

**The Discipleship Department**

The goal of the Discipleship Department is to make all people disciples of Jesus Christ. The ministry of the Department is “to proclaim Jesus Christ, admonishing every man and teaching every man with all wisdom, so that every man may be presented complete in Christ.” (Col 1:48a).

**Job Description of Discipleship Deacons**

1. Work closely with Congregational Lead Pastor to review quarterly, the spiritual well being of their respective congregation for training program development;
2. Develop discipleship training programs for all age groups and various levels of spiritual needs;
3. Work with the Bible School Deacon to develop Bible School curriculum for all age groups and various levels of spiritual needs;
4. Recommend and provide all required training materials and training aids for the Ministry and ensure they are current, biblical and do not conflict with C&MA doctrine;
5. Recruit and provide adequate training for Discipleship trainers;
6. In co-operation with the Bible School Deacon, provide and /or organize seminars or workshops for Church wide Ministry servers, counselors, Bible School teachers, and Discipleship trainers;
7. Communicate and resolve with lead trainers on regular basis for current needs and latest issues of the Ministry;
8. In consultation with the Congregational Lead Pastor, develop and maintain an effective ‘Spiritual Care’ system for congregation wide Ministry servers;
9. Plan and organize Annual Devotional Meeting with the Ministerial Lead Pastor and/or Senior Pastor;
10. In co-operation with Discipleship Deacons of other congregations, plan and organize church wide conferences;
11. Coordinate annual Elder/Deacon Retreat jointly with other Discipleship Deacons;
12. Liaise with Children Ministry Director to address the need of family related ministries;
13. Arrange follow-up of new converts;
14. Work closely with Pastors, Secretary Elder, Congregational Elders, Literature Deacons and Bible School 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;
15. Compile and implement departmental operation policies and guidelines;
16. Prepare departmental annual budget;
17. Approve departmental expenditures;
18. Submit monthly ministry reports and annual report to the Deacons’ Board or Elders’ Board as required;
19. Attend Annual General Meetings, Special General Meetings, Deacons’ Board meetings and any dialogue or special meetings held by the Deacons’ Board;
20. Attend Deacons’ Board prayer meetings and congregational prayer meetings; and
21. 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 Discipleship 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 / Fellowship Ministries as teacher, trainer or fellowship counsellor for a minimum of three years.