



JOB DESCRIPTION:

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

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

The Deaconess has the primary responsibility to:

- *Welcome and usher members and guests*
- *Assist the elderly or disabled with their mobility needs*
- *Visit church members and attendees and assist where needed*

The Role:

The Role of the Deaconess would typically include:

Sabbath-related Duties & Functions

- Organise floral arrangements.
- 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.
- Tidy the church after the worship service by disposing of papers and other rubbish, and straighten the chairs/pews.
- Prepare for, and assist with the conduct of **communion services**: prepare the communion bread, purchase the grape juice, set up the communion table, tidy the foot washing areas after completion, wash and store towels and other linen, wash and store bowls and utensils.
- Assist with the preparation for, and conduct of **baptismal services**: prepare the robes and towels, assist female candidates in and out of the font as required, wash and store robes and towels.

Property Care & Maintenance

- Check and maintain the contents of first aid kits.
- Ensure that bathrooms are stocked with adequate supplies of consumables such as toilet paper, paper towels and liquid soap.
- Undertake cleaning if applicable.
- Assist in the care and upkeep of the church property including organising/attending working bees.

Connecting & Encouraging

- Visit and contact church members.
- Assist in the care and support of the sick, disabled, bereaved and poor.
- Supply refreshments for the bereaved and their guests at funerals when required.

Additional Duties of the Head Deaconess

- Train, support and encourage the members of the deaconess team.
- Schedule and coordinate deaconess meetings, including formulating the agenda.
- Formulate a roster of Sabbath duty deaconesses.
- Communicate regularly with the deaconess team.
- Represent the deaconess team on the church Board/Leadership Group.
- Present a report of deaconess activities to the Business Meeting.

Attributes of the Deaconess

- Love God supremely and demonstrate this in her life.
- Be ordained as a deaconess.
- Be a regular attender and church supporter.
- If serving as a member of the Board/Leadership Group, meet the Adsafe requirements*.
- If the church Board decides that the deaconess is a child-related role, meet the Adsafe requirements*.
- Maintain good relationships with fellow deaconesses.
- Possess the spiritual gifts of helps/service, hospitality, mercy and encouragement.
- Faith to uplift members, withstand challenges and show confidence in God's leading.
- 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 Deaconess is generally one year. For continuity and to reach long term goals, the Nominating Committee may decide to elect a Deaconess (especially the Head Deaconess) for a period greater than one year.

*Adsafe Requirements

The Head Deaconess serving on the church Board/Leadership Group and other Deaconesses (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 Adsafe Awareness Training.
- Signed the Adsafe 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 Adsafe December 2023, using information from the *Seventh-day Adventist Church Manual 20th Edition (revised 2022)* and acknowledging the work of past Church Departmental Directors.