For more information contact:

International Bible Teaching Ministries
PO Box 49494
Cookeville, TN 38506

rdgmissions@charter.net
think of the deacons or ‘young men’ at Jerusalem as preparing the rooms for meetings, distributing alms, maintaining order at the meeting, baptizing new converts, distributing the elements at the Lord’s Supper” (p. 144). From this, as well as the meaning of the original term (διακόνος), one can see that a deacon is a servant, a waiter, or an attendant. In Acts 7, the seven men appointed were men who waited upon the people. They served the widows. They were active in meeting the needs of the church.

The church needs deacons because the church has work to be done. Deacons are not appointed just to be given a prominent position nor to get them involved for fear they will leave and go somewhere else. Such is not the motive for appointing deacons. Rather, there is work that needs to be done, and there are men who want to do it. They are able to assist the elders in their great work of overseeing the many different phases of the local church.

Let the elders work in overseeing, let preachers evangelize, and let deacons serve in their appointed tasks. In so doing, God’s great work will get done.

Taken from “Good News from Getwell,” May 17, 1990 by Jim Laws

Elders, deacons, and preachers each have a God-given work to do. One of their greatest needs today is for godly men to do their part in leadership for the Lord’s church. I want to encourage all men young and old to do all they can to help the church grow. Young men, prepare yourselves to serve one day as a deacon, elder, or preacher. Everyone should support and encourage godly leaders in every way they possibly can.

Some of the material in this workbook came from notes I have gathered over the years from different sources. I do not claim originality with much of this material, nor do I know whom to give credit for much of the material. I am thankful to all who have taught the truth and shared it with others.

—Ronald D. Gilbert
but this is not so of an elder. The elder’s work suggests age, experience, and maturity. One must work with this in mind to qualify as an elder.

I appreciate elders because of the leadership they have shown in their families. This is especially true today with the breakdown of the home. The man who has led his family in spiritual things is to be commended. One cannot serve as an elder without the right kind of family. The man whose family is an influence for good should be appreciated and commended.

I appreciate elders because of their Bible knowledge. Elders must be men of the book. It is their responsibility to see that the whole counsel of God is proclaimed. They keep preachers in check. They determine the direction of the church.

I appreciate elders because they receive less encouragement than any group of men I know. The preacher is encouraged, his lessons are commended, but who commends the elders? If elders were easily discouraged, most of them would quit.

I appreciate elders because they work while others sleep. Most elders have a secular job at which they work in order to supply the material needs of their families. When their day’s work is over, they are not finished. The work of the church continues. Godly elders spend countless hours in planning, praying, and solving problems after their day’s work is complete.

I appreciate elders because they plan for the spiritual growth of the church. Churches do not grow spiritually by accident. One cannot conceive of a more difficult task today. The very atmosphere of our time is destructive to spiritual growth. I appreciate men who guard men from the contaminating influence of the world and lead men in paths of righteousness. My hat is off to godly, efficient elders.

Taken from the foreword of *Principles and Perils of Leadership* by Franklin Camp

II. WHAT GOD EXPECTS OF THE CHURCH TOWARD ITS ELDERS
1. Obey them — Heb. 13:17
2. Know them — I Thess. 5:12
3. Esteem them very highly in love — I Thess. 5:13
4. Count them worthy of double honor — I Tim. 5:17
   a. They can be supported by the church as a preacher is supported — I Tim. 5:17-18
5. Be careful not to listen to slander against elders — I Tim. 5:19
6. They, like all men, can sin and should be rebuked when they sin — I Tim. 5:20
7. Follow them — Heb. 13:7
8. Call on them — James 5:17

III. CONCLUSION
1. Study this topic
2. Young men prepare yourselves for this work

DISCUSSION QUESTIONS
1. Why should we study this topic?
2. What are some of the wrong reasons men desire to be elders?
3. What are some of the right reasons men should seek to be elders?
4. Why do you suppose some say elders have no authority?
5. Why are different words used for the office of an elder?
6. How are elders to lead?
7. How can we get more men to desire to be elders?
Too often his heroism, prayers, and “burning midnight oil” go unnoticed, and the truth of his dedication and concern is buried under cynical criticism. Far less elders discredit their God-ordained office of spiritual oversight in the church than do parents of the home who are subject to the elders.

