

Deacon of Building & Grounds

Job Description

Updated: June 2020

Biblical Qualifications

The Deacon of Building & Grounds shall satisfy the biblical qualifications set forth in 1 Timothy 3:8-13 and serve as an example of godly character to uphold before the members of Christ the Redeemer. In keeping with the principles set forth in Acts 6:1-6, the Deacon shall support the Elders' ministry of the Word while they work to maintain the unity of the church, and care for the physical needs of the Church.

Purpose

The Deacon of Building & Grounds serves to assist in maintaining and, where necessary, improving the church's facility and property for the purpose of aiding and promoting the church's mission.

Responsibilities

- Meet with the Elders as directed to discuss your ministry.
- Periodically tour the building making note of any urgent maintenance items.
- Make recommendations concerning the ongoing maintenance of the facility and property.
- Assist in reviewing maintenance agreements, proposed bids and scopes of work, and budgets for facility maintenance related accounts.
- Assist in overseeing any facility renovation and/or addition.
- Recruit volunteers for facility related service projects as needed.
- Per the Church Manual, Deacons are to serve in their role for three years and can be re-nominated (see 5.4.1)

Elder Liaisons

Deacons and Ministry Leaders are assigned lay and staff elder liaisons to assist in their ministries.

- Staff elder liaisons provide leadership, direction, and oversight and help coordinate support staff to provide administrative support and resources.
- Lay elder liaisons provide pastoral care to the deacon/ministry leader and the ministry.



CHRIST
the REDEEMER

Deacon of Finance

Job Description

Updated: June 2020

Biblical Qualifications

The Deacon of Finance shall satisfy the biblical qualifications set forth in 1 Timothy 3:8-13 and serve as an example of godly character to uphold before the members of Christ the Redeemer. In keeping with the principles set forth in Acts 6:1-6, the Deacon shall support the Elders' ministry of the Word while they work to maintain the unity of the church, and care for the physical needs of the Church.

Purpose

The Deacon of Finance shall serve the church by the direction of the Elders to oversee and provide counsel of the finances and financial operations of the church.

Responsibilities

The Deacon of Finance is responsible for assisting managing the church's budget and financial affairs under the supervision of the Elders. The Elders have the overall responsibility to the Church for the proper supervision of the Church's financial affairs. The Deacon of Finance will execute his or her oversight responsibilities with the assistance of the Church Treasurer, Associate Pastor/Administration, and Financial Assistant. Such responsibilities include the following:

- Meet with the Elders as directed to discuss your ministry.
- Report on the church's financial status at every quarterly Church in Conference.
- Meet monthly with the Associate Pastor/Administration and Treasurer to review the monthly financial statements.
- Advise the Elders as needed on ways to encourage giving.
- Assist in overseeing the preparation, implantation, and monitoring of the church's operating budget and restricted/designated accounts.
- Serve as a member of the Compensation Team.
- Ensure protocols are followed as outlined in the Church Manual.
- Assign members as needed to help the Financial Assistant count the weekly offering.
- Per the Church Manual, Deacons are to serve in their role for three years and can be re-nominated (see 5.4.1)

Elder Liaisons

Deacons and Ministry Leaders are assigned lay and staff elder liaisons to assist in their ministries.



CHRIST
the REDEEMER

Deacon of Finance, continued

- Staff elder liaisons provide leadership, direction, and oversight and help coordinate support staff to provide administrative support and resources.
- Lay elder liaisons provide pastoral care to the deacon/ministry leader and the ministry.



CHRIST
the REDEEMER

Deacon of Liturgy

Job Description

Updated: June 2020

Biblical Qualifications

The Deacon of Liturgy shall satisfy the biblical qualifications set forth in 1 Timothy 3:8-13 and serve as an example of godly character to uphold before the members of Christ the Redeemer. In keeping with the principles set forth in Acts 6:1-6, the Deacon shall support the Elders' ministry of the Word while they work to maintain the unity of the church, and care for the physical needs of the Church.

Purpose

The Deacon of Liturgy shall serve the church by overseeing the inventory, preparation, and clean up of the Lord's Supper elements; by assisting and encouraging baptismal candidates in preparation of their baptisms; by coordinating the needs and rescuers and protocols for the Welcome Team; by assisting the audio and visual needs of the church for the Corporate Gathering as well as special all-church meetings or conferences.

