

Deacon of Congregational Life Job Description

Definition:

The Deacon of Congregational Life shall be a member of MapleRidge Church and the administrative leader for the fellowship and caring ministries of the church.

Relationship:

1. Shall direct the Congregational Life Committee.
2. Shall submit quarterly reports to the Elder Board
3. Shall participate in Deacon Board meetings.

Specific Responsibilities:

1. Give administrative leadership to the fellowship and caring ministries of the church.
2. Prepare each year a plan for the church fellowship ministry.
3. Work with your team of leaders in regular evaluation and improvement of the all the fellowship and caring ministries of the church and provide annual reports to the congregation.
4. Monitor Congregational Life expenditures and develop an annual budget.
5. Minister as a team member of the Deacon Board, casting vision for the congregational care of the church, yet understanding the whole ministry of the church.
6. To recommend policies to the Deacon Board related to the stewardship of the building.
7. Develop faith goals and recommend policies to the Deacon Board that are needed to effectively carry the purpose of this ministry.
8. Plan, present and promote all-church fellowship opportunities which will encourage the building of relationships and meeting the needs of the hurting and sick. This will include but is not limited to such ministries weddings, funerals, all-church socials and meals for those in need.
9. Identify, recruit and train new leaders to assist in this ministry.
10. Plan, prepare and lead Congregational Life meetings as needed.

Qualifications:

1. Is a mature born again believer who is in good standing with the church, displays a love for the Lord, exhibits a passion fellowship and caring ministries, and has a gift mix suited for the position.
2. Has the ability to work with a team, commands respect and is able to focus and move a team forward in accomplishing goals.
3. Has a proven track record of commitment to the total fellowship and caring ministries through active participation.
4. Is able to catalyze the entire church with a deep passion for Congregational Life.
5. Is in complete agreement with the mission and vision of the church.