

Canaan Bible Chapel Deacon Oversight 2012



The following job descriptions, along with their assigned deacons, are provided for your information. Please pray for these men as they serve our congregation.

- **Chairman** (Dave Adolfson) – The Chairman will be responsible for chairing all board meetings and church business meetings (regular and special) and serving as the board’s official liaison to the school.
- **Vice-Chairman** (Tim Schweinsburg) – In the event of the chairman’s absence, the vice-chairman will chair any meetings. Additionally, he will be responsible for maintaining the church’s membership roll, recruitment of deacons and church officers, processing of benevolence requests, and serve as the board’s representative member on the long-term investments committee.
- **Facility** (Steve Vitelli) – the facility deacon shall be responsible for overseeing the maintenance of the physical plant of Canaan Bible Chapel. This includes tracking expenditures, working with the custodial staff, and overseeing the scheduling and coordination of volunteer efforts.
- **Specialized Ministries & Screening** (Tim Lamberton) – This deacon will aid the pastor(s) in obtaining and maintaining lists of all youth ministries volunteers, making sure an application is on file for each and that necessary background checks are made. This deacon will also serve as a point person representing the church board on behalf of the following department heads: The Lighthouse Kids Leader, the Ladies Auxiliary President, the Nursery Coordinator, the Prayer Chain Coordinator, the Secret Pal Coordinator, the Sunday School Superintendent, and the STARS Youth Group Director.
- **Worship Ministries** (Charles Edwards) – The worship ministries deacon will be responsible for overseeing the equipment and personnel who serve within the Sunday morning worship service(s). This includes the music ministry, the sound and stage equipment and crews, the Scripture reading schedule, and security.
- **Events and Promotions** (Dave Black) – This deacon will oversee the church sign, the greeters and welcome team, and the set-up, take-down for special events. He will also assist the deacon in charge of facilities as needed.
- **Vehicles & Missions** (Kevin Lamberton) – This deacon will oversee the maintenance of CBC’s vehicles and will serve as a point person for our ministries work.