

## Job Description

Job Title: Vice-Chair of Deacons

Responsible To: Chair of Deacons

### Job Description:

- Chair Deacon meetings when Chair of Deacons unable to do so
- Assists Chair of Deacons to:
  - Lead and coordinate new Deacon training
  - Select mentors for new Deacons
  - Train any Deacons starting mid-year
  - Facilitate Deacon-to-Deacon communication
  - Communication with board, congregation, and staff
- Represent Deacons on the church board

### Time Required:

- 1 year term as Vice-Chair followed by one year 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
- Leadership qualities
- Organizational skills
- Dependable

### Comments/Miscellaneous Information:

- Deacons select Vice-Chair in January, recommendation forwarded to board and congregation for approval in February

Date Developed: Fall 2009/Reviewed May 2011