



ST. JOHN'S
Lutheran Church

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Elders

Policy, Procedures

&

Details Manual

St. John's Lutheran Church

Bakersfield, California

Updated January 9, 2018

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I. Purpose of Elders (Bylaws VII.C.)

The purpose of the Elders is to oversee and support the spiritual welfare of the Pastors, members of the Executive Leadership Team, and members of the St. John's Lutheran Church (SJLC) congregation individually and corporately, as well as the supervision of corporate worship. Elders are charged with the spiritual well-being of the church and to accomplish this purpose they are given oversight of the congregation, Board of Directors, and church and school staff pertaining to Biblical and spiritual standards.

II. Elder Term and Functions (Bylaws VII.C. and V.B.2.)

The Elders consist of a minimum of eleven male, non-clergy SJLC members¹ in good standing. The Elders function as a committee that meets at least once a month. The ordained pastor(s) of St. John's also serve on the Elders as non-voting members. Elders are not involved with the management and/or the business of the congregation. Members of the Elders serve an indefinite term¹ but must declare each year if they intend to continue to serve (see Elder Selection Process in this manual and Bylaws V.A.1.) and be ratified via a simple majority "yes or no" vote by the congregation.

¹ *Number of Elders is not found in Constitution or Bylaws – Longstanding Past Practice or Elders' Discretion*

The functions of the Elders, as described in Bylaws VII.C.2 & 3, are:

- a. Pray for the spiritual leaders which include called and contracted workers.
- b. Encourage the called professional workers and their work by word and action.
- c. Assist the pastor(s) in finding peaceful and God-pleasing solutions with members of the congregation who need assistance.
- d. Serve as care givers within the Spiritual Care team of the congregation.
- e. Ensure that the congregation functions in accordance with the established doctrine of the church as listed in Article III of the constitution.
- f. Maintain discipline within the congregation according to scripture as in Matthew 18, 1 Corinthians 6, the Lutheran confessions and Article IV of the constitution of this congregation and exercise discipline when required.
- g. Be concerned about and monitor the instruction of youth and adults for confirmation in Church membership.
- h. Be present for periodic training as determined by the pastor(s).
- i. Exercise leadership in establishing call committees.

Bullet point “e” refers to Article III of the SJLC Constitution which reads:

ARTICLE III CONFESSION OF FAITH

This congregation acknowledges and accepts all the canonical books of the Old and New Testaments as the revealed, inerrant and verbally inspired Word of God, and acknowledges and accepts all the confessional writings of the Evangelical Lutheran Church, contained in the Book of Concord of the year 1580, to be the true and genuine exposition of the doctrines of the Bible. These confessional writings are the three ecumenical creeds (Apostles, Nicene, and Athanasian), the Unaltered Augsburg Confession, the Apology of the Augsburg Confession, the Smalcald Articles, Luther’s Large and Small Catechisms, and the Formula of Concord.

In this congregation, no doctrine or practice shall be taught or tolerated which is at variance with the above-mentioned confessional writings.

Article IX of the SJLC Constitution references Article III and reads:

ARTICLE IX DOCTRINAL LITERATURE

Only such hymns, prayers, and liturgies shall be used in the public services of the congregation and in all ministerial acts as conform to the confessional standard of Article III. Likewise, in all classes for instruction in Christian doctrine only such books shall be used as conform to this standard.

Bullet point “f” refers to Article IV, Section B.9. of the SJLC Constitution which reads:

ARTICLE IV MEMBERSHIP Section B.

9. Who permit themselves to be fraternally admonished and corrected when they have erred or when they have become delinquent in the requirements of membership, or otherwise have given offense (Matt. 18:15-17);

Other Elder functions involving the worship life of the congregation are:

- a. In the absence of the Sr. Pastor, provide for vicars, assistants, substitute pastors and guest speakers as needed.
- b. Assist the pastor(s) with communion distribution, reading of the scripture, preaching, etc., as required.
- c. Set the time, schedule the number, of communion services in coordination with the senior pastor.
- d. See to it that all services are conducted in such a manner as to foster an attitude conducive to worship among those in attendance.

III. Elder Qualifications (referenced in Bylaws V.A.1. and drawn from 1 Timothy 3:1-13)

Elders are selected on the basis of seven aspects of living a Christian lifestyle free of patterns of sin. They must lead by example and demonstrate honorable behavior. The seven aspects are:

- 1. Husband of one wife—Elders, if married, must be devoted spouses.
- 2. Temperate—Elders must be sober, sensible, wise, and balanced in judgment.

