

# Chris Sudlow



**Chris Sudlow** was ordained as a deacon in the late 1990's at Bethel OPC in Wheaton, IL. He served a three-year-term on the Presbytery of the Midwest Diaconal Committee from 1999 to 2001. Chris joined the Committee on Diaconal Ministries in 2009, just prior to the first National Diaconal Summit, which he was privileged to organize with Rev. Lendall Smith.

Chris is married to Karin, a speech pathologist, and they have three grown sons, 34-year old twin boys and his youngest son, 27. Chris currently lives in Naperville, IL and would someday love to move to the East Coast.

“Doing Business  
as Deacons”



# “Doing Business as Deacons”

Chris Sudlow

# “Doing Business as Deacons”

Chris Sudlow

# Luke Fawcett



**Luke Fawcett** has been a deacon at Resurrection OPC in Matthews, NC since 2010. He also serves as a member of the Presbytery Diaconal Committee for the Southeast. Luke currently works at a water utility as a technology program manager and serves as an adjunct professor at a local university teaching Geography.

He and his wife, Evelyn, have three girls, two boys, a dog, a cat, a bunny, and have recently purchased a goldfish. He enjoys hunting, fishing, gardening, and camping with his family.

“Strategy and Guidelines  
for Diaconal Ministry”



# Strategy and Guidelines for Diaconal Ministry

Luke Fawcett  
June, 2022

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## ***How simple business practices can support your deacon work***

Common operating mistakes by a diaconate

- Email Central
- Seasonal Management Solutions
- Single Point of Failure
- Other

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## ***How simple business practices can support your deacon work***

### **Business Tools and Best Practices**

- Knowledge Base
- Build institutional knowledge
- Well-organized meetings
- Continual Improvement
  - Reflect on your work, projects, meetings...
  - Ask for help! (What does your pastor/session see?)

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**RPC Knowledge Base**

- Strategic Plan
- Guidelines for Mercy Ministry
- Policies
  - Emergency Action Policy
  - Facility Use
  - Child Protection
- Roles and Responsibilities

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**Examples of supporting tools in a Knowledge Base**

**Strategic Plan**

- Visioning workshop
- Basic components
- How to use

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**Components of a Diaconal Strategic Plan**

**Defining Terms**

**Core Values** – the vital principals that need to guide the day to day and long range

**Objectives** – high-level organizational goals; these are the continuous improvement activities that we must do to implement strategy. These are critical to the success of the Mission Statement. Long-range objectives represent what we need to concentrate on in order to make your vision a reality

**Strategy** – the overall means we will employ in order to achieve our objectives

**Actions** – specific measures and/or initiatives that target specific goals. These are important measures that are reviewed on a regular basis.

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**Mission**

The Deacons of Resurrection Presbyterian Church exists to serve and assist our elders (1), minister to the needy (2), and lead our congregation in mercy ministry (3). We strive to fulfill our calling by serving one another just as Jesus Christ serves us.

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**I. Assisting our Elders**

**Objective 1. Ensure Financial Sustainability and Stewardship**

Strategy 1. Communicate financial status to Elders and Congregation

Action 1. Update the Elders and Congregation on YTD spending and budget status on a monthly basis

Action 2. Present a mid-year budget report to the congregation

Action 3. Present draft budget to Elders by November of each year

Action 4. Perform a monthly review of all church finances via conference call by the deacons

Strategy 2. Employ and manage an accountant and administrative assistant to maintain general ledger

Action 1. Hire a new part-time administrative assistant

Action 2. Research, Purchase and Implement new Banking Tools

Strategy 3. Execute and Manage Capital Plan

Action 1. Complete approved 2020 Initiatives

Action 2. Catalog and Inventory new items

Action 3. Report progress to session and congregation

Action 4. Present 2020 Capital Plan by Nov., 2020 with Operational Budget

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**Objective 3. Efficiently manage Worship Services**

Strategy 1. Assist in providing a welcoming, comfortable, and safe environment for church members and visitors

Strategy 2. Maintain documentation for schedules, duty descriptions, and procedures

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**II. Ministry to the Needy**

**Objective 1. Nurture and establish a culture of visiting and praying with the poor and needy**

- Strategy 1. Regularly visit with and pray for the sick, elderly, and poor
- Strategy 2. Assign a single or a pair of deacons to the elderly and those who need long-term care
- Strategy 3. Communicate needs and visits to the Session and designated Shepherding Elders

**Objective 2. Seek to prevent poverty within the church**

- Strategy 1. Use the spiritual and material resources of the church to help alleviate any members' poverty
- Strategy 2. Ensure all members have access to food, clothing, and shelter
- Strategy 3. Coordinate with Women's Fellowship to assist with necessary meals

