

CHINESE CHRISTIAN MANDARIN CHURCH (WILLOWBROOK)

The Responsibilities and Duties of The Willowbrook Deacons (WB-BOD)

NOTE: This was reviewed and approved at the WCC/WB-BOD meeting on 12/8/2007. The "Church" below refers to the "Willowbrook Congregation".

Pastor is the spiritual leader of our church. His main ministry is prayer and preaching. The Deacons are the helpers and supporters of the Pastor. The Board of Deacons, under the leadership of the Pastor, shall assist in executing all administrative and spiritual ministries of our church.

1. The Chairperson

- a. To preside at all WB-BOD meetings.
- b. To preside at the WB membership assembly.
- c. To preside at the WB congregation communication meetings.
- d. To represent the WB in liasoning with the CCMC-FYT BOD during the transition period.
- e. To follow up on the action items of the WB-BOD

2. The Administration

- a. To act as Vice-Chairperson when the Chairperson is not available.
- b. To keep records of the minutes of all WB-BOD & WB membership meetings.
- c. To arrange for the orientation, training, examination, and recommendation of all applicants for the Church membership by transfer from another church, or by Christian experience.
- d. To plan and coordinate the Willowbrook website; to lead the WB-Website committee.
- e. To plan the Willowbrook Summer Retreat (May recruit a coworker to help, also may join with FYT.)
- f. To chair and coordinate the Personnel Committee
- g. To coordinate the publication of Ai-Yuen (愛園)

3. Treasurer - Expense

- a. To plan and supervise the budget planning, disbursement of Church fund, investment of church funds including funds contributed for buildings or other major church projects.
- b. To represent as Treasurer of CCMC-WB
- c. To provide monthly report to the WB-BOD and monthly summary to the WB congregation.

4. Treasurer - Income

- a. To be in charge of the weekly collection of offerings.
- b. To keep a record of the church member's offerings and tithes.
- c. To issue offerings receipts

5. Mission

- a. To provide programs of information and experience aimed at increasing the interest and participation of members in the national (home) mission, and international (foreign) mission.
- b. To plan and supervise the budget planning, fund raising, and disbursement of mission fund.

- c. To carry correspondence with missionaries and to hold prayer meeting for missionaries and the mission work of our Church.
 - d. To plan and coordinate the annual Mission Conference.
 - e. To coordinate short-term missions
6. Local Mission
 - a. To plan, coordinate, and conduct the evangelistic activities.
 - Gospel Camp (福音營)
 - b. To plan, coordinate, and conduct evangelistic meetings and other outreach programs of our church.
 - c. To keep contacts with local missionaries
7. Worship
 - a. To cooperate with the pastor in providing music of excellence and inspiration for all worship services.
 - b. To provide music education and appreciation program to enrich both personal and corporal worship.
 - c. To coordinate with the pastor in arranging duty roster for the Sunday worship.
 - d. To coordinate and supervise all worship coworkers.
 - e. To plan and supervise the ministry of Church choir.
 - f. To assist the pastor in making the Lord's Supper a meaningful and dignified expression of the member's continuing dependence upon Christ, and to provide and place the elements and their other supplies in their proper places before the service, and to contact those to serve the elements assuring their timely presence.
 - g. To provide and coordinate all floral, seasonal, and other decoration of the sanctuary, such as at Thanksgiving, Christmas, Easter, New Year, church anniversary, and other occasions requiring such special décor.
 - h. To provide for the reception, comfort of all worshippers, to gather of registration cards, and to make provision of emergency care.
 - i. To arrange for complete audio services for all congregational gatherings and shall have responsibility for the utilization and maintenance of all public address equipment.
 - j. To provide audio/video ministry for Church.
 - k. To coordinate baptism.
8. The Christian Education
 - a. To plan and supervise the ministry of the Adult Sunday school.
 - b. To facilitate the seminarian ministry.
 - c. To supervise and oversee the library ministry.
 - d. To facilitate the Chinese school ministry at the Church.
 - e. To plan and coordinate the educational training programs.
9. The Facility Manager
 - a. To maintain the physical property of the Church
 - b. To provide proper security of the Church.
 - c. To provide food services or receptions supportive of all church functions scheduled.
 - d. To maintain the computers and copy machines of the Church.
10. The Caring
 - a. To plan, coordinate, and supervise the caring ministry.
 - b. To plan, coordinate, and supervise the Bible study groups.

- c. To maintain a record of Church attendance of each member as soon as a member gives evidence of non- participation, visitation and attention should be given to renew the interest of such member.
- d. To oversee the Benevolence Fund and chair the Benevolence Committee.
- e. To plan and coordinate the Church Annual Picnic.
- f. To plan and coordinate the caring training programs.

11. English/Youth Ministry

- a. To coordinate the youth ministry program, youth worship, youth Sunday school, and youth fellowship.
- b. To plan the English ministry.

12. Children Ministry

- a. To plan, coordinate, and conduct the Awana program.
- b. To plan and coordinate the children pre-school Sunday school and Vacation Bible School.
- c. To plan and coordinate the children grade school Sunday school
- d. To plan and coordinate the nursery
- e. To plan and conduct the children worship