3. Hospitable—Elders must be unselfish with their personal resources and must be willing to share these with others.
4. Able to teach—Elders must be able to communicate truth and sound doctrine in a non-argumentative way.
5. Uncontentious—Elders must be gentle, patient, and able to exercise self-control in difficult situations.
6. Able to manage their own households—Elders must demonstrate the desire and ability to serve as the spiritual head of their home.
7. Not a new convert—Elders must demonstrate a clear understanding of fundamental biblical truths and Lutheran doctrine.

Once the Elder candidate has been selected by the Elders, the Pastor shall make contact with the candidate and discuss with him the roles, responsibilities and qualifications of an Elder before the position is officially offered, serving as an additional level of confirming eligibility.¹

IV. Elder Selection Process (Bylaws V.A.1)

Two months prior to the convening of a congregational meeting for the purpose of elections, the Elder Chairman will poll the existing slate of serving elders to determine the number of elders who will be stepping down effective December 31st of that year. The current slate of serving elders shall, with the Senior Pastor, prayerfully select the elders to serve in place of the retiring elders.

The Elder selection process is a series of votes, each preceded by prayer, to identify a list of a minimum of two Elder candidates per open position. A list of potential eligible Elders is prepared from the roster of the male members of the congregation. Candidates should be in good standing, regular in Sunday morning worship attendance, and active in Bible study and/or other activities of the congregation.¹

An initial secret ballot is taken in which any names may be removed from the list of eligible candidates, without discussion, where the Elders or Pastors know there is active, unrepentant sin in the life of the candidate. After the initial ballot, a series of written ballots are taken to identify the final list of ranked Elder candidates.¹ The Pastor will use this list to contact the Elder candidates in order of ranking until the number of open positions is filled. The new Elders must be ratified by a vote of the congregation according to the Bylaws Article V Section B.2.

The Elder Candidate selection list will be retained until the next selection cycle begins, in order to fill any subsequent openings that may occur in the event that an elder resigns during the calendar year or the individual congregation ratification does not occur for a specific elder (*Bylaws V.A.1*).

¹ *Not found in Constitution or Bylaws – Longstanding Past Practice or Elders’ Discretion*

V. Board of Directors Nominating Committee

The Elders are responsible for creating the Board of Directors (BoD) Nominating Committee at the end of every year. The nominating procedure is described in Bylaws V.A.2. The purpose of the BoD Nominating Committee is to prepare a slate of candidates for the open positions on the BoD. The BoD members are elected in successive years as follows:

- a. President and two members at large.
- b. Vice President and two members at large elected the following year, and the
- c. Treasurer and two members at large elected the following year

The positions are for three-year terms and must be filled by non-staff, non-employee, non-Elder, male or female voting members of St. Johns. Members of the BoD can serve two consecutive terms and then must sit out one year prior to serving in the same position.

The Elders select the BoD Nominating Committee to be at least three (3) and at most seven (7) voting church members. There is no requirement that Elders serve on the BoD Nominating Committee; however if Elders serve on the BoD Nominating Committee, the number of Elders shall comprise no more than a simple minority, one less than half the committee number.

BoD Candidate Qualities and Attributes (Bylaws V.A.2)

The Senior Pastor, Head Elder, and Board of Directors define the qualities and attributes desired in BoD candidates to be nominated. Current and anticipated church ministry needs will be considered in discerning attributes desired in potential nominees. The Nominating Committee will use the defined qualities and attributes in determining names to be placed before the congregation and in considering names submitted by congregants. The defined criteria will provide guidelines for contacting nominees together with the pastors' discernment about nominee's spiritual eligibility.

Criteria for the Board of Directors positions are:

- Communicant Member in Good Standing
- Passion for growing God's Church
- Commitment to be present at the Board Meetings
- Forward Thinking
- Servant Attitude
- Mature Believer
- Administrative Leadership Experience
- Business Acumen
- Committed to St. John's Programs and Ministries

- Willing to Speak their Mind
- Passion for serving on the Board of Directors
- There is no minimum age requirement other than member in good standing

Nominating Committee Duties

The duties and timetable of the Nominating Committee are:

