

**Valley Community Baptist Church
Volunteer Roles and Responsibilities**

Title: Deacon

Ministry: Congregational Care

Purpose of Ministry: The purpose of the Deacon Board is to assist the Board of Elders and pastors responsible for the caring functions of the church.

Purpose of Position: This person serves with a group of other deacons, who are responsible for assisting with the caring functions of the church.

Serve on, liaison with or possibly lead a sub-ministry, including communion, baptism, deacon fund, faithful hands, prayer team, and special events.

- Qualifications:**
1. 1 Timothy 3:8-12 states that a deacon is to: be steadfast and serious, be dependable, be temperate, be generous and not motivated by money, hold to the affirmations of faith, be a mature believer, lead their home in Christ
 2. Must be a member in good standing
 3. Regularly attends worship and involved in the body life of the church.
 4. Background and involvement in church ministries.
 5. Demonstrated ability for this type of ministry (ability to make wise judgments, active and collaborative participant in groups, a growing disciple of Jesus Christ).
 6. Personal conviction that congregational care is basic to the church mission.
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- Key Working Relationships:**
- Each deacon works collaboratively and responsibly with the other members of the Deacon Board.
 - The Deacons Board works in partnership with the Pastor of Congregational Care and Counseling.
 - The Deacon Board reports to the Board of Elders
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**Valley Community Baptist Church
Volunteer Position Profile**

**Ministry
Responsibilities:**

- Duties of all Deacons:
1. Assist with communion and baptism to include baptism and membership interviews.
 2. Communicate with approximately 25 individuals/families per month.
 3. Attend monthly deacon meeting
- Duties for selected Deacons.
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
 4. Faithful Hands – Liaison with Faithful Hands ministry leaders
 5. Telephone Prayer Team – Liaison with non-deacon prayer call team
 6. Special Events – coordinate Thanksgiving baskets and Mother’s/Father’s Day distributions
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**Extimated Time
Commitment:**

Weekly Commitment: 2-4 hours

Term of Office

Two Years
