



Job Descriptions of Church Officers

Following are job descriptions that have been taken from the Church Manual. As the Outreach Leadership Team reviews these job descriptions, they are to consider ways of networking and strengthening each position, enabling it to maximize its effectiveness in the overall discipleship effort.

- **Elder(s)**

Local elders are to be religious leaders of the church. Local elders must be recognized by the church as strong religious and spiritual leaders and must have a good reputation.

Local elders must be capable of ministering the Word. Elders should be capable of conducting church services.

Like all other church officers, elders are elected for a one- or two-year term as determined by the church.

Elders should foster all lines of church work. Under the pastor, and in the absence of the pastor, the elders are spiritual leaders of the church and are responsible for fostering all departments and activities of the work. The elders are to cooperate with the pastor.

The head elder, under the pastor or in the absence of a pastor, is responsible for the services of the church and must either conduct them or arrange for someone to do so.

Another important feature of the elders' work is to foster the world mission work of the church.

The elders are to foster tithing. As ones who faithfully return tithe, the elders can do much to encourage the church members to return a faithful tithe.

- **Deacon(s)**

At church services, deacons are responsible for welcoming members and visitors as they enter the church and for assisting them, where necessary, to find seats.

An important duty belonging to the deacons is that of visiting church members in their homes. In many churches, this is arranged by a distribution

of membership by districts, assigning a deacon to each district, with the expectation that he will visit each home at least once a quarter.

Deacons should do their part in making the necessary preparations for the baptismal service. There should be no confusion or delay in this service.

At the celebration of the ordinance of foot-washing, the deacons or deaconesses provide everything that's needed for the service, such as towels, basins, water buckets, etc. Following the Lord's Supper, great care should be exercised in disposing of any bread or wine left over after all have partaken of these emblems.

Another important responsibility of the deacons is the care of the sick, relieving the poor, and aiding the unfortunate.

In some churches where the responsibility for care and maintenance of the church property is not assigned to a building committee, the deacons have this responsibility.

- **Deaconess**

Deaconess serve the church in a wide variety of important activities, including assistance at baptisms, ensuring that female candidates are cared for both before and after the ceremony. They also give counsel and help as may be necessary regarding suitable garments for baptism.

The deaconesses assist in the ordinance of foot-washing, giving special aid to women visitors or those who have newly joined the church. It is the duty of the deaconess to arrange everything needed for this service, such as the table linen, towels, and so forth, and seeing that linen and towels used in the celebration of ordinances are laundered and carefully stored.

The deaconesses are to care for the sick and the poor. They are to do their part for the sick, the needy, and the unfortunate, cooperating with the deacons in this work.

- **Sabbath School Superintendent**

The Sabbath school superintendent is the leading officer of the Sabbath school. As soon as the superintendent is elected, he or she should begin planning for the smooth and effective operation of the Sabbath school. This will include emphasis of mission as outlined by the mission/conference and the General Conference.

- **Sabbath School Teachers**

The Sabbath school teachers should have an aptitude for teaching and be willing to study ways to improve their teaching ability. They should be diligent in their preparation, be regular and punctual in attendance, and set an example to the class by the daily study of the Sabbath school Bible study guide.

- **Pathfinder and Adventurer Leaders**

The Pathfinder director will work with his/her staff to plan activities that are tailored in outdoor living, nature exploration, crafts, hobbies, or vocations beyond the possibilities of an average junior youth society.

The director of the Adventure Club and his/her staff are responsible to provide programs that are age-specific and involve both parent and child, including recreational activities, simple crafts, appreciation of God's creation, and other activities that are of interest to the children and youth.

- **Women's Ministries Leader**

With her associates, the Women's Ministries director will provide programs and activities that will serve to encourage fellowship among the women of the church and provide an atmosphere of instruction that will help the women along the way as daughters of God.

- **Men's Ministries Leader**

The Men's Ministries director and his associates will provide programs and activities that will aid and encourage the men of the church in meeting the challenge of being Christian men in the 21st Century.

- **Welcoming and Hospitality Team**

A spirit of hospitality should be cultivated in every church. The Welcoming and Hospitality team is responsible to make every effort to cordially receive visitors and make them feel welcome. Ideas for creative ideas in the welcoming of visitors can be downloaded from The Empowered Church website.

- **Additional Descriptions**

Other positions in the church include church clerk, treasurer, director of personal ministries, community services director, and stewardship leader. For

a complete list of positions and job descriptions, you are invited to go to [www.adventist.org/beliefs/church manual](http://www.adventist.org/beliefs/church_manual).

Building discipleship in the church is not the responsibility of one person or department but requires networking and goodwill on the part of everyone involved. Therefore, it is essential that the director of each department understand his/her role and responsibility in the discipleship process.