

# Ministry Job Description: Deacon

## Goal of Position

In the office-bearers of the church, we see the love of Christ for his people. As the Lord of the church, He appoints these leaders and, by His Spirit, equips them so that all may grow in faith, serve others in selfless love, and share with all the good news of salvation. He taught us the spirit of true leadership when He said,

*“Whoever wants to become great among you must be your servant and whoever wants to be first among you must be your slave - just as the Son of Man did not come to be served, but to serve and to give his life as a ransom for many.” (Matthew 20:26-28).*

Deacons are chosen to give leadership to diaconal ministry. In this ministry, deacons empower members of our congregation and partner with neighboring churches, Christian services, and local social agencies.

In an effort to touch people's lives as Christ's hands and feet, Diaconal Ministry focuses mainly on the following areas:

- **Compassion:** Deacons model and demonstrate compassion to those who are hurting with words of hope and actions for encouragement.
- **Community Ministry:** Deacons model and encourage the congregation to be engaged in community ministry within their local communities.
- **Stewardship:** Deacons encourage church members to be stewards of God's creation and to practice authentic stewardship with their time, talents, and money.
- **Justice:** Deacons model and encourage the congregation to be advocates for and with the marginalized and vulnerable people in their own local community.

## Job Responsibilities

In both word and deed, deacons demonstrate the care of the Lord himself and serve by showing mercy to the church and all people. Specifically Deacons:

### 1. Handle church finances (benevolence)

- Prepare weekly collection schedule, and ensure a balance of local, international, and denominational needs are met.
- Inform the congregation of needs within the community and ministries that the local church supports.
- Collect the weekly offerings of God's people.
- Count offerings monthly and as needed, assist in deposits
- Benevolence Team - Respond to emails regularly and decide on the allocation of benevolence funds, and engage the entire deacon board when requests exceed \$1,000. (See below)
- Connect with the Stewardship and Finance Teams to promote stewardship

### 2. See to the physical well-being of church members

- Become aware of people struggling financially within the church community, visit them and assess their needs and how best to respond
- Become aware of justice issues within the church
- Advocate for those with disability concerns

### 3. Reach out to the local community

- Participate in church community events
- Support and connect with our missionaries (both at home and abroad)
- Meet with people who request benevolence funds, assess their needs and how best to respond
- Become aware of justice issues within the community
- Work with community agencies to determine needs and how best to collaborate in addressing those needs

### 4. Church-Specific Deacon Duties

Deacons will be asked to participate in some of the following based on where their talents and calling lead them. All deacons participate in Deacon On Duty (DOD) responsibilities and are requested to pick two to three areas below to support. (See [Deacon Assignments](#))

- **Deacon On Duty** - (All Deacons) Cycle between all deacons, is responsible for collecting offerings, ensuring the building is secured before and after the service, meeting with “walk-ins” during service, including sharing benevolence request forms.
- **Deacon Meeting Facilitator(s)** - Three Deacons: Lead (3rd year), Assist (2nd year), Observe/Assist (1st year), who facilitate deacon meetings and agendas prior to all-council meetings and as needed due to the needs of the church.
- **Scribe** - Three Deacons: Lead (3rd year), Assist (2nd year), Observe/Assist (1st year), who, as needed, document decisions made in deacon meetings and ensure those decisions are shared appropriately to the church council and staff. They maintain digital records and assist in transferring access to deacons each year.
- **Benevolence Team** - Three Deacons: Lead (3rd year), Assist (2nd year), Observe/Assist (1st year), are responsible for administering benevolence per the guidelines. They track who benevolence has been given to in the course of a year and notify the entire deacon board if a request is made over \$1,000 for approval.
- **Grounds Coordinators** - Three Deacons: Lead (3rd year), Assist (2nd year), Observe/Assist (1st year) who coordinates via a schedule and recruits volunteers within the church community to assist with grounds keeping (Lawn Care & Snow Removal). As needed, deacons may fill the need when adequate volunteers can not be found.
- **Chaplin** - Three Deacons: Lead (3rd year), Assist (2nd year), Observe/Assist (1st year) who minister to the deacon board in prayer, counselling, and encouraging each other. These are the spiritual leaders that ensure decisions made are set before the Lord and are in alignment with the heart of God.
- **Facilities Walk Through** - Three Deacons: Lead (3rd year), Assist (2nd year), Observe/Assist (1st year) who walk through the church TWICE a year with the Facilities Manager to address needs within the building. They may make decisions with the Facilities Manager and may coordinate and recruit volunteers within the church community to assist in repairs to the facility.
- **Emergency Response** - Three Deacons: Lead (3rd year), Assist (2nd year), Observe/Assist (1st year) deacons who are on call and responsive to lead an emergency response at the

