

## DEACON

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

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

### ANTICIPATED TIME COMMITMENTS

1. **Doing ministry/preparing for ministry:** four hours a week
2. **Participating in meetings/training:** five hours a month

### RESPONSIBILITIES/DUTIES

1. Follow up on sick, hospitalized or shut-in members; visit and contact them regularly.
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, congregational care pastor, benevolence committee or other appropriate person.
5. Remain in contact with prayer-group leaders regarding special prayer needs. (**Note:** Never share confidential information without the person's consent.)
6. Rejoice with/congratulate members on special accomplishments and events.

7. Pray regularly for the leaders of the church.
8. Meet with and offer input to the pastor and appropriate staff members regarding any special or critical issues within the church.
9. Attend deacon meetings once or twice a month to discuss needs and budget items.