

**FIRST BAPTIST CHURCH – WALDOBORO, ME**  
"FINDING HOPE AND LIFE IN JESUS"

**Ministry Description – Deacon**

***Personal Qualifications***

1. Dignified (I Tim. 3:8) – worthy of respect and treating serious matters seriously.
2. Must not be double tongued (I Tim. 3:8) (i.e. a gossip) – saying different things to different folks.
3. Self-controlled (1 Tim. 3:8 & cf. Titus 1:8) – Deacons are not to be addicted to anything that would distract them from their duties (i.e. alcohol, money, materialism).
4. Possesses a good reputation (Acts 6:3) – both inside and outside the church
5. Is “full of the Holy Spirit & wisdom” (Acts 6:3) – his life is marked by following the leading of the Holy Spirit, and also by others seeking him out for advice because of his wisdom.

***Spiritual Qualifications***

1. Have clear convictions based on personal knowledge of true biblical doctrine (I Tim. 3:9).
2. Live a life that is beyond reproach and, i.e. his life is above board and “on the table” (I Tim. 3:10).
3. Be the husband of one wife (I Tim. 3:12) (i.e. be a “one woman man”). If married, elders are to have a proven track record of faithfulness to God’s plan in marriage. God’s plan is for faithful and monogamous marriages. Any deviation from this is a grave matter.
4. Be good managers of their own children & households (I Tim. 3:12) – Exemplary is the goal here. A deacon’s children & family affairs should be worthy of emulation. Children of age (who live “under the roof”) must be respectful to their parents, and seeking to follow God themselves.

***If any of the above things are not true, all of the things below won’t matter much.  
One cannot DO the work of God without BEING a man of God!***

***Duties***

1. Care & oversight of the flock – This is your primary role – to see that every individual and family connected with FBC has someone ready to help them (Acts 6:1-4).
2. Prayer – Pray for each of the family units assigned to you at least weekly, & pray for the Elders, ministry teams, and the vision, direction, & health of the church.
3. Discipleship – Seek to develop helpers from within your circle of care, who can help share the load of caring for the flock you have been given. If you have helpers, stay in touch with each of your helpers weekly, both for communication of folks needs, and in order to provide help to a helper dealing with a difficult situation, so that they don’t feel overwhelmed.
4. Communion – Administer/serve the elements of communion, and help to set up and clean up from such, usually on the 1<sup>st</sup> Sun. of the month.

5. Baptism – If willing, deacons will be involved in the baptism of anyone from their “flock”.
6. Be a part of interviewing candidates for membership, at the direction of the Elders.
7. Set up and serve on a schedule to help monitor and patrol the building and grounds for each and every Sunday service. Duties include:
  - Arrive at least 15 minutes early.
  - Check to make sure the nursery is staffed. After the 1<sup>st</sup> service, check to make sure it is staffed for Sunday School.
  - When the service begins, close the auditorium doors by the soda machine.
  - During the service:
    1. Walk through the building checking halls, rooms, closets, and stairways.
    2. Walk the parking lots and watch for kids or adults in cars. Keep an eye on cars entering or leaving the parking lot during the service, as church lots are a prime place for thieves.
    3. Ask anyone out of place if you can help them. Be prepared to get a woman if a woman needs counsel or prayer. Don’t be alone with a woman or child for too long; we don’t want the appearance of impropriety.
8. Administer the benevolence fund that is maintained by the church. Appoint a treasurer to receive the bank statements, balance the checkbook, and write checks when necessary.