

# Church

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## Job Description

**Job Title:** Elder

**Reports To:** Pastor

**Position Status:** Full-Time

### Qualifications:

1. Elders must be members of the church.
2. Elders must be active in the congregation's life and give evidence of seeking to grow in their own understanding and practice of the Christian life. Such evidence should include, but not be limited to, the following:
  - a. Conduct of one's life in light of the teachings of Jesus Christ.
  - b. Promotion of good will and Christian fellowship in the congregation and community.
  - c. Regular attendance at worship services and stated meetings of the congregation.
  - d. Regular and faithful contributions to the support of the congregation and its outreach programs.
  - e. Willingness to fulfill assignments on behalf of the congregation.
  - f. Demonstrated gifts and skills or evident potential in carrying out the responsibilities of an Elder.

### Key Responsibilities and Duties:

1. Share in the pastoral, church growth, and teaching functions of the ministry, such as:
  - a. Providing communion to the homebound.
  - b. Serving as the shepherd for an assigned "flock" of congregation members and regular visitors. Regularly communicate with your assigned flock to discuss any other matters of importance to them. Make yourself available to provide spiritual comfort and support to members of your flock both at church functions and away from church if requested. Monitor attendance of the members of your flock and contact them to discuss any concerns if there is a significant change in their attendance pattern.
  - c. Attending the regular monthly Elder's meeting.
  - d. Attending and/or conducting Christian education classes.
  - e. Participating in scheduled Elder workshops and/or retreats.
2. Prepare and present the Communion Meditation and Communion Prayer and preside at the communion table as the representative of the congregation.

3. Assist and/or conduct the service in the absence of the Pastor.
4. Provide supportive counsel to the Minister(s) regarding spiritual life and development of the congregation.

*I have read and understand the duties of an Elder as outlined above, and, if affirmed by the church, will perform them to the best of my abilities.*

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Employee

Date

Revised: \_\_\_\_\_