He is an ordinary human being with a special portion of love for truth, Bible knowledge, mercy, Christian experience, patience, integrity, temperance, hospitality, and reputation, along with other scriptural qualifications.

He may be the very reason that you and your family are faithful. Try to imagine what the church might be like if God had not set elders in it. And then try to think of ways that you might make their job more rewarding.

Show them the respect they deserve; smile and say some kind words of appreciation to them. Thank God for their dedication and loyalty, both to you and to God’s Word. Encourage your sons to desire this high office and work toward it.

(Copied)

II. POSITIVE QUALIFICATIONS
1. Must be blameless — “That cannot be called to account, unreprovable.”
   a. Not that no one makes any charges against them — but their character is such that charges won’t stick
   b. They made charges against Jesus
2. Husband of one wife — I Tim. 3:2; Titus 1:6
   a. Some brethren misread this and have it say “having been married one time”
   b. What if a man’s first wife dies and he remarries? Rom. 7:1-4
   c. Suppose a man puts his wife away for fornication? Matt. 19:9
   d. Notice the Bible says he “must be the husband of one wife;” he then must be married.
3. Have faithful children — Titus 1:6
   a. Faithful or believing children — Christians
      1) Same word as Rev. 2:10
   b. Only two choices of words to use, singular or plural
      1) Singular — some would say one child and one child only
      2) Plural — must have children from one to...
   c. How is the word “children” used in the Bible? If we can show that the plural is for one, then we have shown children means from one to several
      1) Eph. 6:1, 4
      2) Gen. 21:7 — Sarah said, “Who would have said unto Abraham, that Sarah should have given children suck? for I have born him a son in his old age.”
      How many children did Sarah have? One
Lesson Six

QUALIFICATIONS OF ELDERS

1. Rules well own house — I Tim. 3:4
2. Children in subjection — I Tim. 3:4
3. Having faithful children — Titus 1:6
4. Husband of one wife — Titus 1:6
5. Not self-willed — Titus 1:7
6. Patient — I Tim. 3:3
7. Self-controlled — Titus 1:8
8. Not a novice — I Tim. 3:6
9. Gentle — I Tim. 3:6
10. Just — Titus 1:8
11. Vigilant — I Tim. 3:2
12. Apt to teach — I Tim. 3:2
13. Holding faithful words — Titus 1:9
14. Sober — Titus 1:8
15. Blameless — I Tim. 3:2
16. No brawler — I Tim. 3:3
17. Not soon angry — Titus 1:7
18. Sober-minded — Titus 1:8
19. Without reproach — I Tim. 3:2
20. No striker — I Tim. 3:3
21. Given to hospitality — Titus 1:8
22. Lover of that which is good — Titus 1:8
23. No lover of money — I Tim. 3:3
24. Not given to wine — Titus 1:7
25. Willing — I Peter 5:2
26. Not for prominence — I Peter 5:2-3
27. Must have been proven — I Tim. 3:10

III. CONCLUSION

1. These qualifications are to qualify men, not to disqualify
2. Elders are to be sound, faithful, mature men
3. Elders need to see the importance of their work and service

DISCUSSION QUESTIONS

1. How many elders should a congregation have?
2. What if a man meets 90% of the qualifications, can he be an elder?
3. Must each man possess each qualification (not the total sum of the eldership)?
4. Can these men grow as they serve as elders?
5. What should be done if an elder becomes unqualified?
6. How should elders be appointed?
7. What can the members do to help the elders with their work?

