

Seventh-day Adventist Church

**JOB GUIDELINES FOR: Head Deacons and Deaconess**

Name of Volunteer:

Name of Group: **Deacon and Deaconesses**

Age range: 0 to 17 and Adults at Risk

Person to whom responsible: **Designated Elder**

**Deacon and Deaconesses**

The Head Deacon and Deaconess of the church play a key role in ensuring that children and adults are cared for across all activities of the church. They assist in the prudent management of church property and activities. The Head Deacon and Deaconess should have organisational skills and a passion for the work of the church and wellbeing of each of its members.

**The responsibilities of Head Deacons and Deaconess are laid out in the Church Manual.** They include (but are not limited to):

- Coordinating the practical activities that enable the smooth running of church services and meetings, particularly baptisms and communion services.
- Ensuring deacons and deaconess are alert to any potential risks to the church family, maintaining their safety during all activities organised by the church.
- Ensuring the church is responsive in caring for the sick, needy and vulnerable.
- Supporting the pastor and elders in the visitation of members.

**Duties to be undertaken:**

1. Welcoming all worshippers warmly when they arrive at church.
2. Preparing and maintaining the church building for worship and other services.
3. Alerting parents and church leaders of potential dangers to children and unattended children.
4. Noting absent members and informing the appropriate person and assisting in visitations.

**Ensure the safety of all children in the church by:**

Following the BUC [Safeguarding Our Church](#) policy and procedures and [Code of Conduct](#) (Appendix 2, p.36)

Signed: \_\_\_\_\_  
(Responsible Person or Minister)

Date: \_\_\_\_\_

Print Name:

To be completed by the Volunteer: I understand the nature of the work I am to do with the children/young people who attend this church programme and agree to Criminal Records checks where requested. I have read 'Safeguarding Our Church' policy and procedures and I understand that it is my duty to protect the children/young people with whom I come into contact. I know what action to take if abuse is disclosed or discovered.

Signed: \_\_\_\_\_

Date: \_\_\_\_\_

Print Name:

Note: These guidelines should be reviewed biannually (at the time of church officers' election). If the job changes substantially a new form should be completed. Copies should be retained by the Individual and the Responsible Person.

**Disclosure Clerk to complete this section:**

Date Criminal Records check Applied for:

Criminal Records Check No:

Date received: