



## **45<sup>th</sup> Street Deacon**

Reports to: Campus Coastal Kids Coordinator

**Deacon:** A lay servant appointed by the church leadership to serve in a specific ministry, mission, or administrative area, managing and ministering to other laity.

### **Qualifications and Requirements:**

According to 1 Timothy 3:

- Worthy of respect and not hypocritical
- Honest, abstaining from gossip and slander
- Free from substance abuse
- Generous
- Committed to the Christian faith with a clear conscience
- Proven to be blameless through service at Coastal for a minimum of 1 year
- Open to men and women
- A member of Coastal Church in good standing:
  - Annually signed Membership Commitment
  - Faithful to attend Corporate Worship
  - Tithes regularly
  - Participation in a small group
  - Serving in a ministry or mission at Coastal Church
- Successful completion of Systematic Theology or Bible Doctrine
- Attend Coastal Church Leadership Breakfast yearly

### **Job Overview:**

The 45<sup>th</sup> Street Deacon is responsible for working with and assisting the campus Coastal Kids Coordinator director with the 45<sup>th</sup> Street ministries.

### **Key Responsibilities:**

- Volunteer Coordination
  - Manage volunteers for 45th Street
  - Manage cancellations

- Coordinate schedule, working 3 months ahead (minimum)
- Recruit/train/manage volunteer appreciation
  - Yearly meeting for all as volunteer appreciation
  - Regular contact of volunteers (emails/texts/cards)
  - Develop leadership team of volunteers and teachers
- Material preparation
  - Select activities and have items available for use each Sunday
  - Communicate the selections with volunteers; provide link to lessons
- Ensure safe cleaning /use of toys/materials
- Contact children in 45th Street-birthday cards, welcome and greet for services
- Train and develop future 45<sup>th</sup> Street leaders for campus adopting/planting and/or succession.

Issued September 2025



## **Baptism Deacon**

Reports to: Campus Lead Pastor

**Deacon:** A lay servant appointed by the church leadership to serve in a specific ministry, mission, or administrative area, managing and ministering to other laity.

### **Qualifications and Requirements:**

According to 1 Timothy 3:

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- Honest, abstaining from gossip and slander
- Free from substance abuse
- Generous
- Committed to the Christian faith with a clear conscience
- Proven to be blameless through service at Coastal for a minimum of 1 year
- Open to men and women
- A member of Coastal Church in good standing:
  - Annually signed Membership Commitment
  - Faithful to attend Corporate Worship
  - Tithe regularly
  - Participation in a small group
  - Serving in a ministry or mission at Coastal Church
- Successful completion of Systematic Theology or Bible Doctrine
- Attend Coastal Church Leadership Breakfast yearly

### **Job Overview:**

The Baptism Deacon is responsible for the effective and efficient baptism ministry at Coastal Church.

### **Key Responsibilities:**

- Responsible to the Coastal Church Senior Pastor and Campus Lead Pastor for the effective and efficient baptism ministry at Coastal Church.

- Maintaining close coordination with the Campus Lead Pastor and Campus Admin for the management of and communication of baptism inquiries and candidates within Coastal Church's Ministry Platform.
- Maintaining close coordination with Coastal Church Membership and Engagement Staff for baptism requirements of prospective members.
- Coordinating with the Coastal Church Campus Staff, under the authority and direction of the Coastal Church Campus Lead Pastor; specifically, but not limited to:
  - Coordinating, planning, and scheduling baptism ministry events in the Master Activities Calendar with the Coastal Church Campus Admin and Program Manager.
  - Coordinating with the Coastal Church Family Pastor for the planning, scheduling, and execution of the Kids Baptism Program.
  - Coordinating with the Coastal Church Campus Facilities Manager to ensure all baptismal equipment and facilities are available and in working order prior to each baptismal service.
  - Coordinating with the Coastal Church Campus Admin the inventory, availability, procurement, and preparation of baptism gift bags.
- Coordinating the following with the Coastal Church Creative Services Staff:
  - Coordinating procurement of printed Baptism Class Leader and Student Participation Workbooks for instructional purposes.
  - Providing an accurate by name list of baptism participants for creating baptism certificates.
  - Providing Baptism Order of Service to Coastal Church Creative Services and Production Team for inclusion into the final Coastal Church Corporate Worship Order of Service.
- Facilitating the instruction of the Coastal Church Baptism Class. If unable to personally attend, coordinate with the Campus Lead Pastor to identify a qualified Pastor, Elder, or Deacon to facilitate the course of instruction in his/her absence.
- Coordinating volunteers, the setup/tear-down of baptism equipment, attending in-person, and providing Deacon support to all Coastal Church baptism ceremonies. If unable to personally attend, coordinate with the Campus Lead Pastor to provide a trained and qualified member or staff to execute the required actions.
- Train and develop future Baptism leaders for campus adopting/planting and/or succession.
- Providing a list of names that have completed the Baptism Class and baptism to Coastal Church Membership and Engagement Staff.
- Providing an Annual Baptism Deacons Report (Calendar Year) to the Coastal Church Senior Pastor, Coastal Church Executive Staff, and Campus Lead Pastor.



## **Local Missions: Food Mission Deacon-Coastal Yorktown**

Reports to: Missions Pastor

**Deacon:** A lay servant appointed by the church leadership to serve in a specific ministry, mission, or administrative area, managing and ministering to other laity.

