

**Job Description of Cantonese Bible School Deacon**

1. Work closely with Congregational Lead Pastor and Congregational Elder to review quarterly, the spiritual well being of respective congregation for training program development;
2. In conjunction with the Discipleship Fellowship, Local Evangelism Deacons and the Mission Elder, develop and implement Bible School curriculum for all age groups and various levels of spiritual needs;
3. Recruit suitable Bible School teachers of all levels for each term;
4. Liaise with all teachers as well as to give guidance and advice where necessary so that they can fulfill their roles effectively and efficiently;
5. Communicate and resolve with lead teachers, teachers and trainers on regular basis for current needs and latest issues of Bible School;
6. Recommend and purchase textbooks, reference books, teaching guides, teaching aids, stationeries, supplies, and other items necessary for Bible School;
7. Distribute teaching guides, teaching aids, stationeries and other supplies to teachers as well as textbooks, handouts etc to students through their teachers;
8. Ask teachers of all intended courses of the next term to provide curriculum introduction by the end of each term;
9. Prepare and provide enrolment forms of all classes for each term;
10. Prepare and provide attendance-taking forms of all classes for each term;
11. Prepare and provide weekly attendance statistics form, summarize weekly attendance and compile attendance statistics for each term;
12. Recommend and provide all required training materials and training aids for Bible School and ensure they are current, biblical and without conflict with C&MA doctrines;
13. Provide and organize training through workshops, seminars, conferences etc. for Bible School teachers;
14. Operate Bible School teacher library, keep and update the library book catalogue, provide such information to Bible School teachers, carry out annual stocktaking, recommend and purchase library books as well as other necessary items;
15. Promote and conduct Sunday morning prayer meetings for Bible School teachers;
16. Work closely with Pastors, Secretary Elder, Congregational Elders, Literature Deacons and Discipleship Deacons to review the spiritual needs of the three congregations and to enhance nurturing through spiritual books, tapes, CD/DVD and other library resources or materials;
17. Prepare departmental annual budget;
18. Approve departmental expenditures;
19. Compile and implement departmental operation policies and guidelines;
20. Submit monthly ministry reports and annual report to the Deacons' Board or Elders' Board as required;
21. Attend Annual General Meetings, Special General Meetings, Deacons' Board meetings and any dialogue or special meetings held by the Deacons' Board;
22. Attend Deacons' Board prayer meetings and congregational prayer meetings; and
23. Assume the general duties as Deacon to provide spiritual leadership to the congregation jointly and corporately with other members of the Deacons' Board.

**Job Description of English Bible School Deacon**

1. Work closely with Congregational Lead Pastor and Congregational Elder to review quarterly, the spiritual well being of respective congregation for training program development;
2. In conjunction with the Discipleship, Fellowship, Local Evangelism Deacons and the Mission Elder, develop and implement Bible School curriculum (work closely with Children Ministry Director for Children classes) for all age groups and various levels of spiritual needs;
3. Recruit suitable Bible School teachers of all levels for each term;
4. Liaise with all teachers as well as to give guidance and advice where necessary so that they can fulfill their roles effectively and efficiently;
5. Communicate and resolve with lead teachers, teachers and trainers on regular basis for current needs and latest issues of Bible School;
6. Recommend and purchase textbooks, reference books, teaching guides, teaching aids, stationeries, supplies and other items necessary for Bible School;
7. Distribute teaching guides, teaching aids, stationeries and other supplies to teachers as well as textbooks, handouts, memory verses etc. to students through their teachers;
8. Prepare and provide enrolment forms of all classes for each term;
9. Prepare and provide attendance-taking forms of all classes for each term;
10. Prepare and provide weekly attendance statistics form, summarize weekly attendance and compile attendance statistics for each term;
11. Prepare for the memory verse prize presentation by the end of each term, purchase and distribute prizes to students concerned through their teachers;
12. Ask teachers of all intended adult courses of the next term to provide curriculum introduction by the end of each term;
13. Recommend and provide all required training materials and training aids for Bible School and ensure they are current, biblical and without any conflict with C&MA doctrines;
14. Provide and organize training through workshops, seminars, conferences etc. for Bible School teachers;
15. Promote and conduct Sunday morning prayer meetings for Bible School teachers;
16. Work closely with Pastors, Secretary Elder, Congregational Elders, Literature Deacons and Discipleship Deacons to review the spiritual needs of the three congregations and to enhance nurturing through spiritual books, tapes, CD/DVD and other library resources or materials;
17. Prepare departmental annual budget;
18. Approve departmental expenditures;
19. Compile and implement departmental operation policies and guidelines;
20. Submit monthly ministry reports and annual report to the Deacons' Board or Elders' Board as required.
21. Attend Annual General Meetings, Special General Meetings, Deacons' Board meetings and any dialogue or special meetings held by the Deacons' Board;
22. Attend Deacons' Board prayer meetings and congregational prayer meetings; and
23. Assume the general duties as Deacon to provide spiritual leadership to the congregation jointly and corporately with other members of the Deacons' Board.

**Job Description of Mandarin Bible School Deacon**

1. Work closely with Congregational Lead Pastor and Congregational Elder to review quarterly, the spiritual well being of respective congregation for training program development;
2. In conjunction with the Discipleship, Fellowship, Local Evangelism Deacons and the Mission Elder, develop and implement Bible School curriculum for all age groups and various levels of spiritual needs;
3. Recruit suitable Bible School teachers of all levels for each term;
4. Liaise with all teachers as well as to give guidance and advice where necessary so that they can fulfill their roles effectively and efficiently;
5. Communicate and resolve with lead teachers, teachers and trainers on regular basis for current needs and latest issues of Bible School;
6. Recommend and purchase textbooks, reference books, teaching guides, teaching aids, stationeries, supplies and other items necessary for Bible School;
7. Distribute teaching guides, teaching aids, stationeries, and other supplies to teachers as well as textbooks, handouts etc. to students through their teachers;
8. Ask teachers of all intended courses of the next term to provide curriculum introduction by the end of each term;
9. Prepare and provide enrolment forms of all classes for each term;
10. Prepare and provide attendance-taking forms of all classes for each term;
11. Prepare and provide weekly attendance statistics form, summarize weekly attendance and compile attendance statistics for each term;
12. Recommend and provide all required training materials and training aids for Bible School and ensure they are current, biblical and without any conflict with C&MA doctrines;
13. Provide and organize training through workshops, seminars, conferences etc. for Bible School teachers;
14. Promote and participate in Sunday morning prayer meetings for Bible School teachers;
15. Work closely with Pastors, Secretary Elder, Congregational Elders, Literature Deacons and Discipleship Deacons to review the spiritual needs of the three congregations and to enhance nurturing through spiritual books, tapes, CD/DVD and other library resources or materials;
16. Prepare departmental annual budget;
17. Approve departmental expenditures;
18. Compile and implement departmental operation policies and guidelines;
19. Submit monthly ministry reports and annual report to the Deacons' Board or Elders' Board as required;
20. Attend Annual General Meetings, Special General Meetings, Deacons' Board meetings and any dialogue or special meetings held by the Deacons' Board;
21. Attend Deacons' Board prayer meetings and congregational prayer meetings; and
22. 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 Bible School 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, he should have been serving in the Bible School/Discipleship Ministries as teacher, trainer or fellowship counsellor for a minimum of three years.