QUALIFICATIONS OF CHURCH MEMBERS

1. Husband head of the wife — Eph. 5:22
2. Rear children in nurture of the Lord — Eph. 6:4
3. See — Eph. 6:4; Col. 3:21
4. Each have own wife or husband — I Cor. 7:2
Lesson Five

DUTIES OF THE CHURCH TO THE PREACHER

Introduction
1. Both are to fulfill certain duties
2. The objectives of both are the same
3. Duties of the preacher already seen.
   a. Realize that he is a frail human being; that he is to set the proper example; make the necessary preparation and teach and preach the truth in love.
4. It is assumed the preacher is faithful and worthy.

Discussion:
I. FOLLOW HIS EXAMPLE — I Cor. 11:1; Phil. 3:17
   1. If he preaches and lives the truth, we are under obligation as God's servants to follow him and stand behind him in every worthy endeavor

II. Hospitality toward the preacher
   1. Receive him as you would any other person. “Made of the same soil.” No laity and clergy in the Bible — Col. 4:10
   2. Receive him in gladness — Phil. 2:29
   3. Hold such in reputation

III. PRAY FOR HIS SUCCESS — Rom. 15:30
   1. Door of opportunity may be opened
   2. Antioch an example — Col. 4:2-3

IV. SEND THE PREACHER
   3. Paul expected Rome to send him — Rom. 15
   4. Let him do the work the Lord intended him to do. If he has to take over the administrative duties and a thousand other things, he cannot effectively do the work the Lord intended him to do.

   9. Full of wisdom
      a. Having good judgment

III. CONCLUSION
1. God has a work for deacons
2. Be what you can in the kingdom
3. Elders delegate work to deacons
4. Elders and deacons do not rule — elders rule; deacons are servants carrying out the work given to them

DISCUSSION QUESTIONS
1. Why have deacons?
2. What is the main work of a deacon?
3. What does the word “deacon” mean?
4. How many deacons should a congregation have?
5. How are deacons appointed?
6. If a deacon becomes unfaithful, what should be done?
7. List some ways deacons can help a church grow.
Lesson Four

DUTIES OF THE PREACHER TO THE CHURCH
Romans 10:13-15

Introduction:
1. Salvation of souls — Matt. 16:26; I Tim. 1:15; Matt. 13:3
   a. Nothing is more important than the salvation of the soul.
2. See from the text the necessity of preaching
   a. Church needs the right kind of teaching and preaching.
      It is the elders' responsibility to see that the truth is taught on all subjects.
3. What should we expect of preachers?
4. Evangelist — bearer of “good tidings” — Eph. 4:11
   a. Someone said — “Don't preach if you can help it.”
   b. Trials are many, discouragements, etc., are great, but the reward is great

I. PREACHER SHOULD BE CONSCIOUS OF FAILINGS
1. Paul — least of saints — Eph. 3:8
2. Desire of continual growth — Phil. 3:12-14

II. HIS CONDUCT OF LIFE — I Tim. 5:22
1. A pure life open to investigation — I Tim. 4:16
2. A clear conscience — I Tim. 1:5; Acts 20:18
3. An example to others — I Tim. 4:12
4. Learn to be content — Phil. 4:11-13
5. Should desire “fruit that may abound”
6. Sober in all things — do the work of an evangelist, fulfill thy ministry — II Tim. 4:5
7. Watch company, debts, habits, family, language, dress, visiting, time, example, health, etc.

