Deacon Job Description

Purpose: Deacons (Gk. diakonos) are servants and leaders of ministries who support the work of the church and the Elders. They have biblical freedom for tasks and duties, but no biblical freedom for character/theology. (See Acts 6:1-6; 2 Cor 3:6, 1 Tim 3; Titus 1)

Key Qualifications
In the local church deacons are chosen members of spiritual commitment, exemplary life, compassionate spirit, and sound judgment. This sets a high standard for the deacon’s character as defined by 1 Timothy 3, Romans 12 and Philippians 2. Based on this a deacon must be:

- Worthy of Respect
- Sincere and Honest
- Not a Drunkard
- Not Greedy
- Not a Gossip
- Temperate and Self-Controlled
- Trustworthy
- A “One-Woman Man” / “One-Man Woman”
- Able to manage family well
- A Humble Servants
- Confident of Gifts

A deacon should be personally called to this task, and that call should be affirmed by other people in the church. He or she should know their own spiritual gifts, and have a good knowledge of the Bible and Reformed Doctrine. To prepare for this calling a deacon should spend six months to a year being mentored for this calling.

Key Tasks:
The office of the deacon is one of servanthood and service representing Christ through the action of the Holy Spirit. ...Deacons are set apart for a ministry of mercy, service, and outreach. (From the Book of Church Order, Sec. 10)

To fulfill this calling, a deacon is charged with:

- Caring Ministry
  - Assistance to people in need
  - Wise distribution of the gifts for benevolence and mission, and the discerning selection of candidates to receive gifts.
  - Visitation to those in need.
  - To express compassion towards the poor, widowed, orphaned and foreigner through practical expressions of care.
  - To supply and deliver food to those in need.

- Financial Oversight
  - Careful stewardship of the contributions of the congregation and encouragement of stewardship.
  - Oversee the counting, recording, banking, and distributions of all monies with integrity and faithfulness.
  - Look ahead at practical ministry needs and provide support and finances to help make these ministries succeed.
- Faithful communication of financial conditions to the congregation.

- **Property Maintenance**
  - Maintain, repair and expand the building and grounds of the church.
  - Supervision of use of the facilities.
  - Planning so that facilities meet the needs and mission of the congregation.
  - Meeting timely deadlines for accomplishing assigned projects.

- **Other**
  - Praying for members, leaders and the pastors
  - Spending time in the Word
  - Assisting in the services of worship
  - To provide assistance to the congregation in various services.
  - To assist the elders to provide administrative and ministry support. This includes assisting the Elders in the care, visitation and oversight of the congregation.
  - Regular attendance at worship services and leadership meetings.