

# MORENO VALLEY SDA CHURCH

## 2023 Church Officers' Job Description

### HEAD DEACON & DEACONS' MINISTRY

The office of deacon is described in the New Testament (1 Tim. 3:8-13) and the word "deacon" is variously interpreted as "servant, minister, writer, attendant."

The Head Deacon serves as the Chairman of the Deacons' Board with meetings being held each month.

The board affords a well-ordered means of distributing deacons'/deaconesses' responsibilities and coordinates their contributions to the well-being of the church. It also provides a training ground where younger men and women, rightly recruited, may be instructed in their duties.

Responsibilities include:

1. Report to Head Deacon— Deacon will assist in maintaining the smooth operation of church meetings. Any needs and/or concerns should be reported to the Head Deacon as soon as possible so that they could be addressed in an adequate manner. Regular meetings are to be scheduled by the Head Deacon to address various issues and provide training.
2. Head Deacon will schedule deacons to be on duty for any given week. The assigned deacons will be responsible for the following items:
  - After church services, they will do a walk-through of the sanctuary where hymn and praise books are returned to the pew racks and loose papers are thrown in the trash.
  - Assist in collecting the offering during the worship service.
  - One deacon is designated as the lock-up deacon and will be responsible for ensuring that the church is locked up and the building is secure after church service ends.
  - Set-up/tear-down tables for fellowship and other functions.
  - Remove trash from fellowship hall after potlucks.
  - Assist greeters in opening door and carrying food for members.
  - Escort guests/members to their cars as needed.
  - Walk through parking lot during special meetings, (evangelistic meetings) report suspicious activity to Head Deacon or Elder.
3. Assisting Elders in providing immediate assistance to needy individuals who approach the church for food, clothing, gas, etc.
4. Assist with Baptisms
  - Filling the baptismal tank (requires coming to Church 30 minutes early)
  - Deacons assist male candidates as they prepare for baptism.
  - Deaconesses assist female candidates as they prepare for baptism.
5. Assisting with the Communion Service.
  - Setting up rooms including chairs, tables, towels, water, and basins for foot washing
  - Restoring rooms after foot washing

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- Washing foot washing basins
- Preparing Sanctuary for Communion Service
- Serving ordinances
- Assisting disabled members in getting to foot washing rooms
- Meeting a day before to rehearse for Communion Service

### 6. Church maintenance

- Workbees. Deacons and deaconesses will help when workbees are called for the church or school.
- Identifying structural, mechanical, electrical, plumbing, and cosmetic problems, and reporting them to the Head Deacon.
- Deacons may assist with repairs or work bees for smaller projects.

### 7. Visitation

- Deacons and Deaconesses must become available for visitation ministry to church members who are shut-in, sick, etc. This will be especially true during times of communion.
- It is appropriate for either deacons or deaconesses, who have been ordained, to assist in distributing the emblems and uncovering and recovering the table during the service.

### Appropriate Spiritual Gifts:

- Helps or Service – The ability to unselfishly meet the needs of others through practical help.
- Administration – The ability to organize and manage, working with and through others to achieve goals.
- Mercy – The capacity to feel sympathy with those in need and to manifest this sympathy in some practical way with a cheerful spirit.
- Head Deacon/Deaconess will also manifest the gift of leadership – the ability to help others set goals and communicate these goals to others. Deacons/Deaconesses will work harmoniously together.

### Time Commitment:

Plan on two hours per week to carry out their duties. Another two hours a month are needed for visitation and special projects. The Head Deacon serves on the Church Board.

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Name / Signature

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Date