

Bonnors Ferry Seventh-day Adventist Church
Job Description: Head Deaconess

Some of the duties of the Head Deaconess are:

1. Conduct quarterly meetings of the Deaconesses to:
 - a) Encourage Deaconesses.
 - b) Review responsibilities.
 - c) Make assignments.
 - d) Make plans for the work of Deaconesses.
2. Attend the Church Board and other committees as requested.
3. See that Deaconesses carry out their assignments.
4. Assign responsibilities for the Nursery.
5. Make assignments for the Communion Service.
6. See that Deaconesses are present for Communion service rehearsal and preparation.
7. Be a resource person to help make services of the church more effective.
8. Carry out assignments made by the Board or Pastor.