

## Job Description

Job Title: Chair of Elders

Responsible To: Ministers and Church Board

### Job Description:

- Serve as liaison among Elders, congregation, and staff
- Chair/coordinate Elder meetings with minister
- Lead and coordinate new Elder training
- Train any Elders starting mid-year
- Represent Elders on the church board and executive committee
- Develop system to facilitate Elder-to-Elder communication (e.g. finding substitutes)
- Facilitate Elders submitting names of potential new Elders to nominating committee

### Time Required:

- Participate in Elder initial training and ongoing training
- 1 year as Vice-Chair followed by 1 year as Chair
- Meetings with Elders and church staff

### In-Service Training:

- Consult with ministers
- Same as Elders

### Qualifications and Special Skills:

- Experience as Elder
- Leadership qualities
- One-year experience as Vice Chair
- Organizational skills
- Dependable

### Comments/Miscellaneous Information:

- Vice-Chair becomes Chair the year after serving year as Vice-Chair
- Board and congregation approve Chair in February

Reviewed December 2014