### **Qualifications and Requirements:**

According to 1 Timothy 3:

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- Free from substance abuse
- Generous
- Committed to the Christian faith with a clear conscience
- Proven to be blameless through service at Coastal for a minimum of 1 year
- Open to men and women
- A member of Coastal Church in good standing:
  - Annually signed Membership Commitment
  - Faithful to attend Corporate Worship
  - Tithes regularly
  - Participation in a small group
  - Serving in a ministry or mission at Coastal Church
- Successful completion of Systematic Theology or Bible Doctrine
- Attend Coastal Church Leadership Breakfast yearly

### **Job Description:**

The Food Mission Coordinator leads and oversees the church's food ministry programs, ensuring that individuals and families in need are served with dignity, compassion, and the

love of Christ. This role organizes food collection, preparation, and distribution, while engaging volunteers and building community partnerships to maximize impact.

### **Key Responsibilities:**

- **Ministry Leadership**
  - Provide spiritual and practical leadership for the food mission ministry.
  - Ensure the mission reflects the church's vision and values in all activities.
  - Offer prayer, encouragement, and relational support to guests and volunteers.
  - Train and develop future Food Mission Team leaders for campus adopting/planting and/or succession.
- **Program Oversight**
  - Organize and manage food distributions, community meals, and pantry operations.
  - Develop systems for food donations, inventory, and storage.
  - Ensure compliance with food safety and health standards.
- **Volunteer Engagement**
  - Recruit, train, and schedule volunteers for food preparation, setup, and distribution.
  - Foster a Christ-centered, team-oriented environment for volunteers.
  - Recognize and encourage volunteers regularly.
- **Community Partnerships**
  - Build and maintain relationships with food banks, grocery stores, local businesses, and nonprofit organizations.
  - Coordinate with other church ministries to expand outreach opportunities.
  - Represent the church food mission in the community.
- **Administration & Reporting**
  - Maintain records of food donations, distributions, and participants served.
  - Work with church leadership to set goals, prepare reports, and steward resources wisely.
  - Assist with fundraising and donor engagement when needed.

Issued September 2025



## **Coastal Kids Deacon**

Reports to: Campus Coastal Kids Coordinator

**Deacon:** A lay servant appointed by the church leadership to serve in a specific ministry, mission, or administrative area, managing and ministering to other laity.

### **Qualifications and Requirements:**

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- Free from substance abuse
- Generous
- Committed to the Christian faith with a clear conscience
- Proven to be blameless through service at Coastal for a minimum of 1 year
- Open to men and women
- A member of Coastal Church in good standing:
  - Annually signed Membership Commitment
  - Faithful to attend Corporate Worship
  - Tithes regularly
  - Participation in a small group
  - Serving in a ministry or mission at Coastal Church
- Successful completion of Systematic Theology or Bible Doctrine
- Attend Coastal Church Leadership Breakfast yearly

### **Job Overview:**

The Coastal Kids deacon is responsible for working with and assisting the Campus Coastal Kids Coordinator in leading the Coastal Kids ministries (ages birth through 5<sup>th</sup> grade).

### **Key Responsibilities:**

- Ministry Platform
  - Maintain database of families (enter new families, update record)
  - Follow-up with new families

- Entering service attendance, events/activities
  - Maintain an updated base of volunteer/ministry groups
- Volunteer coordination
  - Manage volunteers for Nursery (infant thru 3 years) and elementary
  - Manage cancellations
  - Coordinate schedule, working 3 months ahead (minimum)
- Manage Children's ministry lead team
  - Meetings (updates, ideas, event planning)
  - Delegation of responsibilities
  - Coordinated special events: create yearly calendar
  - Budget management
- Recruit/train/manage volunteers
  - Yearly meeting for all as volunteer appreciation
  - Regular contact of volunteers (emails, texts, cards)
- Material Prep
  - Select activities and have items available for use each Sunday
  - Communicate the selections with volunteers: provide link to lessons
- Oversee Sunday morning coordinators (to be developed)
  - Sunday morning responsibilities
    - Set up check in computer
    - Set up video for use in children's area
    - Welcome volunteers/children/families
    - Fill in as needed for shortage/call outs
- Ensure safe cleaning/use of toys/materials
- Contact children in Coastal Kids-birthday cards, welcome and greet for services
- Oversee coordination of Family Dedication Sundays
  - Communicate with families; prepare gifts; coordinate with Pastor
- Arrange for paid childcare as requested (churchwide events/meetings)
- Train and develop future Coastal Kids leaders for campus adopting/planting and/or succession.



## **Coastal Students Deacon**

Reports to: Campus Coastal Kids Coordinator

**Deacon:** A lay servant appointed by the church leadership to serve in a specific ministry, mission, or administrative area, managing and ministering to other laity.

### **Qualifications and Requirements:**

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- Free from substance abuse
- Generous
- Committed to the Christian faith with a clear conscience
- Proven to be blameless through service at Coastal for a minimum of 1 year
- Open to men and women
- A member of Coastal Church in good standing:
  - Annually signed Membership Commitment
  - Faithful to attend Corporate Worship
  - Tithes regularly
  - Participation in a small group
  - Serving in a ministry or mission at Coastal Church
- Successful completion of Systematic Theology or Bible Doctrine
- Attend Coastal Church Leadership Breakfast yearly

### **Job Description:**

The Student Ministry Deacon is responsible for working with and assisting the Campus Coastal Kids coordinator with the Coastal Kids Ministries.

