

DEACON

A deacon is responsible for ministering to the needs of church members and offering support to the pastor.

Ministry Area/Department	Administration
Position	Deacon
Accountable To	Pastor
Ministry Target	Church members
Position Is	Elected
Position May Be Filled By	Church member
Minimum Maturity Level	Stable, maturing Christian
Spiritual Gifts	Serving • Exhortation • Mercy-showing
Talents or Abilities Desired	Enjoy working with people
Best Personality Traits	Dependable • Compassionate • Discreet • Good moral character
Passion For	Ministering to the Body of Christ and assisting the pastor with the work of the ministry related to congregational care
Length of Service Commitment	Four Years

ANTICIPATED TIME COMMITMENTS

1. **Doing ministry/preparing for ministry:** four hours a week
2. **Participating in meetings/training:** two hours a month (typically 4:00-6:00 p.m. first Sunday of each month)

RESPONSIBILITIES/DUTIES

1. Declared in Article 4, Section 2 of the Church Constitution:
 - A. Qualifications -- as set forth in 1 Timothy 3:8-13 and Acts 6:3-5.
 - B. Membership Status -- a suggested minimum of three (3) shall be elected in the manner outlined in Article IV and Article VII, Section B,3. ...terms not to exceed four (4) years with terms overlapping so that approximately one-fourth (1/4) will expire each year.
 - C. Nominations -- besides the spiritual and social qualifications stated in Scripture, no person shall be considered qualified for nomination as a Deacon unless he anticipates he shall be present locally at least ten (10) months each year.
 - F. Duties -- In conjunction with our Pastor(s) they shall share the responsibility of the spiritual welfare of the church in:
 ...Being exemplary by endeavoring to keep their Church Covenant responsibilities

- ...The areas of worship
 - ...Administering the ordinances of communion and baptism
 - ...Recommending expenditures pertaining to spiritual matters of the church
 - ...The areas of membership
 - ...Doing personal soul winning
 - ...Discipling through follow up ministries and leadership training
 - ...Carrying out visitation to the sick and infirm
 - ...To inactive and indolent members
 - ...To the widows of the church family (1 Timothy 5:9-16)
 - ...See that the membership roster is updated as needed
 - ...Administering the "Fellowship Fund" as provided from benevolent offerings and authorize expenditures as they deem appropriate
 - ...Examine church membership applicants, giving careful attention to determine that said applicant shall have made a profession of faith in Jesus Christ as Lord & Savior. No applicant shall be considered by the church for membership unless unanimously recommended by the Board.
 - ...Comprising the Pulpit Committee, securing speakers and/or interim pastors when needed (cf. Article VI, Sec. C).
 - ...overseeing the functions of the church during a pulpit vacancy.
- The Deacons shall not be rulers over the Pastor(s), but leaders in the church, and submissive to the wishes of the church and leadership of the Pastor(s).

G. Attendance

Any Deacon, missing three (3) consecutive regularly scheduled meetings of the Board, shall be removed from the board, unless the absences are due to illness or extenuating circumstances.

2. Pray for and with church members experiencing hardships or needing to make decisions.
3. Visit and offer emotional/spiritual support to grieving members.
4. Report special needs to the pastor.
5. Rejoice with/congratulate members on special accomplishments and events.
6. Pray regularly for the leaders of the church.
7. Meet with and offer input to the pastor and appropriate staff members regarding any special or critical issues within the church.
8. Keep confidential items confidential.

Signature of Nominee: _____ Date of Signature: _____