

Job Description

Title	Head Deacon
Purpose	To plan, organize and direct the work of the deacons. To be responsible for the church custodial care.
Term	One or two years, depending on local church officer election cycle.
Authority	To call quarterly deacon's meetings. Oversee order of janitorial supplies.
Accountability	Pastor and Church Board.
Responsibilities	<ol style="list-style-type: none">1. Arrange for deacons' coverage of church functions.2. Arrange for and supervise church custodial work (janitorial, repairs, heating, etc.)3. Maintains the church grounds (snow removal, weeding, grass, etc.).4. Sees that offering and tithe envelopes are in pew racks.5. Arrange for opening and closing of church building.6. Arrange for deacons schedule.7. Arrange for taking the offerings.8. Prepare the baptistry.9. Assist at communion.10. Performs other duties as requested (following church service see that sanctuary is free of papers on floor and pews.)11. Care for Church families' special needs.12. Member of the church board.13. Member of the Finance Committee.
Qualifications	<ol style="list-style-type: none">1. A committed born-again Christian and sound in the faith.2. Example in Christian and family living.3. Returns faithful tithe to the local church.4. Dresses according to the highest Christian standards.5. Able to be organized.6. Ordained during church service.7. Be able to relate to others.
Support and Resources	<ol style="list-style-type: none">1. <i>Church Manual</i> and <i>Manual for Church Officers</i>.2. Quarterly deacon's meeting.

Job Description

Title	Deacon
Purpose	To assist the Pastor and elders in meeting the spiritual and physical needs of the church.
Term	One or two years, depending on local church officer election cycle.
Authority	Not applicable.
Accountability	To the Head Deacon.
Responsibilities	<ol style="list-style-type: none">1. Serves as usher during the church services and other programs.2. Assists in care of church property, clean and repair as needed.3. Assists in celebration of Ordinances of Humility.4. Assists male candidates in preparation for baptism.5. Provides snow removal as needed.6. Performs other duties as directed by Head Deacon.7. Assists Head Deacon in care for church family special needs.
Qualifications	<ol style="list-style-type: none">1. A committed born-again Christian and sound in the faith.2. Example in Christian and family living.3. Returns faithful tithe to the local church.4. Dresses according to the highest Christian standards.5. Responsible and a reliable person.6. Ordained during church service.
Support and Resources	<ol style="list-style-type: none">1. <i>Church Manual</i>2. Quarterly deacon's meeting.

Job Description

Title	Head Deaconess
Purpose	To plan, organize and implement activities of Deaconesses.
Term	One or two years, depending on local officer election cycle.
Accountability	Pastor/Church Board
Responsibilities	<ol style="list-style-type: none">1. Schedule Deaconesses for the necessary tasks associated with the Ordinances of Humility, communion, and baptisms.2. Arrange for supplies and equipment for the above services.3. Supervises activities of Deaconesses in charge of special activities as indicated by emergencies.4. Schedules periodic cleaning days for church kitchen.5. Member of the Church Board.6. Performs other duties as directed by Pastor or church board.
Authority	To order supplies as needed (Communion, Kitchen, Janitorial)
Qualification	<ol style="list-style-type: none">1. Committed born-again Christian and sound in the faith.2. Example in Christian and family living.3. Returns a faithful tithe to the local church.4. Dresses according to highest Christian standards.5. Be a kind and loving persons.
Support and Resources	<ol style="list-style-type: none">1. Quarterly meeting with the Pastor.2. Church Manual

Job Description

Title	Deaconess
Purpose	To perform the necessary tasks associated with the Ordinances of Humility, communion, baptisms, and to meet the special needs of Church family. To care for certain church facilities.
Term	One or two years, depending on local church officer election cycle.
Accountability	Head Deaconess
Responsibilities	<ol style="list-style-type: none">1. Assists with Ordinances of Humility, communion, and baptisms.2. Assists church families during times of bereavement and other emergencies with food and other services.3. Helps with care and maintenance of Church facilities.4. Performs other duties as may be assigned by Head Deaconess.
Qualifications	<ol style="list-style-type: none">1. Committed born-again Christian and sound in the faith.2. Example in Christian and family living.3. Returns a faithful tithe to the local church.4. Dresses according to highest Christian standards.5. Be a kind and loving person.
Support and Resources	Quarterly Deaconess' meeting