### **Key Responsibilities:**

- Co-lead the Coastal Student Services on Sunday evenings
- Participate on the Coastal Students Teaching Team
- Disciple middle school students to become disciple makers
- Follow up with new guests to Coastal Students

- Recruit, equip and empower volunteers to disciple middle and high school students
- Build a Gospel advancing presence in Middle and High Schools (FCA, sport activities, etc)
- Participate in planning and leading student events (Summer Camp, ONE NIGHT, etc)
- Oversee the Student Leadership team
- Train and develop future Coastal Students leaders for campus adopting/planting and/or succession.
- Other duties as assigned

Issued September 2025



## **College Ministry Deacon**

Reports to: Student Ministry Leader

**Deacon:** A lay servant appointed by the church leadership to serve in a specific ministry, mission, or administrative area, managing and ministering to other laity.

### **Qualifications and Requirements:**

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- Honest, abstaining from gossip and slander
- Free from substance abuse
- Generous
- Committed to the Christian faith with a clear conscience
- Proven to be blameless through service at Coastal for a minimum of 1 year
- Open to men and women
- A member of Coastal Church in good standing:
  - Annually signed Membership Commitment
  - Faithful to attend Corporate Worship
  - Tithes regularly
  - Participation in a small group
  - Serving in a ministry or mission at Coastal Church
- Successful completion of Systematic Theology or Bible Doctrine
- Attend Coastal Church Leadership Breakfast yearly

### **Job Description:**

The College Ministry Deacon is responsible for working with and assisting the Student Ministry Leader with College Ministries.

### **Key Responsibilities:**

- Oversee the Coastal College program on Sundays
- Recruit, equip, schedule, and empower volunteers for Coastal College

- Train and develop future College Ministry leaders for campus adopting/planting and/or succession.
- Oversee the Coastal College small group discussion guides
- Disciple College students to become authentic followers of Jesus Christ
- Build partnership with College Campus Ministries

Issued September 2025



## **Communion Deacon**

Reports to: Campus Lead Pastor

**Deacon:** A lay servant appointed by the church leadership to serve in a specific ministry, mission, or administrative area, managing and ministering to other laity.

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- Proven to be blameless through service at Coastal for a minimum of 1 year
- Open to men and women
- A member of Coastal Church in good standing:
  - Annually signed Membership Commitment
  - Faithful to attend Corporate Worship
  - Tithe regularly
  - Participation in a small group
  - Serving in a ministry or mission at Coastal Church
- Successful completion of Systematic Theology or Bible Doctrine
- Attend Coastal Church Leadership Breakfast yearly

### **Job Overview:**

The Communion Deacon is responsible for the effective and efficient communion ministry at Coastal Church.

### **Key Responsibilities:**

- Keep an accurate inventory of communion supplies
- Coordinate with the Campus Admin to order supplies
- Coordinate with Campus Lead Pastor (or preaching pastor) on the order of service

- Schedule volunteers
- Prepare communion trays & refill as needed
- Coordinate ushers to pass or monitor the communion tables
- Clean up used cups/trash after the service
- Be available to pray with attendees who chose to accept Christ that Sunday before Communion
- Restock supplies after the services are concluded
- Train and develop future Communion leaders for campus adopting/planting and/or succession.

Issued September 2025



## **Construction Consultant Deacon**

Reports to: Director of Facilities/Operations

**Deacon:** A lay servant appointed by the church leadership to serve in a specific ministry, mission, or administrative area, managing and ministering to other laity.

### **Qualifications and Requirements:**

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  - Annually signed Membership Commitment
  - Faithful to attend Corporate Worship
  - Tithe regularly
  - Participation in a small group
  - Serving in a ministry or mission at Coastal Church
- Successful completion of Systematic Theology or Bible Doctrine
- Attend Coastal Church Leadership Breakfast yearly
- Experience with contract negotiations, consulting, and project management
- Thorough knowledge of construction procedures and processes, from project conception to completion
- Strong leadership skills
- Superb communication and interpersonal skills
- High computer proficiency

**Job Overview:**

Construction Consultant Deacon will assist Coastal Church as needed with assessing structural, building, and mechanical conditions.

**Key Responsibilities:**

- Travel to potential worksites to determine project feasibility
- Project costs
  - Coordinate with vendors to determine potential materials costs
  - Determine regulatory issues and required permit costs
- Present findings to the executive leaders of the church

Issued September 2025



## **Count Team Deacon**

Reports to: Campus Lead Pastor

**Deacon:** A lay servant appointed by the church leadership to serve in a specific ministry, mission, or administrative area, managing and ministering to other laity.

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  - Faithful to attend Corporate Worship
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- Successful completion of Systematic Theology or Bible Doctrine
- Attend Coastal Church Leadership Breakfast yearly

### **Job Description:**

The Count Team Deacon is to provide accurate, consistent, confidential and timely processing of all donations and monetary gifts to the church.

**Key Responsibilities:**

- Schedule in advance for team members to count on specific days and times.
- Ensure two members are present at all times for counting and money handling.
- Set days and times for count to be performed, bearing in mind that counted funds need to be at Yorktown campus for processing by Tuesday morning, immediately following the day of service.
- Train count team members on:
  - Sorting cash and checks
  - Completing Offering Summary Sheet
  - Scanning checks with digital scanner into Ministry Platform
  - Scanning cash envelopes with digital scanner using Ministry Platform
  - Storing of counted cash appropriately and securely
- Ensure proper supplies are available.
- Communicate with the Finance Department as needed.
- Train and develop future Count Team leaders for campus adopting/planting and/or succession.

