



<b>ROLE TITLE:</b>	<b>Deacon of Fellowship and Support</b>
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<b>TYPE OF ROLE:</b>	<input type="checkbox"/> Full Time <input type="checkbox"/> Part Time <input checked="" type="checkbox"/> Lay
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<b>JOB TITLES:</b>	Deacon of Fellowship and Support
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<b>ORGANIZATIONAL STRUCTURE:</b>	
This role reports <u>indirectly</u> to:	Lead Pastor
Titles of roles reporting directly to this role:	None
Titles of roles reporting indirectly to this role:	Lay Care Team, Lay Neighborhood Committee,

*Note: This Job Profile provides a generic description of this role and the associated work complexities. It describes the way in which the performance of any individual in this role will be measured, and provides person and job specifications of the role for recruitment, selection and talent development purposes. It does not detail specific activities performed in carrying out tasks associated with this position. Further to the information in this Job Profile, employees are expected to comply with all applicable state and local laws, church policies, work collaboratively, and exhibit a good work ethic.*

**I. POSITION SUMMARY**

The Deacon for Fellowship and Support, under the direction of the Lead Pastor, shall coordinate activities related to caring and mutual support in the body of Christ. The responsibility involves oversight of many committees and ministries. However, the Deacon is not expected to lead each sub-team but to oversee the effective ministry of each and serve as a conduit from each committee/ministry to the Executive Team. Likely this position would oversee Coordinators of individual ministries.

**II. JOB RESPONSIBILITIES**

- Oversee the following ministries:
  - Neighborhood Committee (benevolence ministry)
  - Feeding Ministry (kitchen-related fellowships, picnics, all church meals, funeral meals)
  - Baptism assistance (providing towels and support where needed as requested by the Lead Pastor)
  - Communion assistance (preparing the communion elements)
  - Scholarship Committee
- Collect applications for membership and link an Elder to the individual for interview
- Work with the Executive Team in preparation of an annual budget and manage expenditures to that budget
- Staff volunteers to help in the role
- Develop and lead committee/ministry Directors
- Work well with other members of the Executive Team to ensure cohesive teaming and promotion of the body of Christ at Woodburn Missionary Church
- Perform other duties as may be requested by the Lead Pastor

### **III. GENERAL RESPONSIBILITIES**

- Be a part of the worshipping community of Woodburn Missionary Church on a regular basis
- Attend regular team meetings, Executive Team meetings, and any other meetings required by the Lead Pastor
- Meet regularly with Lead Pastor
- Coordinate activities with other ministries of the congregation in cooperation with Executive Team
- Be in contact with office staff and provide a timely and accurate schedule of activities
- Keep the congregation informed of pertinent events
- Provide bi-monthly reports for the Executive Team and a year-end report for the congregation
- Manage the disbursement of budgeted funds for ministry within the guidelines of the approved budget and in adherence with the purchasing policies of the church
- Provide for the keeping of administrative records (requested by the Executive Team, Elder Body, and Lead Pastor)

### **IV. WORKING CONDITIONS**

The position of Deacon of Fellowship and Support requires great flexibility in hours available for work, including evenings and weekends. The position is a lay volunteer position and is an important role in ensuring the connectedness of the body. The position is not expected to shoulder this load on its own but rather to lead the efforts and arrange for the Church body to participate as each one is gifted.

### **V. QUALIFICATIONS AND REQUIREMENTS**

Since the Deacon of Fellowship and Support is a lay position and is important to the ongoing operations of the Church, Woodburn Missionary Church seeks a person who:

- Agrees with Woodburn Missionary Church's Beliefs and Core Values and commit to exhibit a lifestyle that is consistent with the same
- Although flawed, seeks to conform to the likeness of Christ more every day
- Has a passion for the people of the Church
- Has the desire to serve the Woodburn Missionary Church body
- Generates new ideas and programs
- Values a team concept of ministry
- Has the ability and desire to work with other people
- Has good organizational skills
- Is experienced in developing and maintaining a budget