

**Job Description of Administration Deacons**

1. Arrange congregational Holy Communion, sound system & control, PowerPoint slides, photography/video or refreshment needed for worship service or other meetings;
2. Recruit staff and provide adequate training where necessary;
3. Provide spiritual support to team members;
4. Liaise with other department for continuous need and provide necessary assistance;
5. Liaise with the Church Administrator with respect to the on going business of the congregation;
6. Be a member of the Church Administration Committee, which oversees the administration matters of the entire church. The Church Administration Committee is accountable to the Administration Elder and shall comprise of the Church Administrator and the Administration Deacons. The chairperson of the committee shall be elected from among the Administration Deacons and be approved by the Administration Elder;
7. Liaise with other departments for Church lock-up in case of Church wide function (Christmas celebration, Annual Mission Convention, Annual General Meetings, Special General Meetings etc.);
8. Prepare congregational administration budget;
9. Approve congregational administration expenditures;
10. Compile and implement departmental operation policies and guidelines;
11. Submit monthly ministry reports and annual report to the Deacons' Board or Elders' Board as required;
12. Attend Annual General Meetings and Special General Meetings, Deacons' Board meetings and any dialogue or special meetings held by the Deacons' Board;
13. Attend Deacons' Board prayer meetings and congregational prayer meetings; and
14. Assume the general duties as Deacon to provide spiritual leadership to the congregation jointly and corporately with other members of the Deacons' Board.

**Qualifications of Administration Deacons:**

In addition to the basic requirement as prescribed in I Timothy 3:1-13, Titus 1:5-9, and By-law 1 of Article #VIII and other general requirements set out for deaconship, he shall have served in a responsible position in the Administration Department for at least three years and developed a good understanding of the spiritual aspects and operational needs of the ministry, strong organization skills, good oral and written communication skills, and a good working relationship with the general congregation.

**Administrative duties to be performed by Others**

1. Private function (e.g. wedding) – The user/renter shall ensure that everything put back to its normal setting and Church lock-up
2. The Church Administrator shall take care of the public functions such as election and community meetings.
3. The Church Administrator shall be responsible for the following duties, which cannot be downloaded to individual congregation:
  - Overall budget, gardening, janitorial, maintenance, information technology, and security.
  - Contract work include snow removal, lawn maintenance and garbage collection.
4. The Church Administrator shall be responsible for tasks that can be done jointly, such as Communion preparation, graphic design, and baptism.