

Ministry Job Description: Elder

Goal of Position

In the office-bearers of the church, we see the love of Christ for his people. As the Lord of the church, He appoints leaders and by His Spirit equips them so that believers may grow in faith, develop disciplined Christian living, serve others in selfless love and share with all the good news of salvation. He taught us the spirit of true leadership when He said,

“Whoever wants to become great among you must be your servant and whoever wants to be first among you must be your slave - just as the Son of Man did not come to be served, but to serve and to give his life as a ransom for many.” (Matthew 20:26-28).

The Elders, with the pastor(s), shall oversee the doctrine and life of the members of the congregation and fellow office bearers, shall exercise admonition and discipline along with pastoral care in the congregation, shall participate in and promote evangelism, and shall defend the faith.

Job Responsibilities

These are collective responsibilities. It is important to use the different gifts of members to ensure that together all the tasks are accomplished. As an individual, you cannot do it all. Specifically Elders:

1. Build relationships

- Exercise pastoral care by serving others with the gift of time and attention
- Visit people identified by the Pastoral Leadership team
- Connect with people at our church’s local events, especially Sunday morning worship
- Respond to opportunities to minister as they arise
- Attend Elder and Council meetings to deepen the connection with other elders
- Support the Pastor in ministry
- Engage, be involved, reach out and pray for the congregation
- Reach out to their Worship Neighborhood and make an effort to meet those they may not know
- Welcome new church members, provide them with a welcome bag, and introduce them to enfold staff.

2. Participate on Sunday Mornings and General Duties

- Help serve communion
- Occasionally give the congregational prayer
- Attend monthly elder board and full council meetings
- Accommodate and assist others as needed.
- Occasionally prepare food, set up, and attend the Explore FiC new member lunch after the service
- Be available for question and answer sessions after services for whole church studies

3. General responsibilities and expectations

- Pray for God’s people
- Exercise admonition and discipline
- Participate and promote evangelism and outreach

- Defend the faith
- Be available for anybody for prayer, to listen, or to spend time with
- Know the Word of God and live it.
- Be a good steward of the gifts God has provided and enabled them with.
- Prepare for parties, events, etc.

Time Required

The elders meet on the second Thursday evening of each month from 6:30 pm - 8 pm. They then meet with the full council (elders and deacons) until approximately 9:15 pm, as well as make visits to people within our congregation on an as-needed basis.

In addition to the monthly elder board and council meetings, the duties outlined above will require approximately 3-5 hours a month.

Length of Commitment

Three years

Training Provided

Elders are given dedicated orientation to the roles this includes a briefing on current endeavors, responsibilities, and projects. In addition, throughout their time of service, they can expect to be equipped through discipleship and study within the group and individually.

Qualifications or Special Skills

When you accept a call to serve as an elder, you are also accepting this call from God. And so, as the [form for ordination of elders](#) indicates, those serving in this capacity should be believers who are Christ-like, who are mature in the faith, and who exercise their offices with prayer, patience, and humility. Additionally, elders are to

- focus on compassion, healing, and restoration
- be wise counselors
- lead by example
- be open to learning and spiritual development
- be loyal to the church and the pastor
- Emulate the [biblical qualification](#) of an Elder.

The church is not just a place of worship where ministry happens but also a place of safety and trust. As such, those serving as Elders will be required to provide a current police background check.

Benefits of This Position

In your role as Elder, you will likely be challenged in many ways, but you'll also be blessed in abundance. Those who have served in this capacity before testify that you will experience

- Deeper relationships with those you serve but also with other pastoral team members
- Growth in your faith as you journey with people, hear their stories, and learn to trust and rely on God to guide your ministry
- God's kingdom expanding in small and big ways as you experience how the work of the Elders touches the lives of others and how God transforms His people.

- Comfort in knowing your church is part of God's solution for building his kingdom. Although you'll experience challenges along the way, you'll definitely see God at work.
- Affirmation of your gifts as you step out in faith and trust God to guide your path, plus the development of skills you never knew you had.
- Joy in seeing God at work through the pastoral elder's ministry.