III. HIS LOVE FOR THE CHURCH
1. Paul's love for the Corinthians — I Cor. 1:10
2. Beloved children — I Cor. 4:14
3. Grieved over them — II Cor. 2:4; 11:28
4. Whatever he does he does not do for any selfish purpose but for the good of the church

IV. HIS PREPARATION
1. Give attention to reading, exhortation, and doctrine — meditate, give thyself wholly to them — I Tim. 4:13-16
2. Study to show thyself approved — II Tim. 2:15
3. Many hours of preparation for a few minutes in the pulpit
4. Example in Acts 6 — apostles would give themselves to the ministry and to prayer

V. HIS TEACHINGS AND PREACHING
1. Distinction in preaching and teaching
2. Preach the Word — II Tim. 4:1-4
3. Reprove, rebuke, and exhort
4. Instruct the church — I Tim. 3:14; Titus 2:15-16
5. He should be courteous, fair, and preach the truth in love — but above all else — preach the Word.
6. Protect against false teaching
7. Care for converts — Acts 14:21; 15:36
9. Not a dictator, entertainer, but a minister of the Word and gospel
10. Personal work — certainly should engage in it, but so should the members
11. Watch for criticism — always be on guard
12. Work under the elders — Acts 14:26

VI. CONCLUSION
Should more be required of a preacher in character and life than any other member of the church?

DISCUSSION QUESTIONS
1. What is the primary duty of a preacher?
2. Why is it important how a preacher lives?
3. How important is the “golden rule” in preacher/congregation relationships?
4. What should you do if you disagree with a lesson a preacher delivers?
5. What can you do to help the preacher in his work?
6. How important is the work of a preacher?
Lesson Three

DEACONS AND THEIR QUALIFICATIONS AND WORK

Introduction
1. Deacon — Greek means a waiter, attendant, servant, or minister
2. This definition describes their work
3. Some think deacons are elders in training
   a. Not so — not all deacons will make elders

I. NEGATIVE QUALIFICATIONS
1. Not double-tongued — I Tim. 3:8
   a. Double in speech — say one thing and something different to someone else
   b. Not talking to suit present company
2. Not given to much wine
   a. Wine for medicine
3. Not greedy of filthy lucre

II. POSITIVE QUALIFICATIONS
1. Must be grave — of good character
2. Hold mystery of faith in a good conscience — I Tim. 3:9
   — sound in faith
3. Blameless — I Tim. 3:10
   a. No evil charge can be sustained
4. Husband of one wife — I Tim. 3:12
   a. Must have a wife
5. Rule their children and house well — I Tim. 3:12
   a. Children in subjection — Eph. 6:4
   b. Unlike elders, his children are not required to be Christians — so he may be a younger man
6. Let them first be proved
   a. Tested as to ability
7. Of good report — Acts 6:3
8. Full of Spirit
   a. Not miraculous today
   b. Spiritually-minded person

V. SUPPORT THE PREACHER
1. Because of the proper teaching, much more is being done than a few years ago
2. Though we may love the preacher and be grateful for his work and stand for the truth, gratitude will not pay bills
3. Paul gave six reasons for supporting those who labor in spiritual things
   a. Soldiers are paid — I Cor. 9:7
   b. Husbandman eats of the vineyard — v.7
   c. Shepherd eats of the flock — v.7
   d. Oxen must not be muzzled — v.9
   e. Farmers eat of the products — v.10
   f. Priests eat of the temple — vv.13-14
4. Other reasons:
   a. Sow spiritual things, reap carnal — v.11
   b. Lord ordained that those who preach the gospel should live of the gospel — v.14
5. Paul's statement — I robbed other churches — II Cor. 11:7-9
   a. Forgive me of this wrong — II Cor. 12:13
6. Benefits the Philippians received from helping Paul
   a. Ye did well — Phil. 4:14
   b. Fruit to your account — Phil 4:17

DISCUSSION QUESTIONS
1. Is the preacher a member of the congregation?
2. Where does a preacher get his authority?
3. Is it a sin to mistreat a preacher?
4. What is the primary work of a preacher?
5. Is a preacher under or over elders?
6. Can a church hire and fire a preacher?
3) I Tim. 5:4 — widow that hath children — I Tim. 5:9-10

4) How do we use the word today?
   a) If I asked to meet after services with all who have children, who would stay?