1. The Nominating Committee is announced to the Congregation in writing nine weeks in advance of the congregational election meeting vote.
2. Potential candidates are identified by the Nominating Committee as well as submitted to the Nominating Committee by the Congregation.
3. The Nominating Committee determines eligibility (must be voting members, should be active in weekly attendance) based on current and anticipated church ministry needs as well as a set of qualities and attributes defined by the Senior Pastor, Elder Chair, and Board of Directors. The nominating committee will use the defined qualities and attributes in determining the names to be placed before the congregation and in considering names submitted by the congregation.
4. The SJLC Bylaws describe the functions of the Board of Directors.
5. The Committee submits a preliminary list of candidates (prior to contacting the candidates) to the Senior Pastor and Elder Chair no later than 5 weeks prior to the congregational election meeting.
6. With the concurrence of the Senior Pastor and Elder Chair, the Committee makes contact with the proposed candidates to determine if they are willing to serve and are spiritually eligible for office.
7. The slate of candidates (including a short bio on each candidate) must be posted at least three weeks prior to the congregational election meeting.
8. Following publication of initial list, additional names for inclusion on the list may be submitted by any confirmed member of the congregation to the Nominating Committee (must be at least 10 days before the election).
9. The Nominating Committee considers such names according to the same procedure and criteria for candidates on the initial list, provided that such names are submitted at least ten days before the election. The Committee prepares the final slate of candidates at least one week before the date of the election meeting.

From the list of candidates submitted by the BoD Nominating Committee, the Voters shall elect by ballot and simple majority, the three BoD positions.

VI. Other Policies/Procedures

Calling a Senior Pastor

Elders consult with the LCMS CNH President or his representative to determine if the position should be filled by an interim or vacancy pastor. The mission, vision, status, and ministry needs are evaluated and identified. A Search Committee is created by the Elders and given a specific charge by the Elders. The Search Committee shall consist of at least five (5) and at most nine (9) voting church members with the Elders comprising no more than a simple minority. The process to be followed by the Search Committee and congregation is found in Bylaws IV.C. The right of calling a pastor is vested in the congregation (Constitution VI.B.)

Removal from Office (Constitution VI.E.)

The Board of Directors or Elders may depose any church officer (i.e., Elder or member of the Board of Directors) of the congregation who willfully neglects or is grossly ineffective performing the duties of their office, according to the individual's role. When an office is made vacant by deposition, resignation, death, or excommunication of the incumbent, a successor to such position shall be appointed by the Board of Directors or Elders, according to the vacancy, for the remainder of the unexpired term.

Securing Called Workers Other Than the Position of Senior Pastor

In the event the congregation needs to call a worker other than the Senior Pastor, the Senior Pastor, on behalf of the Executive Leadership Team (ELT), shall take the proposal to the Board of Directors for approval. If the position is new, the ELT will provide the Elders with a job description and propose a Search Committee, which shall include the Senior Pastor or his designee. The responsibilities of the Search Committee and process are detailed in Bylaws IV.D.1. The right of calling a pastor is vested in the congregation (Constitution VI.B.)

Special Meetings

Special congregational meetings may be called by the Elders, the pastor(s), or the President of the congregation in accordance with Bylaws III.B.

VII. Process for Modifying the Elders Policy, Procedures and Details Manual

This Manual shall be reviewed by Elders annually or as changes are needed. All changes to this Manual must be reviewed, discussed, and agreed upon by consensus of the Elders after which the changes will become part of the Manual. If the Elders cannot reach consensus on a proposed change after review, discussion, and possible amendment, it will not be included in the Manual update.

I. Elder Duties and Responsibilities

The responsibilities of the Elders during the course of the church year are summarized in the following calendar as drawn from common practices.

Annual Calendar of Elder Responsibilities		
Month	Responsibility	Process
January – December (Monthly)	New members and transfers	Ratify and/or approve new members and member transfers by voice vote
January	Select/Re-confirm Elder Chairman for Calendar Year	Simple majority vote of Elders present
	Elder Training for new Elders	Review Elder of the Day (EoD) Duties as listed in <i>Elders Procedures and Details</i>
February/ March/ April	Elder Coverage for Special Services during Lent and Easter	Assign Elders for Ash Wednesday, Mid-Week Lenten Services, Maundy Thursday, Good Friday, Easter Day Services
March/ April/ May	Elders Retreat (optional)	Conduct retreat with Elders and Pastors to set vision and priorities
May/June	Confirmation Interviews and Confirmation Service	Elders may interview confirmands using Confirmation Interview Preparation Page to agree/disagree if qualified; Elder Chairman attends Service
September	Form Board of Directors (BoD) Nominating Committee	Select members of BoD Nominating Committee following process in Art. 5 Sec A.2 of SJLC Bylaws and <i>Elders Policies</i>
October	BoD Nominating Committee Meetings	Announce Nominating Committee members to Congregation at least nine (9) weeks before elections in December.
	Elder Poll (two months prior to congregational meeting for purpose of elections)	The Chairman of the Elders shall poll the existing slate of serving elders to determine the number of elders who will be stepping down effective December 31st of that year.
November	Publish Slate of Candidates prepared by BoD Nominating Committee	Post final list of candidates for the open BoD positions at least three weeks prior to the congregational election meeting
	Coordinate Thanksgiving Food Offerings	Select charity or charities to receive food offerings collected at Thanksgiving Services and arrange for charity pickup
	Elder Coverage for Special Christmas Services	Assign Elders for Christmas Eve Services
December	Select New Elders to Replace Retiring Elders	Follow process in SJLC Bylaws Article V, Section A.1 and Elders Manual
	Supervise BoD Position Elections at Congregational election meeting	Count votes to determine elected BoD candidates by simple majority
As Needed	Special Services	EoD/Communion Assistants

