



# Bethany Grace Fellowship

## Job Description

### Deacon – Front Door Ministry

**SUMMARY:** Deacons at BGF are servants at heart. They are called to serve and support specific ministries within the church. Deacons do not set policy. They follow direction provided by the Pastoral Staff and the Elder Board. However, deacons are often called upon to support church leadership with expertise and suggestions. Deacons are the primary point of contact for their ministry.

The Front Door Ministry (FDM) Deacon is responsible for overseeing and supporting Greeters, Ushers, Safety, Café, and Medical teams. In this role, the deacon ensures team leaders are assigned and equipped to lead the individual teams. Team leaders are selected based on good standing within BGF and must be approved by the pastoral staff. The FDM Deacon is also responsible for setting the annual budget and approving reimbursements related to their responsible ministry teams.

#### **DUTIES:**

- 1) Be present every Sunday possible and be visible and available within the entry or lobby of BGF before each service to support FDM teams, answer questions, direct individuals, fill in when and where needed. Be familiar with the Order of Service each week and advise teams as needed. Be familiar with who is getting baptized, dedicated, etc. and anticipate additional family members and guests. Ensure special guests are being welcomed.
- 2) Review church calendar and identify events outside of Sunday services that may need FDM support. Discuss requirements with event coordinator and coordinate with team leads to ensure coverage.
- 3) Provide leadership to individual teams. Ensure leaders maintain a schedule and have all positions filled each Sunday and during special events.
- 4) Be fluent in the responsibilities of each FDM team member and be able to jump in to help when and where needed.
- 5) Ensure team members and team practices are in alignment with the BGF Vision, Values and Mission and be able to link each practice with the Vision, Values and Mission. Set standards for each FDM team and provide training, reminders, and guidance to team members and/or team leaders.
- 6) Actively recruit for team members. Help team leads identify candidates and work with them to recruit new members who fit the role.
- 7) Provide budget requests annually. Be current on the status of the FDM budget and familiar with typical expenses. Understand the reimbursements you are signing for.
- 8) Attend Deacon Team meetings and Leadership meetings as scheduled and provide input regarding team successes, goals, aspirations, needs, etc. Prepare annual report for church-wide annual meeting with year in review highlights.