a DJ, and teaching the Children's sermon.

**Elder, Class of 2021 843.364.6510 kwcarrington@gmail.com**



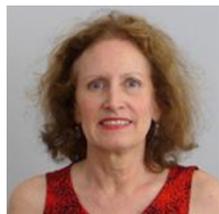
**Rebecca Wesson Darwin** grew up in Columbia and attended the University of North Carolina. She went on to have a successful career in publishing in New York City before she and Cress moved back south. She launched *Garden & Gun* in 2007 where she continues to serve as cofounder & CEO. Rebecca serves on the church's Finance Committee and has previously served as an elder of the church.

**Deacon, Class of 2020 843.906.1024 rdarwin@gardenandgun.com**



**Denise Girard** is from Pennsylvania and graduated from Edinboro University of PA. She and her husband, Charlie, moved to Charleston in early 2016 and joined Second Presbyterian soon thereafter. She has three grown children and works for Sanders Brothers Construction. She has formerly served as a Sunday School teacher, elder, and deacon in PA.

**Deacon, Class of 2021 724.421.7662 girarddee@gmail.co**



**Sara Gouldon** has previously served as a deacon at Second, as a Sunday School teacher, on the Mission Committee and faithfully works the Tea Room. She has volunteered with Parks Conservancy projects and on the GCC Gateway Walk committee. Sara is retired from MUSC and currently serves as the After-School Program Supervisor at Charleston Day School.

**Deacon, Class of 2022 843.906.6844 saragouldon@yahoo.com**



**Joshua Hall** was born and raised in Cincinnati, Ohio and it is his military service to the United States Air Force in Air Transportation and Logistics that brings him to Charleston and Second Presbyterian Church. Being a triplet and coming from a family of eleven siblings, he knows nothing short of the importance of family, community, and togetherness. In his free time, he enjoys "soaring the skies" as a private pilot, going fishing, tending to his small farm of chickens, ducks, goats, and greenhouses, and playing the piano or trumpet, and he is also a member of the Second Presbyterian Choir.

**Deacon, Class of 2022 513.967.1713 mr.joshua.hall@yahoo.com**



**Sue Henderson** has been Director of the Second Presbyterian Kindergarten since 1977. She has served as an elder and as a deacon at Second and on the Christian Education Committee. She has been on the Boards of The Charleston Museum and Life Management. Sue is a graduate of The College of Charleston and has taught kindergarten for 35 years.

**Deacon, Class of 2022 843.860.6568 sueatsecond@gmail.com**



**Carol Howe** has been a member of Second since 1983. She previously served as an elder, a Sunday School teacher, Circle leader and Moderator of Presbyterian Women. Carol's love of Second Presbyterian has been nurtured by the many long-term friendships and relationships established in worship and activities with other members. She and Jimmy adore their six-month-old grandson, George. Carol loves a good book, attempts at cooking, and other creative experiences.

**Deacon, Class of 2020 843.901.9013 carolaahowe@gmail.com**



**Dave Jackson** was born in Midland, Michigan, went to college at Michigan State, and graduate school at the University of Florida. He currently works at Boeing as an Authorized Qualification Representative. He has been a member of Second Presbyterian since 2014.

**Elder, Class of 2020 352.214.2374 dave.c.jackson@gmail.com**



**Gary Jaffe** and his wife, Cassie, first stepped foot into Second Presbyterian Church in 2004 when they were dating in college. Second has since become a beacon of hope and love in their lives. They officially joined the church in 2007, were married in the sanctuary later that year and both of their children have been baptized here. Gary is a resting Elder and he has been actively involved in the church for many years. He is excited to once again contribute as a Session member and looks forward to being a steward of God's grace through this calling.

**Elder, Class of 2022 843.209.1780 gary.jaffe@gmail.com**



**Martha Lackey** is a long-time member of Second Presbyterian. She is an Operating Room nurse at Roper and she and Edward have two sons.

**Deacon, Class of 2021 843.556.181 m.lackey2@comcast.net**



**Katie Mai** moved to Mt. Pleasant from Connecticut in 2017 with her husband Chris and their dogs, cat and bird. Katie graduated from Syracuse with a BFA and continued on to become an award-winning branding and packaging designer. After discovering a greater passion through volunteer work, Katie has shifted gears and plans to begin her Masters of Social Work this fall at USC.

**Elder, Class of 2022 860.921.8515 katiemai@gmail.com**



**Dawn McCready** and her husband, Rob, joined Second Presbyterian in 2017. They moved to Charleston two years ago from Old Greenwich, Connecticut. She has been a very involved member and she and Rob are responsible for the re-illuminated bell tower and stained glass in the sanctuary.

**Deacon, Class of 2021 203.921.7819 booboo319@att.net**



**Rob McCready** and his wife Dawn joined Second Pres in 2017 after moving to Charleston two years ago from Connecticut. Rob is a retired electrician and serves as a member of the Property Committee. He and Dawn are responsible for the re-illuminated bell tower and stained glass in the sanctuary.

**Elder, Class of 2021      203.921.7804      robmccready@att.net**



**Charles (Chuck) Medberry** grew up at Second Presbyterian and is a retired physician. Chuck and his wife Lucie moved from Kansas back to Charleston and joined Second Pres in 2015. They have two grown children who were baptized here. Both Chuck and Lucie volunteer at the Tea Room.

