

# KURRI KURRI BAPTIST CHURCH

## Deacon Role Description

<b>Document 34</b>	
<b>Replace existing document?</b>	Yes
<b>Version:</b>	Version 2.2 (Addition of volunteer category)
<b>Model Document Credit:</b>	N/A
<b>Details of superseded documents:</b>	(Version 2.1) Deacon Role Description. Reviewed and updated by Governance Body on 27/6/2024  (Version 2.0) Deacon Role Description. Reviewed, updated, reformatted and adopted by Governance Body on 14/6/2023  (Version 1.0) Deacon Prepared and reviewed by Ministry Leaders and Transition Team (as per report October 2020)
<b>Adopted by governance body on:</b>	14/6/2023
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<b>Review due date (annual review):</b>	25/5/2027

Note: Throughout this document, "Church" refers to Kurri Kurri Baptist Church (KKBC), the local Church which adopted this document.

## **Role Title**

Deacon

## **Role Description**

The Deacons are appointed Officeholders, who along with the Pastor/s shall be a committee, the Diaconate, empowered to transact the routine business of the Church

## **Responsibilities**

- Deacons shall give evidence of spiritual maturity and fulfil the qualifications of 1 Timothy 3:8-13
- The Pastor/s, Elders and Deacons may be appointed as the Leadership of the Church. Such Leadership will attend to the affairs of the Church within the framework of the Constitution, and are responsible for the adherence to Laws and Legislation that are in force from time to time
- The Deacons shall normally meet monthly and at other times as required. The Pastor may be the Chairperson, or the Chairperson may be appointed from among the Deacons. The quorum for Deacons' Meetings shall be a majority of the Deacons
- Deacons shall endeavour to attend all appropriate Meetings
- A Secretary and Treasurer shall be appointed by and from the Deacons
- In the absence of a Secretary the Deacons will fulfil the functions of the Secretary
- In the absence of a Treasurer the Deacons will fulfil the functions of the Treasurer
- Should there be no Pastor/s, the Elders will assume pastoral responsibilities. In the absence of the Pastor/s and Elders, the Deacons will assume their respective responsibilities

## **Prerequisites and/or skills required**

- Church Member
- Compliance with the Procedure for Staff and Volunteers (Category 2 a - Volunteers in leadership roles, engaged in child-related work and/or engaged in work with vulnerable adults)

## **Supported by**

- Church Leadership, and Church
- The Association of Baptist Churches of NSW & ACT

## **Term**

- The Church at the Annual Church Meeting may appoint Members of the Church who are over the age of 18 years and have been in Membership for at least twelve months to the office of Deacon
- The appointment of a Deacon must follow the nomination process for appointed officeholders, as per the Constitution
- Deacons shall be appointed upon a 75% majority of Members present, eligible to vote, and voting at the Annual Church Meeting
- The term of office shall usually be two years with eligibility for reappointment. They shall be eligible to be renominated for a further two years, however this will be followed by a break of at least one year

## **Reporting to**

- Church Leadership, and Church

## **Reporting method and frequency**

- The Diaconate is to report by way of contribution to the Secretary's annual written report for the Annual Church Report