Responsibilities

- Meet with the Elders as directed to discuss your ministry.
- Per the Church Manual, Deacons are to serve in their role for three years and can be re-nominated (see 5.4.1)

Lord's Table

- Recruit and train members to assist in setting up and serving the Lord's Supper.
- Ensure there is a sufficient inventory of all Lord's Supper supplies and elements.
- Ensure that all elements and supplies are properly stored.
- Setup and clean up for each Lord's Supper including the proper cleaning and storing of serving pieces and linen cloths.
- Schedule individuals to help serve the Lord's Supper during the morning service.
- Assist the Lead Pastor in distributing the elements when the Lord's Supper is served in the morning service.

Baptism

- Contact the baptismal candidates at least one week prior to baptism to encourage them, pray with them, and review all the details the day of their baptism.
- On the day of the baptism, meet the candidate prior to the service to show the robing room and review the details of the day.
- Assist them in the robing room with any needs they may have during their baptism.
- Follow up with them within one week after their baptism to encourage and pray with them.



CHRIST
the REDEEMER

Deacon of Liturgy, continued

Welcome Team

- Ensure that the Welcome Team has the materials they need
- Serves as the contact for the Welcome Team
- Develop and suggest improvements to the Welcome process and integration of people into the life of Christ the Redeemer

Audio/Visual

- Ensure the A/V team is serviced with the materials and equipment they need to serve the church
- Evaluate and develop and propose ways to improve the A/V service of the church

Elder Liaisons

Deacons and Ministry Leaders are assigned lay and staff elder liaisons to assist in their ministries.

- Staff elder liaisons provide leadership, direction, and oversight and help coordinate support staff to provide administrative support and resources.
- Lay elder liaisons provide pastoral care to the deacon/ministry leader and the ministry.



CHRIST
the REDEEMER

Deacon of Mercy & Mission

Job Description

Updated: June 2020

Biblical Qualifications

The Deacon of Mercy & Mission shall satisfy the biblical qualifications set forth in 1 Timothy 3:8-13 and serve as an example of godly character to uphold before the members of Christ the Redeemer. In keeping with the principles set forth in Acts 6:1-6, the Deacon shall support the Elders' ministry of the Word while they work to maintain the unity of the church, and care for the physical needs of the Church.

Purpose

The Deacon of International Outreach serves the church by helping members be involved in the international outreach efforts.

Responsibilities fall into the follow six (6) categories:

1) Mercy

- Maintain a process by which members of the church may appeal and receive benevolence funds
- Propose and modify a holistic ministry to those in need in our community in accord with the ethos of the church (i.e., *When Helping Hurts*, *Just Mercy*, etc).
- Propose means by which the church may engage the community in the areas outlined in the Church Membership class

2) Local Mission

- Distinct from the Mercy arm, the deacon will pursue means by which the church can engage the wider community
- Keep the church informed of various community activities or organizations through which the church can become enmeshed in the life of the community (Brandon Home Association, First Fridays, GCCA, art festivals and groups)
- Think of creative ways by which the church can serve any church plants the church has sent or supports locally
- Make the Care Team and be aware of any missionary (local needs that should be addressed by the Elders such as emergency assistance, rapid response team sent to support or encourage, or arrange for biblical counseling if determined it would be helpful.

3) International Mission

- Meet regularly with the Elder Missions Team (EMT) to discuss and report on your ministry.
- Work in conjunction with the Associate Pastor/Missions to help Redeemer fulfill the Great Commission mandate.
- Encourage, train, and create pathways for members to serve in international outreach opportunities, primarily through short-term trips with international partnerships.
- Facilitate and assist members who might be considering full-time international missions as a career or short-term service to find proper counsel within the church and find pathways where they might serve.

Deacon of Mercy & Mission, continued

- Make the Care Team and be aware of any missionary (local needs that should be addressed by the Elders such as emergency assistance, a rapid response team sent to support or encourage, or arrange for biblical counseling if determined it would be helpful.

4) Communication

- Help mobilize members to pray and financially support the church's mission causes.
- Organize strategic prayer requests to be communicated to EMT and congregation.
- Help implement mission's education concerning international outreach and help promote the international ministry opportunities supported through the mission's budget.

5) Team Facilitation

- Meet regularly with team leaders and team members to support their ministry outreach and facilitate leadership for the vision of each team.
 - Outreach Team
 - Mission Care Team

6) Elder Liaisons

Deacons and Ministry Leaders are assigned lay and staff elder liaisons to assist in their ministries.

- Staff elder liaisons provide leadership, direction, and oversight and help coordinate support staff to provide administrative support and resources.
- Lay elder liaisons provide pastoral care to the deacon/ministry leader and the ministry.

Per the Church Manual, Deacons are to serve in their role for three years and can be re-nominated (see 5.4.1)