

**Deacons** assist the Minister in the spiritual affairs of the Church. Responsibilities include, but are not limited to, preparing and serving the elements in the Communion service; calling upon the sick, shut-ins, and prospective new members; securing pulpit substitutes, ushers, greeters, and fellowship hosts; recommending any changes in the Minister's salary, tenure of office, or duties; conducting a bi-annual review of membership; and overseeing the work of the administrative assistant. A term of service is normally three (3) years with the option of being re-elected one additional term yielding a total of no more than six (6) years. In some cases a person may fill an unexpired term of less than three years.