II. Elder of the Day (EoD)

The Elders are responsible for the worship life of the congregation. To oversee the St. John's worship experience, a minimum of one Elder is assigned each weekend of the year for the regular Sunday morning worship services (and for Special Services) as the Elder of the Day or EoD.

The general responsibilities of the EoD are listed below for the Sunday services. Other responsibilities may be assigned for Special Services (i.e. ashes for Ash Wednesday, etc.).

- Arrive by 8:00 am
- Open lockbox in 'garage' area behind Worship Center stage and get master key (#1)
- Retrieve hex keys from Sanctuary Robing Room (refrigerator drawer) or Worship Center Lobby Information Booth (back corner cabinet)
- Turn on lobby lights
- Check weekend worship assignments on "Weekend to Worship" hardcopy posted on bulletin board in Sanctuary Robing Room
- Unlock Bride's room, choir room, safe room, ushers closet, and other doors as needed
- Use hex keys to unlock side doors to Worship Center and tall entrance doors
- Keep interior main doors to Worship Center closed until worship team is finished practicing
- 8:30 am Service (Sanctuary)
 - Acolyte should be there to light candles
 - Ushers are expected to collect and put offering in safe but help if time
 - Check communion setup on 1st and 3rd Sundays
 - Stand at lobby entrance to Sanctuary to organize communion assistants
 - Pray with Pastor and cantor before start of service
 - Review communion 'words' with assistants if needed
- 10:00 am Service
 - Worship team is responsible for lighting candles
 - Stand at main interior lobby entrance to Worship Center to organize communion assistants
 - Check communion setup on 1st and 3rd Sundays
 - Review communion 'word' with assistants if needed
- Record common cup count on whiteboard in Altar Guild room
- Collect donut and coffee money regularly and save in container under Hebrews counter; put in safe at end of morning (envelopes available)
- Lock doors that were opened at beginning of morning with hex key(s) (except doors being used by another church if using our facility)
- Return master (#1) key to lock box before leaving church

III. Holy Communion

Consecrating elements for Holy Communion is practiced in one of two ways:

1. By the SJLC Pastor(s), or
2. When the Pastor is not present, the Elders or Called Lay Ministry may consecrate communion bread and wine.

The power of the Sacrament is in the Word so that Elders and Lay Ministry are given authority to act under the permission of St. John's congregation.

EoD Coordination of Communion Servers

- EoD Decisions to be made before going up:
 - a. **Notes specific to Sanctuary (8:30 am)**
 - i. Go briefly through Order of Service/bulletin – verify location of any EoD and usher related duties within the service
 - ii. Verify 3 sets of elements are on altar and bowls/stands are in correct places
 - o Verify there are 3 teams of 3 servers and 1 coordinator. First team is Officiant plus two servers. Second team goes immediately up to chancel, washes hands, goes to distribution area. First and second teams commune at end of service. Third team is served by first team, is dismissed with blessing before going up to chancel, then serves choir first, sound booth operators, and the non-ambulatory/disabled (ushers identify), and the other two teams as they finish. Have communicants line up as far forward as possible so people sitting in the front rows will not have their worship interrupted.
 - iii. verify the logistics of communing the choir (location of bowl and direction of movement)
 - iv. Verify with ushers any who need to be communed at their seats
 - b. **Notes specific to Worship Center (10:00 am)**
 - i. Check the service events list on inside of Sound Booth – verify location of any EoD and usher related duties within the service
 - ii. Verify 4 sets of elements and bowls/stands are in place
 - iii. Verify who is on the four teams, who will coordinate, what section each team will serve, who will serve which elements within the team, and which two teams will reverence altar and immediately go up. Each team verify dealcoholized wine and gluten free wafers are available throughout distribution. Two coordinators are used if available.
 - iv. Gather in front of the ushers' closet in rear of Worship Center, along the east wall (wall with the Cross)
 - v. As the Words of Institution are being spoken, proceed down the east wall and wait at the bottom.
 - vi. When invited, the two teams identified earlier will reverence altar and immediately go up to receive the elements for distribution. The other two teams remain down on the floor to receive communion with the Sound Booth personnel
 - vii. The team that finishes communing first will, with the assistance of ushers, commune those who couldn't come forward (non-ambulatory). The other team will commune the Pastor(s) and the two teams that went up at the beginning.
- Every Communion Sunday in both Sanctuary and Worship Center:
 - a. individual cup goes ahead of common cup
 - b. wiping common cup:
 - wrap cloth over both sides of lip - wipe in and out - rotate cup and “wipe” cloth

