

Job Description

Job Title: Chair of Deacons

Responsible To: Minister and church board

Job Description:

- Serve as liaison among Deacons, congregation, and staff
- Chair Deacon meetings
- Lead and coordinate new Deacon training
- Select mentors for new Deacons
- Train any Deacons starting mid-year
- Represent Deacons on the church board and executive committee
- Develop system to facilitate Deacon-to-Deacon communication (e.g. finding substitutes)
- Facilitate Deacons submitting names of potential new Deacons to nominating committee

Time Required:

- 1 year term as Chair
- Participate in Deacon initial training and ongoing training
- Meetings with Deacons and church staff

In-Service Training:

- Consult with ministers
- Same as Deacons

Qualifications and Special Skills:

- Experience as Deacon
- One year of experience as Vice-Chair
- Leadership qualities
- Organizational skills
- Dependable

Comments/Miscellaneous Information:

- Vice-Chair becomes Chair the year after serving year as Vice-Chair
- Board and congregation approve Chair in February

Reviewed: May 2011