

**General Duties of Deacons**

1. Prepare departmental budget;
2. Approve departmental expenditures;
3. Compile and implement departmental reports, operation policies, and guidelines;
4. Submit monthly ministry reports and annual report to the Deacons' Board or Elders' Board as required;
5. Attend Annual General Meetings and Special General Meetings, Deacons' Board meetings and any dialogue or special meetings held by the Deacons' Board;
6. Attend Deacons' Board prayer meetings and congregational prayer meetings; and
7. Assume the general duties as Deacon to provide spiritual leadership to the congregation jointly and corporately with other members of the Deacons' Board;