03 — Deacon

*Mayflower Church Position Description | **03 — Deacon***

Governance Position

Role Summary

Purpose	Oversee the service-related ministries of the Church, providing compassionate care and practical assistance to the congregation.
Accountable To	Board of Elders (all boards accountable to Elders) and Congregation
Term of Service	3 years; 3-6 members; monthly meetings; Chair, Secretary, Treasurer structure
Selection Process	Nominated by the Servants Council, elected by Church Members
Time Commitment	8-12 hours/month

Qualifications

Must evidence qualities of character in Acts 6:1-7 and 1 Timothy 3:1-8. Must be a Church Member in good standing.

Key Responsibilities

- Oversee the service-related ministries of the Church and Teams established to assist in those related ministries, including but not limited to Sanctuary Preparation, Children's, Nursery, and Hospitality
- Coordinate compassionate Member care, providing food, physical assistance, and other services to those in need
- Receive and distribute the Diaconate Fund in confidentiality and other budget items or funds intended to support service-related ministries; the Chair approves all expenditures proposed by the Deacons' Treasurer

- The Diaconate Treasurer will prepare a financial report of monies received and disbursed from the Diaconate Fund and Missions Fund for the annual meeting; the report will be audited by a current or former Member of the diaconate
- Oversee the Adams Benevolent Fund: acknowledge all gifts, administer the disbursing of funds, keep a record of those remembered and the donors, prepare an annual report, maintaining confidentiality

Training & Support

Deacon training, mercy ministry resources, benevolence fund administration

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A signed acknowledgment is required when a member accepts this role.

The source .docx (including signature block) is attached to this page.

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