

# Faith Presbyterian Church

## *Position Description*

### Deacon

**Title** – Deacon

**Purpose** – The Board of Deacons have a ministry of “sympathy, witness, and service.” Their primary work in the church is ministering to those in need, the sick, the friendless, and any who may be in distress.

#### **General & Specific Responsibilities of Deacons:**

- Regular attendance at monthly deacon’s meetings (2<sup>nd</sup> Sunday of each month at 12:30pm)
- Lead a specific “parish” (group of members and regular participants) in the church – to give attention to the spiritual, physical, and personal care needs of those in the parish.
- Provide particular and regular follow up to parish members who have fallen out of regular participation in the life of the church.
- Work closely with pastors in addressing the particular individual needs of members and regular participants in the life of the church.
- Provide support in times of crisis, illness, and death
- Be in regular contact (through visits, phone calls, email, and letters) with a small group of members in the church to provide personal support.
- Pray regularly for members of one’s parish
- Deacons provide receptions following memorial services
- Participate in Study & training opportunities to become equipped for “Christian caregiving” and visiting

*(All deacons are encouraged to refer to the Book of Order, G6.0400- 6.0407, for a more information on deacons responsibilities.)*

**Term** – Elected for one 3-year term Deacons may serve no more than two consecutive terms. New terms begin June 1<sup>st</sup>.

**Training** – New deacons will go through extensive training during the four months preceding the beginning of their term. This training will include regular meetings with the Senior Pastor, reading assignments, and monthly participation in deacon meetings.

#### **Skills, Knowledge and Attributes –**

- An ability and patience to listen carefully to the joys, questions, and concerns of others and a willingness to pray with and for others.
- Compassion for individuals and their life situations, and possess a servant’s heart.
- Ability to act under pressure, be available for crisis situations and to follow through with tasks.
- Ability to work well with others, delegate tasks and take instruction well.
- Possess good character, courage, demonstrated giving, demonstrated service and humility.
- Has been a member of Faith for at least one year, attends worship regularly, and is committed to the unity of the church.