

Job Description DEACON

General Description

The Church Council oversees the strategic and policy direction of the Church and implement accountability structures that seeks to ensure strategic goals are being met and that the church is operating in accordance to all our legal obligations.

Authority

The Church Council exercises a legal authority and acts on behalf of the Church.

Primary Responsibilities

1. Ensure that the church operates within its Constitution, Vision and Values.
2. Ensure that the church complies with all laws and regulations.
3. Ensure that adequate Policies and Processes are in place to manage and minimise risk.
 - 3.1. Annual review and updating of church's policy and procedures
 - 3.2. Ensure all policies are developed consistent with the church's vision, values and mission
 - 3.3. Support Lead Pastor in the practise and application of church policies to ministry
 - 3.4. Drive development and implementation of accountability structures to ensure policies & procedures are being properly enacted.
4. Ensure that the church's properties are well managed.
5. Ensure that the church's finances are well managed.
6. Review and authorise borrowing proposals to be submitted to Church Business meetings.
7. Drive the development and implementation of a comprehensive strategic plan including:
 - 7.1. Creation and regular review of the multi-year vision for the church
 - 7.2. Regular review of the strategic direction ministry strategy and the supporting business
 - 7.3. Ongoing assessment of the resources of the church and their ability to meet strategic requirements.
 - 7.4. Maintain a rigorous evaluation of how the church is fulfilling its mission
8. Approve the annual budget prepared by the Ministry Team in accordance with the strategic plan.
9. Appoint subcommittees for particular purposes such as the strategic plan formation and specific management tasks both short term and ongoing such as:
 - 9.1. Ministry Finance Team
 - 9.2. Property & Assets Management Team
10. Representation of NBC strategic interests to external bodies including local council, Baptist Union, etc.
11. Review and authorise the creation of staff positions, including hours and salary ranges with particular focus on strategic, governance, and legal compliance of such appointments.
12. Responsible for key staff pastoral positions including the formation of a search committee and again the strategic, governance, and legal compliance of such appointments.
13. Review and ratification of Pastoral/Eldership recommendations for appointments of Ministry Directors with particular focus on strategic, governance, and legal compliance of such appointments

Minimum Qualifications for Deacons

- A Church Member in good standing - over the age of 21years - who has been in membership for a minimum of 12mths
- The Spiritual Qualifications as set out in 1 Tim 3:8-13

Key Attributes

- Passion for the Body as a Whole
- Vision for Growth & Maturity
- Evident Leadership Skills
- The ability to work alongside & in support of other ministries
- Strategic Thinking

Skills & Experience

Desirable in one or more of the following areas:

- Experience on a Management Board
- H.R.
- Legal
- Administration
- Finance
- Strategy
- Compliance
- Other

Duration of Appointment

Two (2) Years in the normal cycle.