

Deacon/Deaconess Job Description

General Purpose

A **deacon/deaconess** will be “assigned ‘spiritual oversight’ of several families in the congregation. They will keep in close contact with the families in their charge to make certain they are involved in church life and are ministered to promptly at times of special need.” (Nelson's Illustrated Bible Dictionary, Copyright (c)1986, Thomas Nelson Publishers) These duties will be fulfilled primarily by submitting to the appropriate leadership training and assuming responsibility for an assigned Hour of Prayer and Care group. The qualifications of a deacon will be as prescribed in I Timothy 3:8-13. Deacons will be appointed or removed at the discretion of the bishop (in consultation with the elders). He or she will be commissioned by the bishop and elders by the laying on of hands.

Essential Qualities

1. Deacons must be the same sort of good, steady men as the pastors. They must not be heavy drinkers and must not be greedy for money. They must be earnest, wholehearted followers of Christ, who is the hidden Source of their faith. Before they are asked to be deacons, they should be given other jobs in the church as a test of their character and ability, and if they do well, then they may be chosen as deacons. Their wives must be thoughtful, not heavy drinkers, not gossipers, but faithful in everything they do. Deacons should have only one wife, and they should have happy, obedient families. Those who do well as deacons will be well rewarded both by respect from others and also by developing their own confidence and bold trust in the Lord.

-- 1 Timothy 3:8-13 (The Living Bible):

2. Must be filled with the Holy Ghost.
3. Must meet the qualifications for church membership.
4. Must be loyal to the bishop and work in harmony with other church ministries.
5. Must be burdened for the lost.
6. Must be faithful in giving, church attendance, and prayer.

General Goal

To care for and lead assigned families in weekly times of prayer and fellowship. These “Hour of Prayer and Care” groups will serve to facilitate outreach, discipleship, and body ministry. This is the church in action; most church activity will be carried out in this arena.

Specific Goals for Ministry

1. Attend all appropriate leadership training classes and planning sessions. Each deacon will be accountable to the bishop and a supervising elder.
2. Lead a weekly Hour of Prayer and Care group
 - a. Pray and prepare for each prayer group in advance.
 - b. Arrange a time and place each week for a HOP&C - to include one hour of guided prayer and 30 minutes of fellowship.
 - c. Make provision for child care if necessary.
 - d. Notify assigned families of prayer group time and location as well as special church events.
 - e. Greet all visitors; provide them with a welcome tape and welcome flier.
 - f. Insure that a visitor card is filled out and given to the church secretary.
 - g. Conduct prayer meetings as directed in leadership meetings.
 - h. Fill out a weekly report concerning the meeting.
3. Give encouragement and care to visitors and new converts.
 - a. Follow up on all visitors to the group and assigned visitors to our services by praying for them and calling or visiting them as needed.
 - b. Encourage every group member to complete a home Bible study course.
 - c. Encourage attendees to repentance, be baptized in Jesus, receive the Holy Ghost, and live a godly life - by word and by example.
 - d. Connect with members who have been missing meetings and notify the bishop or supervising elder should the situation warrant.
4. Minister to group members
 - a. Assist people assigned them by the bishop or supervising elder by encouraging them and helping them connect with church leadership or church ministries when in need of counseling, prayer, a visit, baptism, etc.
 - b. Pray for those who are sick.
 - c. Encourage the weak and restore those who have stumbled.
5. Promote growth
 - a. Encourage outreach by weekly encouragement to be soul winners and by occasional activities specifically designed for that purpose.
 - b. Participate in and promote local satellite services.
6. Provide fellowship and service opportunities.
 - a. Provide opportunities for social interaction as needed. (baby showers, holiday dinners, etc.)
 - b. Cooperate with other group leaders in accomplishing church wide projects by attempting to involve all group members in the projects assigned.