



JOB DESCRIPTION:

Position:	Deacon
Organisation:	Local Church
Revised:	5 December 2023

The ministry of the Deacon is a spiritual one, whose duties have a practical focus. A Deacon serves the church community in a practical way both on Sabbath and during the week.

The Deacons have the primary responsibility to:

- *Welcome and usher members and guests*
- *Assist the elderly or disabled with their mobility needs*
- *Collect offerings*
- *Secure the church buildings and property*
- *Maintain the church property*
- *Visit church members and attendees and assist where needed*

The Role:

The Role of the Deacon would typically include:

Sabbath Duties & Functions

- Open and close/secure the church building/s including doors and windows.
- Serve as greeter and/or usher for services and programs held in the church either on Sabbath or at other times e.g. evangelistic programs.
- Distribute literature as appropriate e.g. church bulletin, Record magazine, other literature.
- Assist the elderly and the disabled with their mobility needs.
- Collect and conduct a preliminary count of offerings in conjunction with the treasury team.
- Oversee the personal security of attendees in all areas of the church and surrounding grounds.
- Patrol the grounds and car park before, during and after the Sabbath activities and report any suspicious activity to the Head Deacon.
- If applicable, regulate the building's air conditioning in both summer and winter, and ensure windows and doors are closed when air conditioning is in operation.

- Ensure that air conditioners (if applicable) and lights are switched off at the conclusion of meetings, and windows are closed.
- Tidy the church after the worship service by disposing of papers and other rubbish, and straighten the chairs/pews.
- Set out chairs and tables for church lunches and pack away once the lunch is finished.
- Prepare for, and assist with the conduct of **communion services**: setting up of communion table, towels/basins/water/chairs in appropriate rooms, distribution of bread and grape juice, tidying of foot washing areas after completion, packing away of equipment.
- Assist with the preparation for, and conduct of **baptismal services**: filling/draining baptismal font, assisting male candidates in and out of the font as required.

Property Care & Maintenance

- Identify problems relating to the church building – structural, mechanical, electrical, plumbing or other, and report them to the Head Deacon.
- Assist with repairs as able.
- Assist in organising working bees for smaller projects and church maintenance.

Emergency Management

If an emergency should occur in the church complex or surrounding grounds on Sabbath, the deacons will take the following roles:

Head Warden (Deacon in Charge)

- Assess the cause and severity of the emergency.
- Determine (in conjunction with other wardens) if the building/s is/are to be evacuated.
- If required, give the direction to evacuate the building in a calm and orderly fashion.
- Notify the relevant emergency authority via 000.
- Determine if the power needs to be cut off, and cut it off if required.
- Meet the emergency personnel and direct them to the area concerned.

Wardens (Rostered Deacons)

- Assist people in immediate danger.
- Keep door and escape routes free of obstructions at all times.
- Provide assistance to people requiring help during the evacuation.
- Wait at designated egress points to prevent people from entering the building and direct firefighters to the fire if required.
- Assist the Head Warden as required.

In the case of fire and ONLY IF SAFE to do so

- Try to extinguish the fire using the fire-fighting equipment (if competent to do so).
- If unable to extinguish the fire, retreat via designated evacuation routes.
- Carry out a search and remove operation of the area including toilets etc.
- Close all doors and windows.

Connecting & Encouraging

- Visit and contact church members.
- Assist in the care and support of the sick, disabled, bereaved and poor.

Additional Duties of the Head Deacon

- Train, support and encourage the members of the deacons' team.
- Schedule and coordinate deacons' meetings, including formulating the agenda.
- Formulate a roster of Sabbath duty deacons.
- Communicate regularly with the deacons' team.
- Organise the deacons' team to set up for church lunches, evangelistic programs and other meetings and functions.
- Represent the deacons' team on the church Board/Leadership Group
- Present a report of deacons' activities to the Business Meeting.
- Schedule and organise working bees.
- Support the Work Health & Safety Officer in the conduct of fire safety and fire drills.

Attributes of the Deacon

- Love God supremely and demonstrate this in his life.
- Be ordained as a deacon.
- Be a regular attender and church supporter.
- If the Head Deacon, serve on the church Board/Leadership Group.
- If serving as a member of the Board/Leadership Group, meet the Adsafes requirements*.
- If the church Board decides that the deacon is a child-related role, meet the Adsafes requirements*.
- Maintain good relationships with fellow deacons.
- Faith to uplift members, withstand challenges and show confidence in God's leading.
- Knowledge for researching, gathering and analysing information when planning.
- Wisdom to reflect on and assess ideas that are considered with prayer and the guidance of the Holy Spirit.
- Honest and trustworthy.

Term of Office

The term of office for the Deacon is generally one year. For continuity and to reach long term goals, the Nominating Committee may decide to elect a Deacon (especially the Head Deacon) for a period greater than one year.

***Adsafes Requirements**

The Head Deacon serving on the church Board/Leadership Group and other Deacons (if assessed by the Church Board as being in a child-related role) should have:

- A cleared, current Working With Children Check or equivalent.
- Completed the Adsafes Awareness Training.
- Signed the Adsafes Code of Conduct.

Adsafe Contacts:

Phone: 1800 220 468 (Australia)
0800 442 458 (New Zealand)
Email: training@adsafe.org.au
Business hours: 8:30 – 5:00 Monday to Thursday
8:30 – 12:30 Friday

Updated by Adsafes December 2023, using information from the *Seventh-day Adventist Church Manual 20th Edition (revised 2022)* and acknowledging the work of past Church Departmental Directors.