

CONGREGATION OFFICER STAFF JOB DESCRIPTION: BOARD OF ELDERS

ACCOUNTABLE TO: Voters Assembly

PURPOSE: To oversee the spiritual life of the congregation and its individual members.

DUTIES AND RESPONSIBILITIES:

These guidelines are as intended by the congregation's constitution and the bylaws.

1. The Board of Elders shall have authority and responsibility for the spiritual welfare and activities of the congregational members, individually and corporately. They will assist the Pastor in assuring the general spiritual welfare of the congregation and shall assist the Pastor in difficult problems of the ministry and see to it that congregational discipline is carried out according to the dictates of Scripture in Matthew 18:15-20.

2. The chairman of the Board of Elders (or designate) shall preside at all meetings of the Board of Elders.

a. The chairman shall appoint a secretary to record the minutes.

b. The chairman may appoint one elder to serve as an advisor to each of the following committees: Worship, Board of Christian Education, Evangelism, Stewardship, Ushers, Human Care, New Member Ministry, Youth and Health Ministry. Other committee assignments may be made to other ongoing or Ad Hoc committees in the congregation including, but not limited to, Assimilation, Public Relations and Sanctity of Life.

c. The chairman (or designate) will report the recommendations of the Board of Elders to the church council and the voter's assembly.

d. The chairman (or designate) may call special meetings of the Board of Elders.

3. The Board of Elders shall meet at least once a month, except up to twice per year they may be cancelled with consent of the pastor(s).

4. The Board of Elders shall consist of five (5) members including three (3) members elected by the Congregational Voters Meeting, together with the President and the Vice-President, who shall be Elders ex officio with all the powers and duties accorded to the Elders.

While the entire Board of Elders is responsible for the spiritual welfare and activities of the congregation, both individually and corporately, as a matter of convenience each elder may be assigned members in a geographic zone and then becomes the elder for these parishioners. Such geographic boundaries may change from time to time but no congregational member will be without an elder assigned. The chairman may act as an elder to new members for a period of time (less than six months) until their assignment/transfer to a geographic elder.

Pending voters assembly approval, up to three "special needs" elders could be added to the Board of Elders by the Board itself. These "special needs" elders in every respect would have full membership on the Board of Elders (one elder = one vote) and full responsibility.

5. The Board of Elders shall serve as special assistants to the pastor(s), supporting

them with prayer, helping them with special problems in their ministry; and concerning itself with the spiritual, emotional and physical health and welfare of the pastor(s) and their families. It shall ensure that they are provided with adequate compensation, housing and assistance with their work to guarantee them sufficient free time for personal responsibilities, study and relaxation.

6. The Board of Elders shall assist the Pastor in cultivating a constant spirit of harmony among the congregation members, and will by word and action encourage the Pastor in his work.

7. The Board of Elders shall be responsible for providing the pastor(s) with adequate pulpit and altar assistance.

8. The Board of Elders shall arrange for pastoral services when a vacancy occurs in the office, including the exercising of proper leadership in calling a pastor. No less than one elder shall be included on any call committee. The chairman can be assigned and count toward this minimum representation.

9. The Board of Elders shall be responsible for the proper conduct of public congregational worship services. They will endeavor constantly to improve the services of worship so that they are as meaningful and helpful as possible.

10. The Board of Elders shall make appropriate recommendations to the church council regarding the reception of new members. Peaceful release and transfer of members shall be authorized by the Pastor and/or Elders.

11. The Board of Elders shall on rare occasion need to become involved in the spiritual welfare and activities of the preschool and day school run by the congregation, particularly under such circumstances where a potential exists for the spiritual welfare of the congregation to be harmed in any way. The day school and preschool are considered to be part of the congregation.

12. The Board of Elders may appoint and be responsible for the activities of a worship or music committee to consist of: a Pastor, Minister of Music of the congregation, an Elder and a minimum of three baptized members, one of whom shall be appointed as chairman, to make recommendations regarding the public worship services of the congregation. All segments of the congregation should be considered if and when recommended changes are contemplated.

13. The Board of Elders may appoint a committee on ushering to consist of a head usher and two assistants, plus at least two advisors from past (experienced) serving ushers. They will receive reports from the Head Usher and ushering staff.

14. The Board of Elders may appoint a human care committee to consist of a chairman and others as "helping hands" in Jesus name to extend to fellow souls in need.

15. The Board of Elders may appoint a new members committee that shall consist of a chairman and others to assist in the assimilation of new members into the congregation.

16. Other Elder Responsibilities:

They will by constant word and encouragement seek to stimulate a high level of spirituality in the congregation, including a regular program of calling to encourage those who have become negligent in the use of Word and Sacrament.

They will diligently call on delinquent members, endeavoring to reclaim them for Christ. They will recommend exclusions when this becomes necessary.

They will be alert in encouraging the other boards and committees to widen and deepen their spheres of activity.

They will rotate monthly, setting up for and assisting with the communion services.