

Job Description

Job Title: Elder

Responsible To: Chair of Elders and congregation

Job Description:

- Spiritual leadership:
 - Provide spiritual leadership to congregation
 - Promote growth and welfare of the church, members, and friends
 - Identify own strengths and gifts
- Worship and ministry:
 - Serve at the communion table (one or more of the following):
 - Serve at worship communion table:
 - Prepare prayers in advance of worship service
 - Ensure adequate communion elements available
 - Meet with worship leader, Deacons, and junior Deacons for prayer and special instruction 15 minutes before services in the Chancel Support Room for 9:00/11:15 services. Bread Elder serves as worship service coordinator by ensuring adequate number of Elders & Deacons
 - Bread & Cup Elder greet at West/East door following services
 - Lead home communion
 - Lead Lenoir Woods worship service
 - Prepare message or find gifted speaker
 - Secure piano player
 - Notify team
 - Serve communion
 - Actively participate in a church ministry activity (beyond individual membership in small groups or Sunday School classes)
 - Participate in public consecration of new Elders and installation of existing Elders
 - Participate in one or more Elder activities consistent with individual Elder gifts and talents as requested:
 - Participate in special services (e.g. Christmas Eve, Holy Week, funerals)
 - Participate in worship services and sacramental activities in a variety of roles such as being worship leader, reading scripture, baptism preparation, etc.
- Administrative-organizational leadership
 - Attend initial Elder training and ongoing Elder development activities
 - Attend congregational meetings (e.g. July Annual Meeting)
 - Participate in selection Vice-Chair of Elders candidate
 - Secure replacement in advance of any absences from scheduled duties, notify church office of names of replacements for church services

Time Required:

- 3 year term beginning July 1
- Initial Elder training sessions prior to first year of service
- Participate in ongoing training activities
- Time requirements vary by the Elder activities

In-Service Training:

- Multi-session initial training
- Ongoing training

Qualifications and Special Skills:

- At least 21 years of age
- At least 3 years of active membership
- The nominating committee may receive recommendations for Elders from current or past Elders, members of the congregation, or individuals volunteering for service. The nominating committee presents their suggested nominees to the board and then congregation for approval.

Comments/Miscellaneous Information:

- Elders elected in February, to allow time for training before assuming role
- An Elder may be reelected after a period of 1 year between terms
- Potential new Elders receive a written job description prior to the formal request from the nominating committee to facilitate informed decision regarding role

Date Developed: Fall 2009/Revised December 2014