Liberty Hill Baptist Church
Deacon Job Description

1. PRINCIPAL FUNCTION:
To serve as a deacon is one of ministry and service to Jesus Christ through His Church for ministering to the Church body, providing support to the senior pastor, the congregation, and the Church at large at all times. This is not an office or position given to someone to honor him. To be eligible for this respected position, a deacon must have been a member of this Church at least one year, be a male over 21 years of age, and must seek to consistently meet the following qualifications. Deacons shall at all times regard themselves as servants of the Church.

2. QUALIFICATIONS:
- A man called of God and set apart to the gospel ministry, evangelical in theology, and committed to living and serving in a manner consistent with the standards set forth in Scripture for such a leader.
- A man who exemplifies a godly character, is compassionate in recognizing and meeting the needs of others, and demonstrates a high level of competence.
- Have proven themselves to have scriptural qualifications according to Acts 6, Titus 1 and I Timothy 3.
- Called by the Holy Spirit and confirmed by a body of believers through ordination (Acts 20:28, 1 Timothy 3:1, and Titus 1:5).
- Ability to equip, educate, and edify the Church as mandated in Ephesians 4:11-13.
- Will be qualified to minister in the Church as required in 1 Timothy 3 and Titus 1.
- Support the local Church faithfully in attendance and finances.

3. STAFF RELATIONSHIP:
- Under the direct supervision of the senior pastor and the Church.

4. DUTIES AND RESPONSIBILITIES:
- Active in the programs of the Church, being faithful with their time, talents and tithes.
- Ensure that every family and every member of the Church body experiences the love and support of the ministry of Liberty Hill Baptist Church.
- Demonstrate the testimony of this Church to the community is one that describes us as a vibrant, loving place where Jesus is lifted up in honor and worship and where people are loved unconditionally.
- Contribute to strengthening the fellowship and unity of the Church body.
- Assist in reaching out to new attendees and follow through to ministry to new Church members.
- Guard the believing Church body against intrusion of error and evil influence.
- Minister to the physical and social needs of the congregation and to cultivate the ministry of the Church body one to another in love.
- Encourage the faithful use of spiritual gifts throughout the Church.
• See that the congregation is well informed concerning the challenges and opportunities which the Holy Spirit brings before the Church body.
• Provide encouragement and comfort to the members of the Church body who are going through an emotional crisis or physical illness.
• Under-gird the evangelistic and missionary fervor and various ministries of the Church body.
• Set the tone and example of righteousness in their own lives and in their homes.
• Hold up the hands of the senior pastor and staff in united prayer as messengers of Christ to the Church.
• See that the congregation honors the senior pastor and staff and respects their leadership for the sake of their position of anointed leadership.
• Give oversight to the benevolent ministries of the Church.
• See to the unity of the Body of Christ and lead by example with their physical attendance to worship services and ministry opportunities of the Church.
• Elect the chairman and other officers of their committee.
• Serve as a committee of counsel to assist the senior pastor concerning the progress and welfare of the Church.
• Assist the senior pastor in ministering to the members by implementing the deacon family ministry plan (see attachment).
• Consider and make recommendations to the Church in all matters pertaining to its work and progress, including oversight of the discipline of the Church and establishment and maintenance of spiritual fraternal relations with all members of the Church.
• Resolve any fellowship problem of the Church.
• Assist the senior pastor in administering the Church ordinances.
• Responsible for preparing and administering the Lord’s Supper.
• Keep apprised of ongoing business activities or potential motions.
• Willingly serve on various committees when requested.

5. OTHER EXPECTATIONS:
• Adhere to the teachings of the New Testament in both their personal lives and their professional ministries.
• In the absence of the senior pastor, the chairman of the deacons will moderate any conferences. If the senior pastor must excuse himself from the conference for any reason, the chairman of the deacons will assume moderator duties and responsibilities.
• Patrol the Church parking lots and facilities as per Church policy.
• Serve as “deacon of the week” along with deacon partner to secure the facilities by locking all doors, checking all bathrooms for running toilets and faucets, and ensuring all lights are off after Sunday and Wednesday services.

6. EXCEPTIONS:
• Based on 1 Timothy 3 and Titus 1, a man is not eligible to serve as a deacon if he has been divorced and remarried.

• Active deacons for the Church shall be on-going. A deacon shall serve until he leaves the Church or becomes otherwise ineligible to serve. Deacons will be added in accordance to Church needs if qualified and approved by the Church.

• Reasons and procedures for the termination of a deacon. Should a deacon conduct himself in a manner unbecoming to the office of deacon, or be out of fellowship with the Church after consultation with the deacon committee, and upon their recommendation, his ordination may be revoked by a three-fourths (3/4) majority vote of the Church at a regular or special called business meeting. The deacon will be notified in writing by the chairman of deacons concerning the planned vote and action of the Church. It would be in the best interest of the testimony of the deacon and the Church that the deacon remove himself before such action should become necessary.

Approved by the Senior Pastor: ____/____/2016
Approved by the Deacon Board: ____/____/2016
The Deacon Family Ministry Plan

The Deacon Family Ministry Plan benefits this Church in at least 12 basic ways:

- It provides for pastoral ministries when the pastor is away.
- It provides ministry to the pastor’s family.
- Crisis needs can be discovered through the Deacon Family Ministry Plan.
- When families see the deacons ministering, they are encouraged to become involved in ministry also.
- This plan provides a natural outreach opportunity.
- This plan provides a natural opportunity for personal evangelism.
- This plan provides the means of assimilating families into the Church fellowship.
- This plan enables the deacons to communicate the Church’s mission and program for effective outreach.
- This plan provides the deacon with a “handle” to carry out his Biblical role.
- This plan lifts the deacon’s role to a high calling of hands-on ministry.
- This plan creates the desire on the part of the deacons for training opportunities.
- This plan develops a bond between the pastor and deacons.

What do the Deacon-Ministers of Liberty Hill Baptist need from you, the membership, in order to fulfill their calling to this vital ministry?

- They need information about your family. This includes names of family members, ages and birthdays, anniversary date, and contact information like phone numbers at home and work, e-mail, etc.
- They need information about needs, emergencies, prayer requests, and ways you would like for them to minister to you and your family.
- They need your support through prayer, words of affirmation and appreciation, and the respect that the office deserves.

Attachment to
Deacon Job Description