Issued September 2025



## **Endowment Team Deacon**

Reports to: Senior Pastor

**Deacon:** A lay servant appointed by the church leadership to serve in a specific ministry, mission, or administrative area, managing and ministering to other laity.

### **Qualifications and Requirements:**

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- Honest, abstaining from gossip and slander
- Free from substance abuse
- Generous
- Committed to the Christian faith with a clear conscience
- Proven to be blameless through service at Coastal for a minimum of 1 year
- Open to men and women
- A member of Coastal Church in good standing:
  - Annually signed Membership Commitment
  - Faithful to attend Corporate Worship
  - Tithes regularly
  - Participation in a small group
  - Serving in a ministry or mission at Coastal Church
- Successful completion of Systematic Theology or Bible Doctrine
- Attend Coastal Church Leadership Breakfast yearly

### **Job Overview:**

The Endowment Team Deacon (ETD) is responsible for working with the Endowment Team at Coastal Church, ensuring the management and growth of the Coastal Endowment Fund (CEF). The ETD will help to support donor relationships and facilitate opportunities to raise support for the CEF. They will serve as a liaison between their campus, the lead pastor at their campus, their campus overseeing elder, the Endowment Team, and the Senior Executive Pastor.

**Key Responsibilities:**

- To work with Senior Pastor and Overseeing Elder to manage and grow the organization's endowment fund.
- These responsibilities include:
  - Developing investment strategies
  - Managing donor relationships
  - Ensuring compliance with donor intent
  - Recommend distribution policies to the Overseeing Elder Boardall while maximizing long-term returns for the organization's mission.
- Train and develop future Endowment leaders for campus adopting/planting and/or succession.

Issued September 2025



## **Engagement Deacon**

Reports to: Executive Director of Engagement and Membership

**Deacon:** A lay servant appointed by the church leadership to serve in a specific ministry, mission, or administrative area, managing and ministering to other laity.

### **Qualifications and Requirements:**

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- Open to men and women
- A member of Coastal Church in good standing:
  - Annually signed Membership Commitment
  - Faithful to attend Corporate Worship
  - Tithes regularly
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- Attend Coastal Church Leadership Breakfast yearly

### **Job Overview:**

The Engagement Deacon (ED) is responsible for shepherding the volunteer ministry of their campus in Coastal Church, ensuring that volunteers are serving in a ministry and mission at Coastal Church. The ED will recruit, train, and support volunteers for the engagement team at his/her campus, develop serve opportunities, and help align the ministry with the church's mission and values. They will serve as a liaison between the Department of

Engagement, the Campus Lead Pastor, and the Campus Admins, and other ministries as needed.

This position is hand selected by the Executive Director of Membership and Engagement.

**Key Responsibilities:**

- Point of Contact for the Engagement Volunteers on the campus.
  - Follow Up Team
  - We Are Coastal Team
  - Plan your visit Team
- Fill in where needed when a team member is unavailable
- Attend We Are Coastal Classes (5 per year)
- Maintain Serve opportunities for the campus
  - Receive serve requests from ministry leaders
  - Update opportunities in the database
- Train volunteers to help with We Are Coastal Classes
- Attend monthly 1:1 meetings with the Executive Director of Membership and Engagement
- Attend yearly group meetings with the Director of Membership and Engagement, the Department of Engagement, and individual campus Engagement Deacons.

Issued September 2025



## **Facilities Deacon**

Reports to: Campus Lead Pastor and Director of Facilities/Operations

**Deacon:** A lay servant appointed by the church leadership to serve in a specific ministry, mission, or administrative area, managing and ministering to other laity.

### **Qualifications and Requirements:**

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- Free from substance abuse
- Generous
- Committed to the Christian faith with a clear conscience
- Proven to be blameless through service at Coastal for a minimum of 1 year
- Open to men and women
- A member of Coastal Church in good standing:
  - Annually signed Membership Commitment
  - Faithful to attend Corporate Worship
  - Tithes regularly
  - Participation in a small group
  - Serving in a ministry or mission at Coastal Church
- Successful completion of Systematic Theology or Bible Doctrine
- Attend Coastal Church Leadership Breakfast yearly
- Experience in facilities maintenance, facility operations, and/or construction
- Familiarity with trade skills and basic construction is desired.
- Organized and attentive to details.
- Demonstrates initiative and follow through.
- Desires to learn new skills and deepen existing skills.
- Relates and works well with attendees, church staff, and lay leadership.

- Able to communicate technical details to non-technical people.
- Able to help with essential facility management tasks when needed
- Report issues if unable to repair/fix to the Operations Department through Espace work order system
- Embrace and commitment to Coastal Church, including doctrine and philosophy, and promote the mission of Coastal Church.

### **Job Overview:**

The Deacon of Facilities is responsible for helping the Operations Department maintain, operate, and oversee church facilities and systems at Coastal locations efficiently and excellently, supporting the ongoing mission of Coastal Church.

### **Key Responsibilities:**

- Help Maintain church facilities as needed when staff is not available
- Maintain cleanliness of Church facilities and grounds
- Participate in campus emergency support (accidents, overflows, etc.)
- Assist in identifying and managing the required execution of church facility needs for regular programming and special events when staff is not available
- Assist in the security of building if needed
- Assist in maintaining safe and accessible conditions, as feasible, during inclement weather, including minor snow removal, and salting
- Train and develop future Facilities leaders for campus adopting/planting and/or succession.

