



918-333-5757 · 3503 Tuxedo Blvd. Bartlesville, OK 74006 · tuxedo.church

Leadership Job Description/Expectations

Position(s): Deacon

Job Description: The position of Deacon within the Church is a great honor and responsibility. Deacons should be mature believers who are filled with the Holy Spirit. Responsibilities include: working with the Pastor to provide spiritual leadership, wisdom, and guidance for the church, overseeing collecting, counting, and accounting of offerings given to the church, helping oversee the operations, buildings, and property of the church, teaching, praying, and ministering to members of the church, and supporting, praying for, and caring for the pastors and leaders of the church.

Expectations:

1. Meet the 10 basic leadership expectations for all leaders of Tuxedo Church. (provided on next page)
2. Must be a mature and faithful Believer.
3. Must be filled with the Holy Spirit.
4. Must be able to meet once a month with the pastor to discuss, pray, and help provide wisdom and guidance for the church.
5. Should be able to serve during church services by collecting and counting offerings, helping members with needs or questions, praying for and ministering to people, and other responsibilities as they arise.
6. Should be willing to serve at church functions, events, dinners, etc.
7. Must be flexible and willing to work with other people.
8. Should support, encourage, and pray for the pastor, other staff, and leaders of the church on a regular basis.
9. Must be faithful in tithes and offerings.
10. Must have a servant's heart.