

**Job Description of Worship Deacons**

1. Work with the Congregational Lead Pastor to oversee worship program with the exception of the pulpit ministry;
2. In conjunction with the Congregational Lead Pastor, oversee, appoint personnel, and attend meetings of the choir, praise team, or singing group ministry;
3. In conjunction with the Congregational Lead Pastor appoint, schedule and coordinate worship chairpersons, interpreters, communion servers, song leaders, pianists, scripture readers, ushers, audio visual and other venue preparation personnel;
4. Recruit and coordinate training for co-workers for all worship-related positions;
5. Prepare departmental annual budget;
6. Approve departmental expenditures;
7. Compile and implement departmental operation policies and guidelines;
8. Submit monthly ministry reports to the Deacons' Board and annual report to the Elders' Board, if required;
9. Attend Annual General Meetings, Special General Meetings, Deacons' Board meetings and any dialogue or special meetings held by the Deacons' Board;
10. Attend Deacons' Board prayer meetings and congregational prayer meetings; and
11. 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 Worship 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 a responsible position in the Worship Department of the specific congregation for a minimum of three years.