Issued September 2025



## **First Impressions Deacon**

Reports to: Campus Lead Pastor

**Deacon:** A lay servant appointed by the church leadership to serve in a specific ministry, mission, or administrative area, managing and ministering to other laity.

### **Qualifications and Requirements:**

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- Generous
- Committed to the Christian faith with a clear conscience
- Proven to be blameless through service at Coastal for a minimum of 1 year
- Open to men and women
- A member of Coastal Church in good standing:
  - Annually signed Membership Commitment
  - Faithful to attend Corporate Worship
  - Tithes regularly
  - Participation in a small group
  - Serving in a ministry or mission at Coastal Church
- Successful completion of Systematic Theology or Bible Doctrine
- Attend Coastal Church Leadership Breakfast yearly

### **Job Description:**

Coastal Church's mission is to develop authentic followers of Jesus Christ by connecting to God in corporate worship, growing in small groups, serving in a ministry or mission at Coastal, and multiplying by making disciples for the advancement of the Gospel. Coastal's First Impressions ministry helps meet this mission by creating a welcoming and comfortable visit in corporate worship.

## **Key Responsibilities**

- Faithfully and respectfully communicates with the staff person responsible for his/her area of service.
  - Relaying information from staff to laity
  - Planning necessary meetings and training events
  - Scheduling volunteers to serve.
  - Recruitment of volunteers
- Lead and manage the ministry for which he/she is responsible to include the distribution of First Impression clothing to volunteers and see that all volunteers are issued (and wear) appropriate ID badges when serving.
- Train ministry laity in proper usage of Planning Center Services for scheduling
- Multiply by always having an apprentice and developing a “pipeline” of potential apprentices.
- Oversees the Parking team and selects Parking team lead.
- Selects lead for Coffee Ministry
- Effectively communicates and works with the deacons from the security team, count team, Coastal Kids team, prayer team, and other connect ministries to ensure seamless flow of Sunday morning ministries for advancement of the Gospel.
- Oversees the receiving of the tithes and offerings in a manner that reflects the idea that giving is an intentional act of worship.
- Assists the Deacons of Baptism and Communion with the flow of corporate family services and the distribution of the elements.
- Responsible for taking and entering the Sunday count into the metrics app.
- Leads by example in making members, attenders and guests feel warmly welcomed as they arrive, and that bulletins are properly distributed to each one as they enter the worship center.
- Train and develop future First Impression leaders for campus adopting/planting and/or succession.

Issued September 2025



## **International Missions Deacon**

Reports to: Missions Pastor

**Deacon:** A lay servant appointed by the church leadership to serve in a specific ministry, mission, or administrative area, managing and ministering to other laity.

### **Qualifications and Requirements:**

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- Proven to be blameless through service at Coastal for a minimum of 1 year
- Open to men and women
- A member of Coastal Church in good standing:
  - Annually signed Membership Commitment
  - Faithful to attend Corporate Worship
  - Tithes regularly
  - Participation in a small group
  - Serving in a ministry or mission at Coastal Church
- Successful completion of Systematic Theology or Bible Doctrine
- Attend Coastal Church Leadership Breakfast yearly

### **Job Description:**

Coastal Church's mission is to develop authentic followers of Jesus Christ by connecting to God in corporate worship, growing in small groups, serving in a ministry or mission at Coastal, and multiplying by making disciples for the advancement of the Gospel. Coastal's Global Outreach does this by fulfilling the Great Commission to go and make disciples of all nations.

**Key Responsibilities:**

- Faithfully and respectfully communicate with the staff person responsible for his/her area of service
  - Relaying information from staff to laity
  - Planning necessary meetings/ trainings
- Lead and manage the ministry for which he/she is responsible
- Recruit and train laity in his/her ministry
- Multiply by always having an apprentice and developing a “pipeline” of potential apprentices
- Maintain communication with global partners
- Search for opportunities to serve in new countries
- Help lead and organize missions trips
  - Specific service projects on mission trips
  - Finding lodging
  - Recruiting team members
- Duties as assigned

Issued September 2025



## **Local Missions Deacon**

Reports to: Missions Pastor

**Deacon:** A lay servant appointed by the church leadership to serve in a specific ministry, mission, or administrative area, managing and ministering to other laity.

### **Qualifications and Requirements:**

According to 1 Timothy 3:

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  - Serving in a ministry or mission at Coastal Church
- Successful completion of Systematic Theology or Bible Doctrine
- Attend Coastal Church Leadership Breakfast yearly

### **Job Description:**

Coastal Church's mission is to develop authentic followers of Jesus Christ by connecting to God in corporate worship, growing in small groups, serving in a ministry or mission at Coastal, and multiplying by making disciples for the advancement of the Gospel. Coastal's Local Outreach ministry helps meet this mission by serving the local community through providing practical needs and sharing the Gospel with the people we serve.

**Key Responsibilities:**

- Faithfully and respectfully communicate with the staff person responsible for his/her area of service
  - Relaying information from staff to laity
  - Planning necessary meetings/ trainings
- Lead and manage the ministry for which he/she is responsible
- Recruit and train laity in his/her ministry
- Multiply by always having an apprentice and developing a “pipeline” of potential apprentices
- Find new opportunities for the church to serve in the community
- Maintain communications with 3 local outreach ministries
- Help lead and organize local outreach opportunities
  - Monthly “drives”
  - Quarterly “projects”
- Duties as assigned

Issued September 2025



## **Membership Deacon**

Reports to: Office of Membership and Engagement and the Campus Lead Pastor

**Deacon:** A lay servant appointed by the church leadership to serve in a specific ministry, mission, or administrative area, managing and ministering to other laity.