**Objective 3. Give considerable care to the widows and orphans within the church**

- Strategy 1. Regularly visit and pray with the widows and orphans
- Action 1. Track visitation and contact with Diaconal Groups, and review at monthly meetings

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**Objective 4. Provide counseling and financial stewardship to those in need of long-term assistance**

- Strategy 1. Regularly visit and pray with members in need of long-term development and assistance
- Strategy 2. Refer to the Guidelines for Mercy Ministry for members in need of long-term development and assistance

**Objective 5. Know about available local community resources**

- Strategy 1. Possess an up-to-date list of all local and regional community resources
- Action 1. Compile a list of the best public and private social services and Christian resources and make available to the deacons and all members in the church by October, 2018

**Objective 6. Follow a Mercy Ministry Policy to support the work of mercy within the diaconate**

- Goal 1. Possess a working document of general procedures and guidelines for mercy ministry to members and non-members
- Goal 2. Review, discuss, and update the Guidelines for Mercy Ministry on a regular basis

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**III. Leading the Church in Mercy Ministry**

**Objective 1. Equip and mobilize the saints in the work of diaconal ministry**

- Strategy 1. Teach the methods and procedures of diaconal ministry to church members
- Strategy 2. Stimulate and model a servant lifestyle; encourage the church's body of believers by example, in order to fulfill the ministry of mercy and service which the Lord calls all members
- Strategy 3. Teach, select, and appoint gaily men and women to assist in caring for the poor and needy

**Objective 2. Provide opportunities for financial planning**

- Strategy 1. Offer a yearly seminar on long-term financial planning for members of the congregation
- Action 1:
- Strategy 2. Make resources and information available to the church on saving for college, will planning, and long-term financial savings opportunities

**Objective 3. Present opportunities to give and serve in the broader church and local community**

- Strategy 1. Designate monthly special diacon offerings for our local pregnancy centers and Brookstone School
- Strategy 2. Present the church with opportunities such as storm relief, short-term missions, and aid to refugees and the persecuted church that are presented by the OPC and our local presbytery.

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**Examples of supporting tools in a Knowledge Base**

**Guidelines for Mercy Ministry**

- Guidelines vs Policy
- Handout – *RPC Mercy Ministry Guidelines*

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**Examples of supporting tools in a Knowledge Base**

**Policy**

- Emergency Action Policy
  - Threats of Violence
  - Medical Emergency
  - Evacuation for Smoke and Fire
  - Severe Weather and Tornado
- Facility Use Policy
- Child Protection Policy

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**Examples of supporting tools in a Knowledge Base**

**Misc.**

- Job Descriptions and Duties
- Agendas and Minutes
- Money and Financials

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Strategy and Guidelines for Diaconal Ministry

**How to use - *and benefit from* - a Knowledge Base**

- Organizational Systems (Teams, Google)
- Review, Use, and Update
- Don't let the perfect be the enemy of the good

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Strategy and Guidelines for Diaconal Ministry

Document Workshop, Q&A

- Q & A
- Best Practices for Financials

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# Rev. Chris Cashen



“Refugee Relief”

**Rev. Chris Cashen** is the pastor of Trinity Reformed Orthodox Presbyterian Church in Lanham, MD. He was ordained as a deacon nearly 30 years ago. He serves as the secretary for the OPC’s Committee on Diaconal Ministries, as well as a part of the Diaconal Training Subcommittee, Missionary Deacon Subcommittee, and the Refugee Ministry Subcommittee. He also served Redeemer OPC in Atlanta as an evangelist to refugees and immigrants in Clarkston, Georgia from 2017 to 2020. Chris has written several articles concerning refugee ministry which are posted on the CDM website, a *New Horizons* article published in February 2022, and a podcast episode regarding refugee ministry on *The Reformed Deacon*.

Rev. Cashen was born in Milwaukee, WI. He and his wife, Grace, have three children and seven grandchildren.



# "Refugee Relief"

Rev. Chris Cashen

# "Refugee Relief"

Rev. Chris Cashen



# Rev. Nathan Trice



**Rev. Nathan Trice** has been the senior pastor of Resurrection OPC in Matthews, NC since he was first ordained to gospel ministry in 1996. He also serves as president of The Committee on Diaconal Ministries of The Orthodox Presbyterian Church, as well as on the board of Greyfriars Classical Academy, where he teaches Theology and Ethics.

Nathan was born in South Georgia but raised in the Shenandoah Valley of Virginia.

He is a graduate of Covenant College and Knox Theological Seminary. Nathan and his wife, Ashley, were married in 1998 and have five children: Allie, Henry, Duncan, Tristan, and Owen. Their favorite family pastime has been traveling the country with a pop-up camper.

