

# Job Description:

## *Administrative Deacon of the Central Florida Presbytery*

### *Role Summary*

The purpose of the Administrative Deacon (AD) is to assist and bless local churches and their deacons within the Central Florida Presbytery (CFP) in their pursuit of faithful diaconal and mercy ministry. As an employee of the CFP who reports to the Deacons Committee, we seek to hire a full-time person who will focus on equipping, connecting, and coordinating diaconal service among our deacons.

### *Role Profile*

- Be “of good repute, full of the Spirit and of wisdom” (Acts 6:3).
- Understand the charge and vision of the CFP Deacon’s Committee. (See <https://admindeacon.com>)
- Possess a passion for the office of deacon, both its theological foundations and its practical applications.
- Being relational is very important, as the AD builds relationships with pastors, ruling elders, and deacons.
- Motivated self-starter and servant leader. The AD will initiate regular communications and visitations.
- Possess a fruitful track record in diaconal/mercy ministry that demonstrates an awareness of different resources, methods, and organizational structures.
- Possess some administrative gifts (such as coordinating, organizing, and developing processes, forms, databases, and other communication tools for diaconal ministry).
- Be or become a member of a PCA church within the bounds of the Central Florida Presbytery.
- Meet the denominational requirements to be ordained as a deacon in the PCA.

### *Role Responsibilities*

#### **EQUIPPING**

- Gather and disseminate educational and ministry resources that exemplify best practices in diaconal ministry. This would include such things as benevolence training, deacon handbook with policies, etc.
- Develop/maintain a website and social media presence as a way to store and disseminate resources, as well as provide a way for sharing resources, best practices, community asset mapping, etc.
- Lead, facilitate, or recommend diaconal trainings for the presbytery and local churches in cooperation with their elders and deacons.

## **CONNECTING**

- Develop a schedule of visitation and communication to build good relationships with and between TEs, Sessions, and diaconates with the goal of better communication, sharing resources, and prayer.
- Serve as the primary administrator of the Florida Deacons Fellowship Annual Gathering and other events hosted by the Deacons Committee.
- Maintain an up-to-date directory of deacons to ensure that deacons can connect across churches and are receiving the resources provided by the Deacons Committee.
- Publish a quarterly newsletter that includes resources, events, and highlights service opportunities.
- Consider ways to connect and resource other Presbyteries in starting a Deacon Committee

## **SERVING**

- Assist the Deacons Committee in identifying major needs in Central Florida and devise effective methods to meet them by leveraging our collective efforts and resources as Presbyterian diaconates.

## **OTHER**

- Assist the committee in managing the budget.
- As a church officer, the AD must set a good example and serve as a trustworthy advisor to churches and deacons in our region.
- The AD will understand, embrace, and operate within the bounds of the PCA form of church government and will respect and uphold the authority of local church sessions to direct and oversee local church diaconates.

## *How to Apply*

Send a cover letter and resume to Central Florida Presbytery Deacon Committee Chairman Michael Hart ([MHart@sevenrivers.org](mailto:MHart@sevenrivers.org)).