

Job Description of Caring Deacons

1. Care for the needs of the congregation;
2. Care for the needs of pastors through annual appreciation and shepherd support team;
3. Recommend the use of Charity Fund to the Elders' Board to assist members of the congregation whose financial needs are verified;
4. Arrange visitation on a monthly or per need basis (work with Local Evangelism Deacon to follow up on Evangelistic Meetings);
5. Look after invitations from other churches and order flowers/gift appropriately;
6. Oversee job posting advertisements;
7. Coordinate training for visitation team;
8. Work with the pastors, the Secretary Elder and the Literature Deacons to verify and provide accurate and updated lists of church membership and congregation for compilation;
9. Prepare gifts in advance for baptism, child dedication, Father's day & Mother's day and other church organized ceremonies;
10. Coordinate and administer prayer chain effectively;
11. Refer needs of the congregation to pastoral care;
12. Promote care and concern for the needy community;
13. Coordinate ride provision for people who desire to attend worship services;
14. Coordinate welcoming team for worship services and provide necessary supplies for its operation (welcoming letters, church schedule, guest books, stamps for welcoming letter mail out, etc);
15. Coordinate welcoming luncheons for new members (baptized or membership transfer) & new comers;
16. Coordinate ceremonial flowers (or cheque in lieu if funeral is not in Calgary) for the funerals of our members or their direct family members;
17. Assist Church Administrator to re-arrange church mailboxes;
18. Prepare departmental annual budget;
19. Approve departmental expenditures;
20. Compile and implement departmental operation policies and guidelines;
21. Submit monthly ministry reports and annual report to the Deacons' Board or Elders' Board as required;
22. Attend Annual General Meetings, Special General Meetings, Deacons' Board meetings and any dialogue or special meetings held by the Deacons' Board;
23. Attend Deacons' Board prayer meetings and congregational prayer meetings; and
24. 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 Caring 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 should have a caring spirit and been serving in the visitation teams of the Caring Department or as executive or group leader in fellowship for a minimum of three years.