### **Qualifications and Requirements:**

According to 1 Timothy 3:

- Worthy of respect and not hypocritical
- Honest, abstaining from gossip and slander
- Free from substance abuse
- Generous
- Committed to the Christian faith with a clear conscience
- Proven to be blameless through service at Coastal for a minimum of 1 year
- Open to men and women
- A member of Coastal Church in good standing:
  - Annually signed Membership Commitment
  - Faithful to attend Corporate Worship
  - Tithes regularly
  - Participation in a small group
  - Serving in a ministry or mission at Coastal Church
- Successful completion of Systematic Theology or Bible Doctrine
- Attend Coastal Church Leadership Breakfast yearly

### **Job Description:**

The Membership Deacon is responsible for overseeing up to 10 “Contact Members”. A “Contact Member” is a seasoned member at Coastal who meets with new members to help them onboard at Coastal.

This position is hand selected for each campus by the Office of Membership and Engagement and the Campus Lead Pastor.

**Key Responsibilities:**

- **Oversee up to 10 “Contact Members”.**
  - A “Contact Member” is a seasoned member at Coastal who meets with new members to help them onboard at Coastal.
  - Touch base each Contact Member after each We Are Coastal class to discuss old and new assignments
  - Meet annually with each Contact Member to sign their renewals
  - Answer questions Contact Members might have or provide direction as to where to find the answer.
- **Female Deacons of Membership will be available to sit in a membership interview with an elder who is meeting with a single female or a married female joining without her husband.**
- **Attend We Are Coastal Classes to meet potential new members.**
- **Time Commitment:**
  - Initial training – 30 minutes - 1 hour meeting with OME staff
  - Serving Time – 30 minutes each week to check in with Contact Members; WAC Classes (5 per year)
  - Meetings – 1 hour per quarter (one-on-one or group via Teams)
  - Continuing Training – Group meetings will be scheduled a year in advance. One-on-one meetings will be scheduled to fit your individual schedule.

Issued September 2025



## **Men of Coastal Deacon**

Reports to: Campus Lead Pastor

**Deacon:** A lay servant appointed by the church leadership to serve in a specific ministry, mission, or administrative area, managing and ministering to other laity.

### **Qualifications and Requirements:**

According to 1 Timothy 3:

- Worthy of respect and not hypocritical
- Honest, abstaining from gossip and slander
- Free from substance abuse
- Generous
- Committed to the Christian faith with a clear conscience
- Proven to be blameless through service at Coastal for a minimum of 1 year
- Open to men and women
- A member of Coastal Church in good standing:
  - Annually signed Membership Commitment
  - Faithful to attend Corporate Worship
  - Tithes regularly
  - Participation in a small group
  - Serving in a ministry or mission at Coastal Church
- Successful completion of Systematic Theology or Bible Doctrine
- Attend Coastal Church Leadership Breakfast yearly

### **Job Description:**

The Men of Coastal Deacon is responsible for shepherding the men's ministry of their campus in Coastal Church, ensuring that MOC are growing in fellowship, spiritual maturity, discipleship and community outreach. The MOC deacon will recruit, train, and support MOC leaders, foster relationships within MOC, and help align the ministry with the church's mission and values. The MOC deacon will be an on-ramp to small groups and help to grow men in discipleship relationships. They will serve as a liaison between the Executive Pastor of Leadership Development, the campus Men of Coastal, the Campus Pastor, and the Campus Admin.

**Key responsibilities:**

- Disciple at least 3 men.
- Assess counseling cases that need to be referred to a counselor.
- Teach Bible Doctrine to raise up leaders.
- Plan, coordinate, and schedule retreats and leadership trainings.
- Prepare for and lead meetings with the ministry team or volunteers.
- Oversee the development and coordination of ministry to the men in the church.
- Supervise efforts to mentor and disciple men of the church
- Provide biblical counseling and encouragement to men in the church.
- Work with appropriate ministry leaders, members, and volunteers to carry out ministry events.
- Participate in and oversee special events/activities for men
- Administer the work of men's ministries by encouraging teamwork, mutual support and providing leadership for all.
- Pray regularly for the men of the church and God's direction for church leadership.
- Manage the men's ministry's budget, with the help of supervisors and/or church leadership.
- Cast vision for yearly event calendar and establishing SMART goals for related programs.
- Train and develop future men's ministry leaders for campus adoption/planting and/or succession.
- Assist with coordination for special interest classes (spiritual formation).
- Assist with developing men small group leaders.
- Attend required Leadership Ministry Meetings with the Campus Lead Pastor and other church leaders.
- Be accountable to supervisors, pastors, and elders.

Issued September 2025



## **Prayer Team Deacon**

Reports to: Campus Lead Pastor

**Deacon:** A lay servant appointed by the church leadership to serve in a specific ministry, mission, or administrative area, managing and ministering to other laity.