## Summit Devotional and Wrap-Up

# Summit Devotional and Wrap-up

Rev. Nathan Trice

# OPC Diaconal Summit IV

June 2-4, 2022

Wheaton, Illinois

## For Further Study of Diaconal Ministry

### Books:

1. What is Mercy Ministry? (Basics of the Faith)  
By Philip G. Ryken and Noah J. Toly
2. New Testament Deacon: The Church's Minister of Mercy  
By Alexander Strauch
3. Ministries of Mercy, The Call of the Jericho Road: Third Edition  
By Timothy J. Keller
4. Resources for Deacons: Love Expressed through Mercy Ministries  
By Timothy J. Keller
5. The Ministry of Mercy for Today  
By Peter Y. De Jong
6. When Helping Hurts: How to Alleviate Poverty Without Hurting the Poor  
By Steve Corbett and Brian Fikkert
7. Helping Without Hurting in Church Benevolence: A Practical Guide to Walking with Low-Income People  
By Steve Corbett and Brian Fikkert
8. The Deacon: The Biblical Roots and the Ministry of Mercy Today  
By Cornelis Van Dam
9. Not Just a Soup Kitchen: How Mercy Ministry in the Local Church Transforms Us All  
By David S. Apple
10. Neighborology: Practicing Compassion as a Way of Life  
By David S. Apple
11. Serving God in a Migrant Crisis  
By Patrick Johnstone with Dean Merrill

12. Seeking Refuge: On the Shores of the Global Refugee Crisis  
By Issam Smeir, Matthew Soerens, and Stephan Bauman
13. The Deaconship: A Treatise on the Biblical Office  
By John Lorimer

Papers and Articles:

1. "Christian Charity or The Duty of Charity to the Poor, Explained and Enforced"  
By Jonathan Edwards
2. "The Diaconate," Parts One and Two  
By John L. Girardeau
3. "The Importance of the Office of Deacon"  
By John L. Girardeau
4. "The Deaconship"  
By James B. Ramsay
5. "The Office of Deacon"  
By Stuart Robinson
6. "Report on the Diaconate"  
By John L. Girardeau, Robert L. Dabney, Thomas E. Peck
7. "Presbyterian Deaconesses"  
By B. B. Warfield
8. "The Deacon: A Divine Right Office with Divine Uses" (excerpt with link to purchase)  
By C. Nick Willborn
9. "The Diaconate: God's Office of Temporal Affairs" (excerpt with link to purchase)  
By C. Nick Willborn
10. "The Gospel Work of the Diaconate: A Ministry Proportioned in Number" (excerpt with link to purchase)  
By C. Nick Willborn
11. "The Biblical Foundation of the Diaconate"  
By George W. Knight III
12. "Reforming the Diaconate," Parts One, Two, and Three  
By William Shishko

13. "God's Gift of Deacons"  
By Ronald Pearce
14. "If You Are a Deacon"  
By T. Nathan Trice
15. "A Presbyterian Approach to Diaconal Ministry"  
By T. Nathan Trice
16. "Principles of Diaconal Ministry"  
From the Committee on Diaconal Ministries of the OPC
17. Report of the Subcommittee on Diaconal Ministries  
From the Presbyterian Church in America
18. Principles for the Ministry of Mercy (August 2015)  
Adopted by the OP Uganda Mission
19. The Deacon (1903)  
By RC Reed

# Resources for Deacons

There are so many resources at your fingertips—from the website to the podcast, to the newsletter! There are nearly 1,000 deacons in the OPC alone, and each deacon should feel supported, encouraged and a part of a larger group. Please use these resources to aid you in the ministry to your congregation.

## OPCCDM.org



### What can you find on OPCCDM.org?

- Refugee Ministry updates
- Disaster Response updates
- Current and past copies of the *Mercy Minute* Newsletter
  - Training videos
  - Case studies
- Private discussion board
- Deacon Check-In sign-up
  - *Mercy Minute* sign-up

## Deacon Check-In



The goal of the Deacon Check-In is to have two deacons check in with each other for an occasional short time of conversation and prayer. Currently, we are on a twice a year schedule (August and February) for the “Deacon Check-In”. We are hopeful that this helps to initiate a 20-30 minute call between men—or perhaps an even longer-term friendship. Sign up on OPCCDM.org.

## Meet Your Fellow Deacon

Meet Your Fellow Deacon is a column that appears in each issue of the *Mercy Minute* newsletter. It’s a great way to get to know your fellow deacons in the OPC. E-mail us if you’d like to be interviewed: [diaconalministries@opc.org](mailto:diaconalministries@opc.org).



## OPC Deacons' Facebook Group



Join the OPC Deacons' (private) Facebook group: <https://www.facebook.com/groups/OPCDeacons/>.

