

Job Description of Literature Deacons

1. Function as the Secretary of the Deacons' Board;
2. Attend and take minutes at Deacons' Board meetings and any dialogue or special meetings held by the Deacon's Board;
3. Coordinate with the Office Administrator to maintain official church records related to the congregation;
4. Be responsible for congregational official written communications;
5. Coordinate the congregation's publications and encourage congregation's contribution of articles;
6. Assist the Secretary Elder on church wide publications and encourage congregation's contribution of sharing and articles;
7. Assist the Secretary Elder on the production of the Annual Report;
8. Work closely with Pastors, Secretary Elder, Congregational Elders, Discipleship 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;
9. Assist the Secretary Elder and work closely with the Caring Deacons to maintain the Membership List active and current;
10. Work with the Office Administrator on bulletins, announcements, program notice etc.;
11. Compile departmental budget;
12. Approve departmental expenditures;
13. Compile and implement departmental reports, operation policies, and guidelines;
14. Submit monthly ministry reports and annual report to the Deacons' Board or Elders' Board as required;
15. Attend Annual General Meetings & Special General Meetings and assist in taking minutes if requested by the Secretary Elder;
16. Attend Deacons' Board prayer meetings and congregational prayer meetings; and
17. 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 Literature 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 good written communication skills, good knowledge of the use and application of computer software. (For the Cantonese and Mandarin congregational deacons, knowledge of Chinese word processing will enhance the ministry.)