

**Deacon Responsibilities**

1. Nomination of Deacons is in the fall of the year; elected in winter with new deacons beginning January 1
  - \*Officers elected each term
    - a. Chairperson – in charge of meetings, coordinating communion, reminders and updates (dress, attendance, projects, areas of need in the church) – He regularly communicates with pastors to lighten their burden (Acts 6)
    - b. Secretary – takes minutes of all official church meetings including Deacon meetings. Makes sure these minutes are neat and readily available
    - c. Treasurer – Oversees the dispersion of Deacon Fund to those in need in the church. Confers with other Deacons prior to asking Treasurer to cut a check
2. Term of service is two years. Deacons can only serve two consecutive terms (4 years) and then must sit out one year
3. Always remember that in Christ's kingdom the servant is the greatest and 'Deacon' means servant
4. Never see himself as a decision-maker. The congregation in session makes decisions and the Pastor makes decisions
5. Deacons are responsible to prepare and serve Communion. The chairman is responsible either himself or to have another Deacon bring grape juice, Communion bread and to set up. Deacons wear ties while serving communion
6. Deacons are responsible for lockup of the church (follow lockup checklist)
7. Deacons are to care for widows, shut-ins and those who are older who may need a ride to church
8. Deacons are to humbly wait on tables to free the pastors for prayer and ministry of the word
9. Deacons are to take out the trash on Wednesday night
10. Deacons are to observe both material needs of the Church and spiritual needs of the people and seek to address them
11. Deacons are to take initiative in caring both for the people and the house of God

Questions:

Pastor Heinrich: 575-0540