

# Deacon Officers Roles and Responsibilities

## ISBC Deacon Chairman

### Election

- Elected by deacons through balloting at the start of the new service year (after new deacons are elected). All deacons are eligible for the office of chairman.

### Term

- Chairman is elected for one year. Can be elected for additional terms.

### Duties

- As well as duties that all deacons are expected to fulfill, the chairman also:
  - Provide input to Vice-Chairman for the agenda for each monthly deacon's meeting
  - Presides over the monthly meeting
  - Assists the pastor in administering the Lord's Supper
  - Report to the church on the deacon ministry status as needed to keep the church well informed.

### Expectations

- Maintain good communication with ministerial staff members to be in tune with church issues and needs.
- Maintain a routine dialogue with the pastor through meetings and conversations to encourage and pray with the pastor, to keep a good awareness of needs and the pastor's overall sense of the spiritual condition of the church.
- Cultivate an open dialogue with the deacons leading to frank discussions in meetings about concerns and opportunities in the church.
- Encourage the deacons to be in tune with the church and to be active in addressing spiritual matters within the body.
- Be a leader in prayer and service to the Lord at ISBC.
- Provide godly leadership on issues that develop within the church.

## ISBC Deacon Vice-Chairman

### Election

- Elected by deacons through balloting at the start of the new service year (after new deacons are elected). All deacons are eligible for the office of vice-chairman.

### Term

- Vice-Chairman is elected for one year. Can be elected for additional terms.

### Duties

- As well as duties that all deacons are expected to fulfill, the vice-chairman also:
  - Provides back-up for the Chairman if he is not available
  - Coordinates the preparation of the elements of the Lord Supper
  - Works with other Deacons to ensure a adequate number of Deacons be present to serve the Lord's Supper
  - If requested, assists the pastor and/or other ministerial staff in administering the Lord's Supper.

### Expectations

- Works in conjunction with the Deacon Chairman and Secretary to maintain good communication with ministerial staff members to be in tune with church issues and needs.
- Coordinates the development of the Agenda for upcoming Deacons Meeting in conjunction with Chairman and Secretary.
- Maintain a routine dialogue with the Deacon Chairman and Secretary to keep a good awareness of needs and actions to help the church meet its objectives and accomplish its goals.
- Cultivate an open dialogue with other deacons leading to frank discussions in meetings about concerns and opportunities in the church.
- Encourage the deacons to be in tune with the church and to be active in addressing spiritual matters within the body.
- Be a leader in prayer and service to the Lord at ISBC.
- Provide godly leadership on issues that develop within the church.

## ISBC Deacon Secretary

### Election

- Elected by deacons through balloting at the start of the new service year (after new deacons are elected). All deacons are eligible for the office of chairman.

### Term

- Secretary is elected for one year. Can be elected for additional terms.

### Duties

- As well as duties that all deacons are expected to fulfill, the secretary also:
  - Provides input to Vice-Chairman for the agenda for each monthly deacon's meeting and distribute the agenda to the deacons and ministerial staff at least three days prior to the meeting.
  - Records proceedings of the monthly meeting
  - Provides copies of the monthly meeting minutes to all the deacons and ministerial staff in a timely manner (within one week of the subject meeting.)
  - Maintains a file of Agendas, Meeting Minutes, and various deacon ministry assignments throughout the year.
  - Provides timely reminders to the Church Secretary of any changes in scheduled Deacons meetings so that the bulletin and church calendar will be correct.

### Expectations

- Maintain good communication with ministerial staff members to be in tune with church issues and needs.
- Cultivate an open dialogue with the deacons leading to frank discussions in meetings about concerns and opportunities in the church.
- Encourage the deacons to be in tune with the church and to be active in addressing spiritual matters within the body.
- Be a leader in prayer and service to the Lord at ISBC.
- Provide godly leadership on issues that develop within the church.