



# Bethany Grace Fellowship

## Job Description

### Deacon – Missions

**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 Missions Team Deacon is responsible for overseeing monthly meetings to promote, support and pray for missionaries and ministries of Bethany Grace Fellowship. In this role, missionaries and ministries have a contact person with whom to connect for any reason.

#### DUTIES:

1. Provide agendas for and lead monthly meetings with the Missions Team. Communicate with the team regularly about what to expect at upcoming meetings. Facilitate the presentations by guest speakers and those requesting funding.
2. Collaborate with BGF church pastors to bring missionaries and ministries to speak in front of the congregation on a regular basis.
3. Lead short term missions trips or help support the leadership of such trips.
4. Facilitate the decision-making for the annual budget, including a fair process for deciding on any changes to funding of specific missionaries or ministries.
5. Sign the proper forms to make sure the funding gets to the right people.
6. Keep the congregation aware of prayer requests and needs through multi-media methods, including the lobby monitor slides, Friday announcements, and missionary stories posted in bathrooms.
7. Facilitate the occasional meal for visiting missionaries.
8. Attend Deacon Team Meetings and other leadership meetings as needed.
9. Provide leadership for subcommittees formed.
10. Prepare the annual report (or request a team member) for the churchwide annual meeting.