- When distribution is by continuous line instead of by tables:
 - a. wine servers stand near bowls
 - i. so that physically unstable don't have far to take empty cup
 - ii. gives bread server plenty of room to commune and time for people to chew the bread
 - b. servers go up as soon as they receive bread & wine
- When distribution is by tables (primarily in Sanctuary):
 - a. Elder with host be sure to deliver post distribution blessing when communing people at their seats
 - b. Remember that individual cups are served first-followed by the common cup
 - c. Keep a spacing of at least four people between bread & wine so that people have time to chew wafer and prepare for wine

In general, rehearse your distribution language (see “Communion Wording”) so that you can be personable and not “robotic”. Look people in the face as you serve and communicate a sincere and joyful attitude.

Communion Wording

For distributing the **bread**:

- *Take, eat, the body of Christ Jesus given into death for your sins*
- *Receive with joy the body of Christ Jesus*
- *The body of Christ given for you*
- *The body of Christ Jesus for you*
- *Take, eat, the body of Jesus for you*
- *Take, eat– the body of Christ for you*
- *Receive with joy, Jesus gave His life that you might live*

For distributing the **wine**:

- *Receive with joy the blood of Christ Jesus*
- *The blood of Christ --- -by faith --- washing away your sins*
- *The blood of Christ Jesus for you*
- *Take and drink – the blood of Christ for you*
- *Take, drink – the blood of Christ for you*
- *Take, drink, the blood of Christ Jesus shed for you for the forgiveness of your sins*
- *The blood of Christ shed for you*

For blessing non-communing children: For sanitary reasons, if right handed and distributing the bread with those fingers, use either your left hand or the heel of your right hand to gently lay your hand on child's head, or vicinity (use discretion), as you bless them. Some children hide or pull back – physical contact is not necessary – don't let it become an issue. Bless the children saying something along these lines:

- *The power of God's Holy Spirit be upon you, to keep you in faith in Jesus and protect you in life.*
- *The blessing of the Holy Spirit be upon you, to keep you in the true faith and protect you in life.*
- *The Holy Spirit keep you in this true faith.*
- *May the Holy Spirit give you faith and keep you in His care*
- *Jesus bless you and keep you in His care or The Lord bless you and keep you in His care*

Dismissal blessing:

- *The body and blood of our Lord Jesus Christ strengthen and preserve you in body and soul to life everlasting. Depart in ☩ Peace. Amen.*
- *The body and blood of Jesus for you, for the forgiveness of sins, the strengthening of your faith and the assurance of His presence in your life. Go in His ☩ peace (with joy). Amen.*
- *The body and blood of our Lord Jesus Christ strengthen and preserve you steadfast in the true faith to life everlasting. Depart in ☩ Peace. Amen.*

Communing Members Who Cannot Make It to Church (Shut-ins)

- Call ahead and schedule a time to commune the member(s) at home (or hospital, etc.)
- Pick up the communion kit from pastor administrative secretary. The elements have already been blessed by a pastor during a regular communion service. You might want to let those communing know this ahead of time.
- Suggested format:
 - Read or speak 1 John 1:8-9 together
 - Prayer of confession of sins:
 - *Oh God, I, a poor sinner, confess to you all my sins that have offended you and others. I have lived as if you do not matter. I have not honored your name as I should, and have not let your love fill me and move me to love others as you have commanded. I have hurt others by my actions and failed to help others as I should. I am sorry and sincerely repent of these sins and rely solely on the blood of Christ to cleanse me from these sins.*
 - And/Or
 - *Have a moment of silence for meditative confessional prayer*
 - Or
 - *Pray together.*
 - Or
 - *Read together Psalm 51:1-12 (or any appropriate Scripture passage)*

*¹Have mercy on me, O God,
according to your steadfast love;
according to your abundant mercy
blot out my transgressions.*

² Wash me thoroughly from my iniquity,
and cleanse me from my sin!

