

**Valley Community Baptist Church**  
**Elected Leadership Roles and Responsibilities**

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**Title:** Deacon

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**Ministry:** Congregational Care and Counseling

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**Purpose of Ministry:** The purpose of Congregational Care and Counseling is to provide oversight of the Care Ministries of the Church.

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**Purpose of Position:** The Deacons assist the Elders and the Pastor of Congregational Care and Counseling by overseeing the caring functions of the Church including helping the needy and assisting the Elders in caring for some aspects of the congregation's needs.

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**Qualifications:** Scripture states that a Deacon must have a dignified life (1 Timothy 3:8), sound doctrine (1 Timothy 3:9-10) and a stable family (1 Timothy 3:11-12). Specifically, Scripture notes that a Deacon:

1. Is to be steadfast and serious (1 Timothy 3:8)
2. Is to be dependable (1 Timothy 3:8)
3. Is temperate (1 Timothy 3:8)
4. Is generous and not motivated by money (1 Timothy 3:8)
5. Holds to Valley's affirmations of faith (1 Timothy 3:9)
6. Is a mature believer (1 Timothy 3:10)
7. Leads their home in Christ (1 Timothy 3:12)

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**Key Working Relationships:**

- The Deacons report to the Deacon Chair.
- The Deacon Board works in partnership with the Pastor of Congregational Care and Counseling.

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**Ministry Responsibilities:**

Duties of all Deacons:

1. Assist with communion and baptism including baptism and membership interviews.
2. Attend monthly Deacon meeting.
3. Coordinate visitation through care structure.
  - a. Visitation – Liaison with Visitation Pastor and visitation team.
  - b. Coordinate volunteers who make and deliver meals.
4. Care Contact – all deacons have a call list to call and pray for monthly.
5. Attend and assist Elders at Healing Prayer Service six times a year.
6. All Deacons are part of the church prayer team. Prayer after services every week.
7. Special Events – coordinate Thanksgiving baskets with Gifts of Love.
8. Deacon Fund – administer short-term emergency financial/material help.

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**Estimated Time Commitment:** 1-2 hours per week

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**Term of Office**      Two Years  
Term begins July 1.

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