**Elder, Class of 2021      913.620.9907      raddocmed@aol.com**



**Lucie Medberry** grew up in the Disciples of Christ Church (Texas). She and Chuck settled in Kansas City for more than 20 years and retired in 2015 to Charleston, Chuck's hometown. This is their "family church," where their children were baptized and where their daughter got married. She is a retired teacher and has been involved in an outreach program with the Gibbes Museum of Art.

**Deacon, Class of 2022      913.707.0066      luciemed@aol.com**



**Erin Mellen** is a longstanding member of Second Presbyterian and currently serves as the Children's Sunday School teacher. Erin loves history and travel and after graduating from Columbia Colleges she lived in South Korea and Germany before she and Pat settled in Charleston after his retirement from the army in 1972.

**Deacon, Class of 2020      843.442.0668      nmellen@bellsouth.net**



**Aled Pritchard** was born and raised in Scotland and grew up in the Presbyterian church. He met his wife, Jordyn, while traveling in 2007 and immigrated when they married in 2008. They moved to Charleston in 2010 and found a home at Second Presbyterian in 2014. He enjoys traveling, rugby, and watching Everton and UGA football. Aled and Jordyn live in West Ashley with their three young children.

**Elder, Class of 2022      843.813.5890      aledpritchard@gmail.com**



**Felicia Sanders** is a native of Charleston, is married, and has 3 children and 4 grandchildren. Felicia enjoys spending time with her family, traveling, and caring for others. She is a faithful member of Second Presbyterian and gets great comfort from attending Bible study and working in the church. On June 17, 2015, Felicia was at Bible study along with 11 others, including her son Tywanza, aunt Susie, and granddaughter. Tragically her son, aunt, and 7 others died. Since that fateful day, Felicia has been healing, caring for her granddaughter, and attending to speaking engagements related to the shooting at Emanuel.

**Elder, Class of 2022      843.330.9627      feliciakibwe@yahoo.com**



**Nicole Schuerman** moved to Charleston in 2016, joined Second in 2017 and has since frequently served as our greeter on Sunday mornings. She grew up in the Presbyterian Church in Illinois and loves to travel and read.

**Deacon, Class of 2022      630.853.4734      nschuerman@yahoo.com**



**Debbie Smith** is a native of Charleston and is retired from MUSC. She has been a member of Second Presbyterian Church since 1985 and has served and volunteered in various ways throughout the years. She is an avid gardener, enjoys word games, playing in the bell choir, travel and spending time with family and friends. Debbie has also volunteered her time in the community tutoring young children in reading. She lives on James Island with her husband of 46 years, Patterson and their two Chihuahuas. She has two grown children.

**Deacon, Class of 2021 843.696.5543 debsterg87@aol.com**



**Patterson Smith** has been a member of Second Church for over 30 years. During that time, he has served as a Deacon, an Elder, and Chair of several committees. Currently, he co-chairs the Property Committee. Patterson and his wife, Debbie, are both active in church activities.

**Elder, Class of 2021 843.810.5543 pattersonsmithco@aol.com**



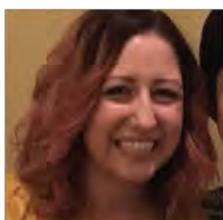
**Tina Smith** was born in Pittsburgh, PA, graduated from Georgetown with a BS in nursing, and eventually settled with her husband, Ralph, in Bethesda, MD where she lived for 30 years. She is now retired from the Medical University Hospital Authority and resides in West Ashley near her two daughters. Born and raised in the Presbyterian Church, she has been a member at Second Presbyterian since 2009.

**Elder, Class of 2020 843.568.2827 skippytsmith@gmail.com**



**George Smythe** was born and raised in Charleston as a lifelong member of Second Presbyterian Church. Prior service includes two terms on the Diaconate and three terms on the Session. He works in the mortgage division of South State Bank and is married to Therese. They have five grown children, two dogs and a cat. My hobbies are hunting, fishing and spending as much time as possible with his family.

**Deacon, Class of 2022 843.343.7591 skeetersmythe@gmail.com**



**Sarah Stevens** was born and raised in South Carolina. A graduate of Presbyterian College and USC, she is now a co-owner and speech language pathologist at Chatterbox Kids, Inc. She has been a member of Second Presbyterian since 2009 and has been involved with Chapel leadership, the downtown Bible Study group, and has served as a deacon as well as on the Stewardship and Music & Worship Committees.

**Elder, Class of 2020 843.276.7211 smorton322@gmail.com**



**Nathan Walker** is from Little Rock, Arkansas and Tennessee. He and Sally have been married for eleven years and have two children. He is the Professor of Architectural History at College of Charleston and has been in Charleston for two and a half years.

**Elder, Class of 2020 912.220.1543 walkernr@cofc.edu**



**Sally Caithness (Walker)** was born in Kirkcaldy, Scotland and was raised in both Scotland and England. After studying for her MA in History at Edinburgh University, she decided to go back to school to study Graphic Design, traveling to Nashville, TN to learn. It was there that she met Nathaniel. They have been married for 13 years and have two children, Lily and Eliot. They have lived in some lovely places including Savannah, Charlottesville and Providence before coming to the even lovelier city of Charleston

**Deacon, Class of 2020 912.596.8847 s\_caithness@hotmail.com**