### **Qualifications and Requirements:**

According to 1 Timothy 3:

- Worthy of respect and not hypocritical
- Honest, abstaining from gossip and slander
- Free from substance abuse
- Generous
- Committed to the Christian faith with a clear conscience
- Proven to be blameless through service at Coastal for a minimum of 1 year
- Open to men and women
- A member of Coastal Church in good standing:
  - Annually signed Membership Commitment
  - Faithful to attend Corporate Worship
  - Tithes regularly
  - Participation in a small group
  - Serving in a ministry or mission at Coastal Church
- Successful completion of Systematic Theology or Bible Doctrine
- Attend Coastal Church Leadership Breakfast yearly

### **Job Description:**

The Prayer Team Deacon works in coordination with the Prayer Team Leader to provide immediate prayer/ministry to those who respond to the work of the Holy Spirit during our services.

### **Key Responsibilities:**

- Leads and manages the prayer team at the campus level
- Plans and maintains a weekly schedule for team members
- Recruits and trains volunteers to serve in the Prayer ministry
- Train and develop future Prayer Team leaders for campus adopting/planting and/or succession.



## **Safety Team Deacon**

Reports to: Campus Lead Pastor and/or First Impressions Deacon

**Deacon:** A lay servant appointed by the church leadership to serve in a specific ministry, mission, or administrative area, managing and ministering to other laity.

### **Qualifications and Requirements:**

According to 1 Timothy 3:

- Worthy of respect and not hypocritical
- Honest, abstaining from gossip and slander
- Free from substance abuse
- Generous
- Committed to the Christian faith with a clear conscience
- Proven to be blameless through service at Coastal for a minimum of 1 year
- Open to men and women
- A member of Coastal Church in good standing:
  - Annually signed Membership Commitment
  - Faithful to attend Corporate Worship
  - Tithes regularly
  - Participation in a small group
  - Serving in a ministry or mission at Coastal Church
- Successful completion of Systematic Theology or Bible Doctrine
- Attend Coastal Church Leadership Breakfast yearly

### **Job Overview:**

Coastal Church's mission is to develop authentic followers of Jesus Christ. Coastal's Safety Team ministry supports this mission by ensuring a safe, secure, and welcoming environment for members and attenders to connect to God through corporate worship.

The team operates under the authority of Coastal's senior leadership and in accordance with all applicable church policies and the laws of the Commonwealth of Virginia.

The Safety Team Deacon is a campus-level position appointed by the lead pastor with the recommendation of the shepherding elders and the Safety Team Director.

**Key Responsibilities:**

- Leads and manages the safety team ministry at the campus level.
- Effectively communicates and relays information between staff and volunteer team members (policy updates, incident report summaries, special requests, and other safety-related information).
- Plans and maintains a weekly schedule for team members.
- Plans and schedules necessary meetings and trainings.
- Ensures that incidents are documented, and reports are completed and submitted in a timely manner.
- Recruits and trains volunteers to serve in the safety team ministry.
- Trains team members in proper usage of Planning Center, GroupMe, and other apps used for scheduling and communication.
- Train and develop future Safety Team leaders for campus adopting/planting and/or succession.

Issued September 2025



## **Small Groups Deacon**

Reports to: Campus Lead Pastor and/or Small Group Director

**Deacon:** A lay servant appointed by the church leadership to serve in a specific ministry, mission, or administrative area, managing and ministering to other laity.

**Qualifications and Requirements:** According to 1 Timothy 3:

- Worthy of respect and not hypocritical
- Honest, abstaining from gossip and slander
- Free from substance abuse
- Generous
- Committed to the Christian faith with a clear conscience
- Proven to be blameless through service at Coastal for a minimum of 1 year
- Open to men and women
- A member of Coastal Church in good standing:
  - Annually signed Membership Commitment
  - Faithful to attend Corporate Worship
  - Tithes regularly
  - Participation in a small group
  - Serving in a ministry or mission at Coastal Church
- Successful completion of Systematic Theology or Bible Doctrine
- Attend Coastal Church Leadership Breakfast yearly

## **Job Overview:**

The Small Group Deacon/Coordinator (SGD/C) is responsible for shepherding the small group ministry of their campus in Coastal Church, ensuring that groups are growing in fellowship, spiritual maturity, discipleship and community outreach. The SGD/C will recruit, train, and support small group leaders, foster relationships within groups, and help align the ministry with the church's mission and values. They will serve as a liaison between the Small Group Leaders (SGL), Pastor of Community Care, the Campus Lead Pastor, and the Campus Admins.

**Key Responsibilities:**

- **Small Group Leadership**
  - Develop and maintain a vibrant small group ministry that fosters spiritual growth, accountability, and community.
  - Recruit, train, and provide ongoing support to small group leaders.
  - Ensure that small group leaders have the tools, resources, and encouragement to lead effectively.
  - Organize and oversee the structure of small groups, ensuring a variety of groups are available (e.g., age-based, topic-based, service-oriented).
- **Ministry Coordination & Growth**
  - Help facilitate group placements, matching members with appropriate small groups based on needs and interests.
  - Plan and organize events such as small group leader training twice a year and seasonal small group kick-offs.
  - Monitor small group attendance, engagement, and spiritual growth, providing necessary adjustments and support.
- **Community Engagement**
  - Encourage small groups to be active in service to the church and local community, promoting outreach and mission opportunities and collaborating with Serve and Multiply leads from their campus.
  - Foster a welcoming and inclusive atmosphere in groups, ensuring new members feel connected and valued.
  - Engage social media and electronic methods to enhance communication and material dissemination to SGLs.
- **Collaboration with Church Staff**
  - Work closely with the pastoral staff to align campus small group initiatives with church-wide goals and sermon series.
  - Provide feedback and insight into ministry growth, needs, and challenges.
- **Administrative Tasks**
  - Provide SGL accountability for accurate records of small group participants and activities.
  - Coordinate with Campus Admins and SGL to ensure timely changes to meeting times, participants and leadership/apprentice records.
  - Assist with the creation and management of small group resources and materials.



