

## Deacon

Glendale Seventh-day Adventist Church



A Deacon is called by God, elected by the congregation and ordained as a limited extension of the pastoral ministry at Glendale Seventh-day Adventist Church. As a Board of Deacons, they are led by the Head Deacon who also serves on the Pastoral Staff.

### Accountability

1. Meet as a **Board of Deacons** on a quarterly basis or more often as needed to ensure the efficiency and effectiveness of the deacon ministry.
2. Head Deacon to serve the **Church Board** on a monthly basis.

### Responsibilities

1. **Serve** as scheduled **Deacon in Charge** for designated worship and ministry events.
  - a. Open building, disarm security system, remove snow from walkways as necessary, manage security at entry doors and welcome members and guests.
  - b. Set up/tear down tables and chairs, etc. as necessary. Maintain security in the lobby, hallways and parking lot. Assist in escorting people to and from their cars or taking out the trash as needed.
  - c. Receive offerings, return hymnbooks and Bibles to pew racks and main sanctuary to neat condition, turn off all lights in sanctuary, lobby and bathrooms and re-arm security system after everyone else leaves.
2. **Assist** with **Baptismal Ceremonies** by filling tank ahead of time, opening the baptistry doors and helping male baptismal candidates as needed.
3. **Assist** with **Communion Services** by setting up rooms and supplies for the Ordinance of Humility and serving the emblems to the congregation.
4. **Assist** the Pastors and Elders in **identifying** and **visiting** members and others in need.
5. **Assist** in the **maintenance, upkeep** and **neatness** of the facility by checking on and reporting needed repairs and deficiencies to the Head Deacon.
6. **Deal with requests for assistance** as appropriate or by referring them to the proper ministries or social service agencies.
7. **Record attendance** at the **main worship service** and **adult/young adult Sabbath Schools**.