

Heritage Baptist Church

Job Description

Deacon

Job Summary/Function

A study of the New Testament reveals almost nothing about what a deacon is supposed to do. The word "deacon" actually comes from the Greek word *diakonos*, which simply means "minister" or "serve". A deacon then is one who serves the Lord and the church. It is understood that his life and ministry is marked by humble service.

Acts 6 describes what many believe to be the first deacon ministry in the church. Even though the word for deacon is not found in this text, it can certainly be used as a pattern for how deacons should function in the church today. Deacons did whatever was necessary to minister to the body so that the apostles (functioning as pastors) could give themselves continually to "prayer and the ministry of the word."

Our deacons have been set apart for the role of servant-leaders because they are already active in the ministry of the church and in spiritual leadership. They are instrumental in major decisions even though it is not a governing body. The pastors will not make a significant ministry or policy change without first going to the deacons – not because they require it, but because it is a source of spiritual counsel to the pastors and an opportunity to gain godly wisdom and discernment.

Qualifications

1. A man who serves as a deacon must live a life consistent with the qualifications listed in I Timothy 3:8-13 and Acts 6:3-4.
 - **Grave or dignified and worthy of respect** (1 Tim. 3:8). Such a man faces life seriously and there is a certain stateliness about him that commands respect.
 - **Not double-tongued**, but is **sincere in his speech** (1 Tim. 3:8). Such a man should speak with verbal honesty and integrity, not saying one thing to one person and something else to another.
 - **Not addicted to wine or other strong drink**. Such a person lacks self-control and is undisciplined. (1 Tim. 3:8). He realizes the importance of his Christian influence and is willing to limit his liberty for the sake of others.

- **Not a greedy person** (1 Tim. 3:8). Such a man is free from the love of money and other earthly possessions. He is a man who is characterized by generosity with his time, gifts and abilities, and finances. He is committed to supporting the ministries of the church by giving regularly as God has prospered him.
 - **Deep Biblical commitment** (1 Tim. 3:9). This man holds to the truths of the Christian faith with a clear conscience. He is not swayed from the truth because he strives to live what he knows.
 - **Tested and proven** (1 Tim. 3:10). This man must have proven over time that he is faithful and that his walk is credible.
 - **Beyond reproach and blameless** (1 Tim. 3:10). Such a man must display a lifestyle free from continual patterns of Scriptural disobedience. There should be nothing in his life for which he could be accused and thus disqualified.
 - This **man's wife** should be a **woman worthy of respect**, not a malicious gossip, but temperate and faithful in everything (1Tim3:11). The spouse should be devoted to God and yielded to the Holy Spirit.
 - **Husband of one wife** (1 Tim. 3:12). The best interpretation of this difficult phrase is to understand it as referring to the faithfulness of a husband toward his wife. He must be a "one-woman man." That is, there must be no other woman in his life to whom he relates in an intimate way either emotionally or physically.
 - **Manages his children and his household well** (1 Tim. 3:12). Such a man should demonstrate leadership in his home life. He should have a well-ordered family life and well-behaved children (still under his authority).
 - **Full of the Holy Spirit** (Acts 6:3, 5). Such men are spiritually minded and submissive to God's leadership.
 - **Full of wisdom** (Acts 6:3). Such men have spiritual knowledge and understanding that provide sound direction for the ministry of the church.
 - **Full of faith** (Acts 6:5). Spiritual men walk by faith and not by sight because they know and trust the God of the Word and believe in the Word of God.
 - **Good reputation** (Acts 6:3). Such a man demonstrates integrity and honesty to others. He has a believable Christian life.
2. Deacons are to be servants of the church as indicated by the definition of the term "deacon".
 3. Deacons must be at least 21 years of age and have been a member of this church for at least one year.
 4. Deacons will be required to indicate in writing a willingness to endorse and support the church constitution, including the statement of faith.
 5. Deacons will be subject to background checks prior to being presented as nominees to the church.

Duties and Responsibilities

1. Deacons are to serve the church by assisting the pastors in promoting the spiritual and material welfare of the church.
 - Deacons are to administer the Deacons' Fund and to assist with baptisms and the Lord's Supper.
 - The primary care-giving ministry for our people will function through Adult Bible Fellowships. Deacons are to serve as a significant part of that caring ministry in their ABF.
 - Deacons are to support, encourage, and champion the ministry of the church by their involvement, influence, and prayer.
 - Deacons are to be involved in making disciples who make disciples on both a corporate and individual level.
2. At least one deacon will serve as a member of each standing committee (Membership, Finance, Building & Grounds, Missions, and Personnel).
3. Deacons will have an "other duties as assigned" section to their job descriptions.
4. The deacons will meet regularly, and the secretary of the deacons will keep minutes of all meetings.

Roles

Beyond the stated duties, responsibilities and qualifications, a deacon should be ready to function as a:

- **Servant** – he cares for people, is willing to lead others in caring for the body and gives sacrificially of his time, abilities and resources.
- **Counselor/Advisor** – he is willing and ready to give godly input, but is not bothered if not asked and understands his role of advisor.
- **Team Player** – he wants to be part of a leadership team, encourages the pastors to lead and will follow pastoral leadership.
- **Ministry Leader** – he is willing to take charge in a ministry setting, has a proven track record of getting things done and is someone who people will follow. He is decisive and doesn't tend to apply the brakes.
- **Visionary** – he has dreams about what Heritage Baptist Church could be and is willing to take risks to get there.