

**Webster Presbyterian Church**  
**DEACON JOB DESCRIPTION**

**Board:** Deacons

**Revision Date:** *August 31, 2016*

**References:** Scripture –

Acts 6: 1-4 "In those days when the number of disciples was increasing, the Hellenistic Jews among them complained against the Hebraic Jews because their widows were being overlooked in the daily distribution of food. So the Twelve gathered all the disciples together and said, "It would not be right for us to neglect the ministry of the word of God in order to wait on tables. Brothers and sisters, choose seven men from among you who are known to be full of the Spirit and wisdom. We will turn this responsibility over to them and will give our attention to prayer and the ministry of the word."

Timothy 3: 8-10 "In the same way, deacons are to be worthy of respect, sincere, not indulging in much wine, and not pursuing dishonest gain. They must keep hold of the deep truths of the faith with a clear conscience. They must first be tested; and then if there is nothing against them, let them serve as deacons."

Book of Order – G-2.0101-2.0105, G-2.0201-2.0201-2.0202, G2.0401-2.0407

**Mission:** It is the primary duty of the Deacons to minister, as well as to facilitate others to serve and minister, to those who are in need, to the sick, to the friendless, and to any who may be in distress both within and beyond the community of faith. They shall assume such other duties as may be delegated to them from time to time by the Session or pastors.

**General Responsibilities:** To perform such duties as may be required to fulfill the Deacon mission within and beyond Webster Presbyterian Church.

**Composition:** The Deacon Board consists of up to 18 members, typically serving for a term of 3 years, plus 1 Youth Deacon to serve a 1-year term, with each member elected by the congregation.

**Board Moderator:** Moderator or co-moderators, elected annually by the Deacon Board.

**Meetings:** Occur on the third Tuesday of each month, except as may be cancelled from time to time.

**Specific Responsibilities:**

1. Chair or co-chair 1 or 2 of the following committees:

|                                     |  |
|-------------------------------------|--|
| Angel Tree                          | Governing Bodies Liaison                 |
| Coffee                              | Head Ushers                              |
| College Outreach                    | Heritage Christian Home/CDS              |
| Communion                           | Maplewood Nursing Home Visitation        |
| Congregational Care                 | Membership                               |
| Webster Council of Churches Liaison | Neighborhood Friends                     |
| CROP Walk (Youth Deacon)            | Nominating Committee (Vice Moderator[s]) |
| Fellowship                          | Seasonal Flowers                         |
| Friends at Home                     | Session Liaison                          |
| Food Barrel                         | Technology                               |

2. Attend Deacon meetings, which start promptly at 7:00 pm

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3. Participate in the Prayer Chain
4. Donate non-perishable food items and study aids to College Outreach twice a year
5. Prepare, serve, and clean up coffee approximately every 8 weeks
6. Serve as Head Usher at 9:30 am service for at least 1 month per year
7. Take charge of delivering items for Williamson Food Barrel once a month or as needed
8. Serve Christmas Eve Communion at 11:00 pm service

Approved by Session on September 12, 2016