

## Deaconess

Glendale Seventh-day Adventist Church



A Deaconess 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 Deaconesses, they are led by the Head Deaconess who also serves on the Church Board.

### Accountability

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

### Responsibilities

1. **Assist with fellowship meals and funeral receptions** as required to warm up and serve food, cover tables with tablecloths, wash dishes and clean the kitchen.
2. **Assist with Baptismal Ceremonies** by preparing robes for all candidates and the Pastor, helping female candidates and laundering the robes after use.
3. **Assist with Communion Services** by preparing and arranging the bread, wine and trays, working with the deacons to set up the rooms for the Ordinance of Humility, serving during Communion and laundering the towels after use.
4. **Assist the Pastors and Elders in identifying and visiting** members and others in need or ministering to them through a card ministry, etc.
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. **Prepare meals** for families of members who are sick or recovering from surgery.