

Valley Community Baptist Church
Elected Leadership Roles and Responsibilities

Title: Deacon

Ministry: Congregational Care and Counseling

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

Purpose of Position: The Deacons assist the Elders and the pastor/ministry leader responsible for caring ministries by overseeing the caring functions of the Church. Generally these ministries include helping the needy and assisting the Elders in caring for some aspects of the congregation's needs.

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

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

Key Working Relationships:

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

Ministry Responsibilities:

Duties of all Deacons:

1. Assist with communion and baptism including baptism and membership interviews.
2. Attend quarterly Deacon meeting and ministry division meetings relevant to flock care as necessary.

Duties for selected Deacons:

- A. Coordinate visitation through flock care structure.
 1. Visitation – Liaison with Visitation Pastor and visitation team.
 2. Deacon Fund – administer short-term emergency financial/material help.
 3. Coordinate volunteers who make and deliver meals.
- B. Flock Care Contact – coordinate a team of Deacon assistants who will contact individuals within a flock for prayer and care.
 1. Telephone Prayer Team – Liaison with non-Deacon prayer call team.
 2. Special Events – coordinate Thanksgiving baskets and Mother's/Father's Day distributions.

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Estimated Time Commitment: 1-2 hours per week

Term of Office Two Years
