

DEACON ROLE DESCRIPTION

Summary: Office of Deacon

Do you love helping and caring for others? Do you enjoy getting to know people and connecting people to each other? Deacons are described as the "servants" or "caregivers" of the congregation. The ministry of deacon as set forth in Scripture is one of compassion, witness, and service, sharing in the redeeming love of Jesus Christ for the poor, the hungry, the sick, the lost, the friendless, the oppressed, those burdened by unjust policies or structures, or anyone in distress. It is an honor to be nominated for the position of deacon as the role is usually given to persons of spiritual character, honest repute, exemplary lives, brotherly and sisterly love, sincere compassion, and sound judgment. (The PC(USA) Book of Order)

TERM: 3 YEARS - the term is typically three years in order to allow the person in the role to get acclimated and accustomed to the duties of the position, while forming relationships with those in our congregation and worship community..

BASIC RESPONSIBILITIES OF THE DEACONS

As a Deacon you will exercise a pastoral and care-taking responsibility for members of our congregation. Each Deacon is responsible for offering care to 12-16 church families; communicating to them important church matters and passing on to the pastor or other deacons information from them (sickness in the family, expecting a new baby etc.). Deacons may also be called upon to assist in certain aspects of ministry such as helping coordinate a reception following a memorial service or working with our pastor to bring communion to someone in their home or hospital.

The main objectives of the Board of Deacons are as follows:

- Provide care and communication within the church:
 - Each Deacon should regularly contact each of their families (4-6x per year is suggested, or more frequently as needed).
 - Communicating prayer needs to the pastor and other deacons.
 - Inviting families to church events by telephone (if needed). This helps the church get the word out about important events.

- Maintain a family atmosphere:
 - Establish personal connections with their families and encourage members to get involved and reach out to others by using their gifts and talents.
 - Recognize important personal events such as marriages, graduations, deaths, illness, births, adoptions, and moves. Recognition may involve a card, phone call, or visit.
 - Greet and introduce visitors and new members to others in the church.

- Care for the needs of members and friends of the church:

- Recognize a household need, respond to it, and advise the proper person(s) for additional help as appropriate.
- The Deacons as a whole also occasionally provide meals (in emergency situations) and may help coordinate transportation to and from worship for those in need.
- Communicate hardship to pastor for action such as financial assistance, mental health referrals, etc.
- Make special presentations to families as appropriate (Ex. framed picture as farewell gift to families moving away; rosebud/book upon birth of baby; Earth Angel awards).
- Assist in providing a reception following Memorial Service for members of the church or members of immediate family. The family's deacon typically coordinates this, and other deacons assist by providing food/set-up/serving/clean up as available.
- Deacons commit to attend the monthly meetings of the Deacons (usually 1.5 - 2 hours) which are typically held on the second Tuesday of the month @7:00PM. Deacons are also encouraged to attend an annual elder-deacon leadership retreat (1 or 2 days on a weekend).
- New deacons participate in approximately 4 hours of officer training.