5. Vigilant — I Tim. 3:2
   a. To be awake, cautious, watchful

5. Sober — I Tim. 3:2; Titus 1:8
   a. Sober-minded, does not mean “not drunk”

6. Of good behavior — I Tim. 3:2, 15
   a. Well-ordered life, orderly, modest

7. Given to hospitality — I Tim. 3:2; Titus 1:8
   a. Mark 12:30-31
   b. Kindness, generosity to strangers or guests

8. Apt to teach — I Tim. 3:2
   a. Skillful in teaching
   b. Elders must know the Bible
   c. They are to feed the flock — Acts 20:28
   d. Exhort, convince, convict gainsayers — Titus 1:9

9. Patient — I Tim. 3:3
   a. Fair, mild, gentle
   b. Able to bear up under strain

10. Rule well his own house — I Tim. 3:4
    a. Rule — to be over, superintend, preside over
    b. Eph. 5:22-24
    c. Wives to be in subjection — I Peter 3:1-7
    d. Having children in subjection
       1) Having family under control
       2) Luke 15 — when the prodigal son left home, who was to blame?

11. Of good report — I Tim. 3:7
    a. This is one’s character

12. Just — Titus 1:8
    a. Fair and impartial — I Tim. 5:21
    b. No respecter of persons — Rom. 2:11

13. Holy — Titus 1:8
    a. Undefiled by sin, free from wickedness

14. Temperate — Titus 1:8
    a. Mastering, controlling, restraining self
    b. Control of tongue, temper

15. Holding fast the faithful word — Titus 1:9

WHAT IS AN ELDER?

He is a son, husband (of one wife), successful father, and diligent student of the Bible. He guards the faith, confronts the most hostile who enjoy fellowship under the guise of attending and giving, and tenderly protects the little lambs.

He is a counselor in time of need and a comforter in time of sorrow — yet looked upon by some as one of the “dictators” and “hatchet-men” of the church.

He is called upon to be a diplomat, politician, psychologist, a lawyer, a referee, a friend, and to pull one's chestnuts out of the fire, with only an occasional “Thank you.”
Lesson Two

ELDERS AND THEIR QUALIFICATIONS

Introduction
1. Qualifications prepare the man for the work.
2. Elders should be selected from men who are already doing the work.
3. They must be faithful
   a. Sometimes men are appointed as elders in hopes they will become faithful
4. Qualifications are found in I Timothy 3:1-7 and Titus 1:5-11
5. Unqualified men are often the source of church problems
6. Men are often chosen to be elders for the wrong reasons
   a. Wealth
   b. Influence
   c. Age
   d. A good man
   e. A good business man — successful
   f. Gets along with everyone

I. NEGATIVE QUALIFICATIONS OF ELDERS
1. Not given to wine — I Tim. 3:3
   a. This is an attitude — no brawler — ready to quarrel as one on wine
   b. Some have taught elders can’t be social drinkers, but the average members can
2. No striker — I Tim. 3:3; Titus 1:7
   a. Bruiser, ready with a blow, not quarrelsome
3. Not greedy of filthy lucre — I Tim. 3:3
   a. Not seeking gain through base or dishonorable means
4. Not a brawler — I Tim. 3:3
   a. Not a wrangler, but quiet and peaceable
5. Not covetous — I Tim. 3:3
   a. Not a lover of money
   b. Notice Paul’s instructions
      1) I Tim. 6:6-10, 17-19
      2) Matt. 6:24
6. Not a novice — I Tim. 3:6
   a. One newly planted, a new convert

The church has seen him in his strength,
As he drew his armor’s sword,
As underneath God’s banner folds,
He faced the Devil’s horde.

But she knows deep within her heart
That scarce an hour before
She helped him pray for strength from God
Behind a closet door.

You tell your tales of workers brave,
Who over streets have trod,
And changed the lives of people
By the lovely words of God.

And I will tell you back of them
Some women lived their lives;
Who wept with them and smiled with them
They were the elders’ wives.

