

Job Description

Job Title: Vice-Chair of Elders

Responsible To: Chair of Elders

Job Description:

- Chair/coordinate Elder meetings with minister when Chair is unable to do so
- Assists Chair of Elder to:
 - Conduct new Elder training
 - Select mentors for new Elders
 - Train any Elders starting mid-year
 - Elder-to-Elder communication
 - Serve as liaison between Elders and board, ministers, and staff
- Represent Elders on the church board

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
- Organizational skills
- Dependable

Comments/Miscellaneous Information:

- Elders select Vice-Chair in January, recommendation forwarded to board and congregation for approval in February.

Date Developed: Fall 2009/Reviewed January 2015