

Responsibilities of A Deacon to God and to the Church

GracePoint Fellowship, Camas, Washington

I Timothy 3:8-13 “In the same way, deacons must be well respected and have integrity. They must not be heavy drinkers or dishonest with money. They must be committed to the mystery of the faith now revealed and must live with a clear conscience. Before they are appointed as deacons, let them be closely examined. If they pass the test, then let them serve as deacons. In the same way, their wives must be respected and must not slander others. They must exercise self-control and be faithful in everything they do. A deacon must be faithful to his wife, and he must manage his children and household well. Those who do well as deacons will be rewarded with respect from others and will have increased confidence in their faith in Christ Jesus.” (NLT)

The deacons are expected to set an example of spiritual leadership by observing the following guidelines drawn from I Timothy 3:8-13:

- To set an example in personal and family life
- To be prudent and God-honoring in speech
- To be free of chemical dependency
- To be charitable and without greed
- To hold to the mysteries of the faith
- To be chosen because of faithful example
- To be chosen without controversy
- To use their gifting faithfully

At GracePoint, these principles are lived out by:

- Preparing oneself to be an effective Christian witness
- Using one’s special abilities as needed by the body
- Having a willingness to serve
- Being sensitive to the needs of others
- Communicating body reactions and response to the deacon and elder boards
- Attending and participating in each board meeting

Service Responsibilities of Deacons

A. Board Meetings

- The deacon board will meet at least once every other month, on a day mutually agreed to by all deacon board members.
- The deacons, or the chairperson to the deacon board as their representative, will meet with the elder board at least once a quarter or when called upon by the elder board.

B. Deacon of the Week

1. Duties begin on the Saturday that your name appears in the bulletin or schedule. The deacon of the week is encouraged to pray with the set-up team from 6:05 to 6:15 p.m. before the church service.
2. Duties consist of:
 - Introducing yourself to new visitors, answering questions, providing welcome cards to new visitors, and following up with new visitors by a phone call during the week of service
 - Counting the general and benevolence offerings at the end of the service; the deacon of the week will find one current or former deacon or elder to assist with the counting to ensure funds are appropriately recorded
 - Visiting sick or convalescing members when appropriate
 - Being available for visitations during your week upon request
 - Contacting members in the church body having special needs

C. Communion and Offering

- Working with the set-up team to ensure communion supplies (bread, cups, and juice/water) are on hand for the first and third Saturday of each month
- Being available to assist with the distribution of the bread and cup during communion as needed
- Collecting communion cups after the service
- Taking communion to shut-ins and homebound if an elder is unavailable
- Ensuring the benevolence offering is received on the second Saturday of each month and making Safeway cards available during each church service

D. Fellowship And Benevolence

1. Working with pastor to make contact with resident members who have been absent for more than 3 services.
2. Maintaining and administering the Benevolence Fund
3. Reporting monthly disbursements from the Benevolence Fund to the Elder Board

E. Standing Committees

- Chairperson of the deacon board
- Benevolence fund
- Maintaining Communion Supplies
- Assisting with distribution of communion (Deacon of week 1st and 3rd Saturdays)
- Communion to shut-ins and homebound (Deacon of week 1st and 3rd Saturdays)
- Coordination and distribution of master schedule
- Coordination and distribution of the music schedule
- Counting the general and benevolence offerings (Deacon of the week & helper)
- Cards (encouragement, sympathy, etc.)
- Meals
- Monthly Deacon Meeting Minutes – prepare and circulate
- Missions Opportunities
- Service Project/Helps Ministry Coordinator
- Special Events Coordinator