IN APPRECIATION OF ELDERS

No men carry a heavier load than elders. Even the President of the United States does not have responsibilities as serious as those of elders. The President’s responsibilities are concerned primarily with the social and economic welfare of the people. Elders are responsible for the eternal welfare of those under their oversight.

Elders have the responsibility to see that the generation now living has the opportunity to hear the gospel. Their territory is not limited to the United States. It is worldwide.

I appreciate elders because of their preparation they have to make in order to qualify to serve. The man who is qualified to serve as an elder has to begin early in life to develop the character and manner of life which enable him to be respected so he can lead. A young man may go to school and then preach,
Lesson One

ELDERS AND THEIR WORK

Introduction
1. Why study this subject?
2. Some teach elders have no authority, that they only rule by example. Not so:
   a. Heb. 13:7, 17, 24
   b. I Thess. 5:12
   c. I Tim. 3:1, 5; 5:17
   d. Acts 20:28
   e. I Peter 5:2-3
3. Elders have great responsibility.
4. Some view this office as a title only.
5. Terms used for this office:
   a. Overseer, bishop — Greek episkopos
      Thayer’s definition — “A man charged with the duty of seeing that things to be done by others are done rightly.”
   b. Shepherd, pastor — Greek poimen
      Thayer’s definition — “The presiding officer, manager, director of any assembly; so of Christ, the head of the church, of the overseers of the Christian assemblies.
   c. Elder, presbyter — Greek presbuteros
      1) Has its background in the rulers among the Jews, older man
      2) Thayer’s definition — “A term of rank or office...the rulers of the people, judges, etc., were selected from the elderly men...among Christians those who presided over the assemblies (or churches).”
   d. Teachers — Greek didaskolos
      I Tim. 3:2; 5:17; Titus 1:9 — this indicates his work

I. WHAT GOD EXPECTS OF ELDERS
1. Exercise the oversight
   a. Acts 20:28
   b. I Peter. 5:2
   c. This duty cannot be delegated
2. Take heed
   a. Watch for the souls — Acts 20:28

GODLY DEACONS
MEN OF CHRISTIAN SERVICE

Christ is described in the Bible as the head and foundation of the church (Eph. 1:22-23; 5:23; I Cor. 3:11; Matt. 16:15). Elders are referred to as shepherds of the flock, exercising the oversight of the local congregation in matters of expediency (Acts 20:28; I Peter 5:1-5). The deacons (along with the elders) are men of service. They serve the body of Christ in areas of specific duties.

Few of us appreciate the honor that is to be obtained by serving the church of the Lord as a faithful deacon. I Timothy 3:13 states, “For they that have used the office of a deacon well purchase to themselves a good degree, and great boldness in the faith which is in Christ Jesus.” Deacons who perform their respective duties with ability and efficiency will be praised as well as be a blessing to those who serve. Even the wicked must respect the man who is involved in so much unselfish activity for the poor, the sick and afflicted, as well as the continual ongoing chores of the local congregation.

To have a man who is scripturally qualified to serve as a deacon is a blessing to any congregation. A deacon must be a man who is of honest life, a spiritually-minded man, one who shows wisdom. He is the husband of one wife, who has children and is mature enough to rule them well. He exhibits a gravity of conduct about him, as well as being plain and sincere (that is, he is not double-tongued). He exercises discipline in his personal habits and is unselfish (not greedy of filthy lucre). He is a man who is sound in the faith as he is “holding the mystery of the faith in a pure conscience.” The deacon has leadership ability and demonstrates such in his home (ruling his children and own house well). By reading carefully I Timothy 3:8-11, as well as Acts 6, you will grow in your appreciation of godly deacons. I am sure you will agree with me that when you have a scriptural deacon you have a very good man.

Peloubet’s Bible Dictionary gives this statement regarding the deacon and his work: “From the analogy of the synagogue, and from the scanty notices in the New Testament, we may