church. They work with the benevolence team to coordinate fund allocation, schedule volunteers to serve the emergency, and provide “damage control” in case of an internal church crisis.

- **Prayer for our Congregation** - This is the most powerful role we have as deacons, to be intimate with Jesus and ask for Him to place a desire in others in our congregation to know Him more and be closer in relationship to Him. We know it all starts with Him and we pray this for our families, for our neighbors, for our council, and for all members of our congregation, especially those no one else is praying for.
- **Pastoral Care team:** Serve on a team that coordinates the care of the congregation's physical and spiritual needs in cooperation with the pastoral Staff.
- **Additional Responsibilities** - At the request of Church Staff and Elders, the deacon board will review any needs and take on temporary responsibilities on a case-by-case basis. These may be finding & coordinating volunteers, administrative roles, or emergency relief, depending on the need. Work assigned without consideration to the volunteer board of deacons may NOT be considered.

### *Time Required*

The deacons meet on the second Thursday evening of each month from 7:00 - 8 pm. They then meet with the full council (elders and deacons) until approximately 9:15 pm, as well as make visits to those in need which is based on availability and giftedness.

Additionally, deacons inform the congregation about offerings, collect those offerings on Sundays, and do some additional administrative work at home.

- 1-2 hour - monthly All-Council and, as needed, Deacon Meeting
- ~12 hours - Church-Specific Deacon Duties.
- Availability via digital communication and phone calls to serve in respective areas.

### *Length of Commitment*

Three years - each deacon will be moved up in their Duties, as Observe, Assist, Lead, and in the final year they will be the lead.

### *Training Provided*

New Deacons can expect training for their new roles. Outgoing lead deacons will be paired with incoming deacons for one month to ensure a transfer of responsibilities:

- Training for securing the building by the Facilities Manager.
- Two Deacons of the Days with an experienced deacon (Multiple new deacons are encouraged to participate)
- One training session on assigned church-specific duty with the team and retiring deacon (i.e., Benevolence account transfer, guideline review, and responsibility in the documentation).
- Access to digital resources to refer to for roles and responsibilities, which include benevolence forms, DOD schedule, deacon contact information,
- Training on Digital Records (Google Drive) and processes, usually done annually with onboarding meetings with new deacons.

## *Qualifications or Special Skills*

When you accept a call to serve as a Deacon, you are also accepting this call from God. And so, as the [form for the ordination of deacons](#) indicates, those serving in this capacity should be believers who are Christ-like, are mature in faith, and exercise their office with prayer, patience, and humility. Serving as a deacon puts you in a servant-leadership role within our congregation. The heart of your calling is then to “lead by serving others.” This can mean “leading by equipping church members” to serve in the area of mercy ministry. Those who serve do so emulating the [biblical qualification](#) of a Deacon.

The church is not just a place of worship where ministry happens but also a place of safety and trust. As such, those serving as deacons will be required to provide a current police background check.

## *Benefits of This Position*

In your role as Deacon, you will likely be challenged in many ways, but you’ll also be blessed in abundance. Those who have served in this capacity before testify that you will experience

- Deeper relationships, not only with those with whom you serve but also within our congregation
- Growth in your faith as you journey with people, hear their stories, and learn to trust and rely on God to guide our ministry
- God’s kingdom expanding in small and big ways as you experience how the work of the Deacons touches the lives of others and how God transforms His people
- Comfort in knowing our church is part of God’s solution for building His kingdom. Although you’ll experience challenges along the way, you’ll definitely see God at work.
- Affirmation of your gifts as you step out in faith and trust God to guide your path, plus the development of skills you never knew you had
- Joy in seeing God at work through the deacon’s ministry