

Job Description of Fellowship Deacons

1. Oversee formation and re-organization of fellowships/groups in consultation with the Congregational Lead Pastor and the Congregational Elder;
2. Appoint fellowship counselors in consultation with the Congregational Lead Pastor and the Congregational Elder;
3. Appoint or oversee election of fellowship executives in consultation with the Congregational Lead Pastor and the Congregational Elder;
4. Appoint group leaders in consultation with the Congregational Lead Pastor and the Congregational Elder;
5. Work with the Congregational Lead Pastor to oversee/guide executive committee meetings of fellowships;
6. Provide resources, technical and spiritual support to fellowship leaders;
7. Work with the Congregational Lead Pastor to oversee the use of bible study materials by fellowship groups;
8. Keep records and statistics of fellowship meetings;
9. Compile and implement fellowship operation policies and guidelines;
10. Work with Local Evangelism Department and arrange evangelistic bible study group or fellowship;
11. Promote participation in mission, including caring for missionaries;
12. Liaise with Bible School/Discipleship departments to encourage attendance of fellowship members in Bible school and training workshops;
13. Work with the Caring Department to facilitate newcomers joining fellowship groups;
14. Prepare departmental budget;
15. Approve departmental expenditures;
16. Submit monthly reports and annual report to the Deacons' Board or Elders' Board as required;
17. Attend Annual General Meetings, Special General Meetings, Deacons' Board meetings and any dialogue or special meetings held by the Deacons' Board;
18. Attend Deacons' Board prayer meetings and congregational prayer meetings; and
19. 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 Fellowship 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 the other requirements set out for deaconship, he should have been serving in fellowship as executive committee member or group leader for a minimum of three years.