## The Reformed Deacon Podcast

Upcoming episodes include an interview with Missionary Deacon Mark Van Essendelft, Uganda Clinic staff member, Chris Verdick, South Sudanese refugee Okuch Ojello, OPC Disaster Response and more! Don’t miss them!



Find it where you listen to your podcasts.

Available Episodes:

- EPISODES
- ▶ **Special Episode: Practical Steps in Refugee Ministry**  
APRIL 15, 2022
  - ▶ **Interview with Dr. Cornelis Van Dam**  
APRIL 01, 2022
  - ▶ **Why You Should Attend the National Diaconal Summit in June**  
FEBRUARY 28, 2022
  - ▶ **Caring for the Elderly & Shut-Ins**  
FEBRUARY 01, 2022
  - ▶ **Church Safety in the 21st Century**  
JANUARY 01, 2022
  - ▶ **Refugee Ministry**  
NOVEMBER 20, 2021
  - ▶ **Meet Deacon Tim Hopper**  
NOVEMBER 01, 2021

## The Mercy Minute

Quarterly Newsletter

News, updates, Meet Your Fellow Deacon and so much more can be found in the quarterly issue of the *Mercy Minute*.

Get it to your inbox by going to: [opccdm.org/resources/mercy-minute/](http://opccdm.org/resources/mercy-minute/).



## Coming Soon!

### The Ministry of Mercy Diaconal Training Course

This nine-part training course walks through the different aspects of mercy ministry as it applies to the local deacon. Look for it soon on OPCCDM.org.

THE MINISTRY OF MERCY







**Vol. 10: No. 4**

**March 15, 2022**

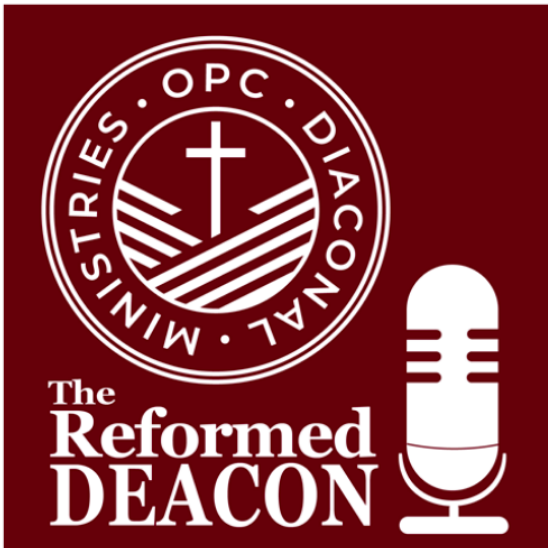
## **Mercy Ministry to Ukraine**



War certainly isn't an everyday ministry of mercy for the OPC Committee on Diaconal Ministries, however, because of our missionaries in L'viv, the crisis in Ukraine was an instant priority. For the Orthodox Presbyterian Church, this sudden need falls under the category of OPC Disaster Response. But, unlike other disasters, and for obvious reasons, "boots on the ground" may not be possible in this situation, although opportunities may be opening up through Mission to the World, the Presbyterian Church in America's foreign missions' team in Ukraine, the team in which our missionaries are a part. Keep an eye on the OPC Disaster Response website for updates.

Our effort right now is focused on an OPC Disaster Response fund to support our missionaries and sister churches in and around Ukraine. With funding and prayers, we can support our missionaries and sister churches as they become the help Ukrainian people need desperately right now. We are in contact with our missionaries in L'viv as often as possible, but as you can imagine, they are busy aiding the many internally displaced in the country as they attempt to find a safe haven both within and outside of their home country.





Look for *The Reformed Deacon* on your favorite podcast player.

## Latest Episode: Why You Should Attend the National Diaconal Summit in June

In the March episode of "The Reformed Deacon" Pastor Nathan Trice and deacons Chris Sudlow, Geno Altieri and Mark Palmer sit down to reminisce about past Summits and what they meant to them. Chris tells us about the what we can expect for this summer's Summit. You won't want to miss the episode, and we think it may leave you not wanting to miss the Summit this June. Take a listen and follow The Reformed Deacon podcast!



Meet Bob Keys, Deacon, Grace OPC, Columbus Ohio  
By Hannah White, Intern, OPC Committee on Diaconal Ministries

With nearly 40 years of diaconal experience at one church, Bob Keys has many stories to tell and much wisdom to share. Bob has a passion for diaconal ministries as shown in his service to Grace OPC as a deacon since 1982, as a member of the Committee on Diaconal Ministries for over 6 years, as well as his current service at the Presbytery level for the Ohio Presbytery Diaconal Committee. He has been happily married to his wife, Kathy, for 42 years and together they have a son and a daughter and seven grandchildren.



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