## **Women of Coastal Deacon**

Reports to: Campus Lead Pastor

**Deacon:** A lay servant appointed by the church leadership to serve in a specific ministry, mission, or administrative area, managing and ministering to other laity.

### **Qualifications and Requirements:**

According to 1 Timothy 3:

- Worthy of respect and not hypocritical
- Honest, abstaining from gossip and slander
- Free from substance abuse
- Generous
- Committed to the Christian faith with a clear conscience
- Proven to be blameless through service at Coastal for a minimum of 1 year
- Open to men and women
- A member of Coastal Church in good standing:
  - Annually signed Membership Commitment
  - Faithful to attend Corporate Worship
  - Tithes regularly
  - Participation in a small group
  - Serving in a ministry or mission at Coastal Church
- Successful completion of Systematic Theology or Bible Doctrine
- Attend Coastal Church Leadership Breakfast yearly

### **Job Overview:**

The Women of Coastal Deacon/Coordinator (WOCD/C) is responsible for shepherding the women's ministry of their campus in Coastal Church, ensuring that WOC are growing in fellowship, spiritual maturity, discipleship and community outreach. The WOCD/C will recruit, train, and support WOC leaders, foster relationships within WOC, and help align the ministry with the church's mission and values. The WOCD/C will be an on-ramp to small groups and help to grow women in discipleship relationships. They will serve as a liaison between the Executive Pastor of Leadership Development, the campus Women of Coastal, the Campus Lead Pastor, and the Campus Admin.

**Key Responsibilities:**

- Disciple at least 3 women.
- Assess counseling cases that need to be referred to a counselor.
- Teach Bible Doctrine to raise up leaders.
- Plan, coordinate, and schedule retreats and leadership trainings.
- Prepare for and lead meetings with the ministry team or volunteers.
- Oversee the development and coordination of ministry to the women in the church.
- Supervise efforts to mentor and disciple women of the church
- Provide biblical counseling and encouragement to women in the church.
- Work with appropriate ministry leaders, members, and volunteers to carry out ministry events.
- Participate in and oversee special events/activities for women
- Administer the work of women's ministries by encouraging teamwork, mutual support and providing leadership for all.
- Pray regularly for the women of the church and God's direction for church leadership.
- Manage the women's ministry's budget, with the help of supervisors and/or church leadership.
- Cast vision for yearly event calendar and establishing SMART goals for related programs.
- Train and develop future women's ministry leaders for campus adoption/planting and/or succession.
- Assist with coordination for special interest classes (spiritual formation).
- Assist with developing women small group leaders.
- Attend required Leadership Ministry Meetings with the Campus Pastor and other church leaders.
- Be accountable to supervisors, pastors, and elders.

Issued September 2025



## **Worship Team Deacon**

Reports to: Campus Worship Leader

**Deacon:** A lay servant appointed by the church leadership to serve in a specific ministry, mission, or administrative area, managing and ministering to other laity.

### **Qualifications and Requirements:**

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- Worthy of respect and not hypocritical
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- Free from substance abuse
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- Committed to the Christian faith with a clear conscience
- Proven to be blameless through service at Coastal for a minimum of 1 year
- Open to men and women
- A member of Coastal Church in good standing:
  - Annually signed Membership Commitment
  - Faithful to attend Corporate Worship
  - Tithes regularly
  - Participation in a small group
  - Serving in a ministry or mission at Coastal Church
- Successful completion of Systematic Theology or Bible Doctrine
- Attend Coastal Church Leadership Breakfast yearly

### **Job Description:**

The Worship Team Deacon is responsible for building and protecting the team culture through two primary responsibilities: Care and Coaching

- **Care:** The church needs more shepherds to care for the flock. We want you to be the eyes and ears of our team—praying for the worship leader, the needs of our volunteers, and the overall ministry at Coastal. Help build healthy teams through intentional investment, and help protect healthy teams with humility, discernment, and accountability.

- Coaching: Spiritually mature leaders who: - Influence the broader team with who they are - Replicate what works - Celebrate wins and inspire growth

### **Key Responsibilities:**

- Host group gatherings volunteers (1-2x/year)
  - e.g., “Bass Players Breakfast”
  - Optional: walk through a devotional book or series
- 1:1 Check-ins with volunteers (1-2x/year per team member)
  - Personal conversations to encourage and support
- Lead rehearsal Bible studies (3-6x/year)
  - Share scripture, personal insight, or reflection
- Help lead weekend huddles (3-6x/year)
  - Encourage and unify before services
- Launch a text group
  - Share helpful media
  - Post prayer requests
  - Communicate real-life needs (“Need help moving a couch”)
- Offer coaching and feedback
  - Encourage teammates to grow in craft and character
  - Always from a servant-hearted, supportive posture
- Meet with worship leader in person (6x/year)
  - Share insights, offer ideas, sync with broader team
  - Stay aligned and updated with ministry direction
- Train and develop future Worship Team leaders for campus adopting/planting and/or succession.
- Reach out consistently to volunteers (1x/month)
  - Text, call, or DM team members
  - Ask: “How can I pray for you?” “How’s your family?”
  - Share bigger care needs with your Worship Leader