³ For I know my transgressions,
and my sin is ever before me.

⁴ Against you, you only, have I sinned
and done what is evil in your sight,
so that you may be justified in your words
and blameless in your judgment.

⁹ Hide your face from my sins,
and blot out all my iniquities.

¹⁰ Create in me a clean heart, O God,
and renew a right spirit within me.

¹¹ Cast me not away from your presence,
and take not your Holy Spirit from me.

¹² Restore to me the joy of your salvation,
and uphold me with a willing spirit.

- Communion – you may take communion with the member if you wish:
 - Give the bread – say “The body of Christ given for you,” or something like this.
 - Give the wine – say: “the blood of Christ shed for you for forgiveness of sins,” or something like this.
- Absolution – Then say something like this: “Go in peace. Your sins are forgiven! May this body and blood of our Lord Jesus Christ strengthen and preserve your faith unto life everlasting. Go in peace! Christ lives in you!” (Sign of Cross)
- Return communion kit to office and if possible let pastor administrative secretary know if there are any special prayers or concerns brought back from the visit.

IV. Holy Baptism

An Elder is to be present during baptisms on Sunday morning services to assist the Pastor. Responsibilities include:

Sanctuary (8:30 am Service)

Check to make sure that the basin is full of warm water and accessories are present for each person to be baptized; quilt, candle, and certificate.

Worship Center (10:00 am Service)

Make sure water is available (and running if needed) and accessories are present for each person to be baptized; quilt, candle, and certificate. If the baptism is by immersion, make sure there are head wipes and two towels per person.

V. Confirmation Interviews

The Elders are responsible for seeing that confirmation candidates are interviewed to determine their knowledge and desire to be confirmed in the teachings of the Lutheran Church Missouri Synod. The process for interviewing candidates will be decided by the Elders well before the months the interviews are to take place (typically one month prior to the confirmation service –at

the end of May/ beginning of June each year). If Elders do the interviews, the interview preparation page and questions to use for the interviews are contained in APPENDIX A of this *Manual*.

VI. Other Duties

Ash Wednesday - Imposition of ashes and ashes language

The Elders assist the Pastor(s) in the imposition of ashes at the Ash Wednesday services. In Genesis 3, God said to Adam, “From dust you were created; to dust you shall return.” In later times to be covered in this “dust” or “ashes” (sackcloth and ashes) became a sign of either mourning or repentance. Both are appropriate to the season of Lent.

For adults:

Bear this mark of ash; sign of repentance and mortality

Ashes to ashes and dust to dust – bear the sign of the cross in humble repentance

Ashes to ashes and dust to dust – receive the mark of the cross in repentant hope

From dust humankind was created, and to dust you shall return.

For young children:

Ashes to Ashes - The mark of the cross for you; Jesus wins the battle over death for the believer

Ashes in the shape of a cross to remind you that Jesus died on a cross to save you from your sin.

Care Ministry

The SJLC Care Ministry program includes those members who are “shut-in” and as a result unable to attend SJLC services. Elders and Pastoral Staff are assigned to each “shut-in” member for regular visits including administration of Holy Communion. (See **Communing Members Who Cannot Make It to Church (Shut-ins)**, p. 12.) The Care Ministry program is tracked and coordinated by the Senior Pastor’s Administrative Assistant.

EMERGENCY INFORMATION

Call 911 in emergency

- Advise dispatch to have fire/ambulance come onto property from Bolthouse Dr. to enter the circle in front of the worship buildings.
- Send the shuttle driver assigned out to Buena Vista Road to direct them.
- Keys to shuttle are to be kept in the drawer above the fridge in the robing room during the 8:30 service and on the cabinet door next to the wall in the worship center information booth during the 10:00 service.

Review Fire Extinguisher & Emergency exit locations in Sanctuary and Worship Center

FIRST AID Kits containing minor treatment tools and **BIO HAZARD Kits** (for bodily fluid collection) are located in Information Centers in both the Sanctuary and Worship Center

Wheel chairs are located in the sanctuary lobby storage closet and in restroom of the Bride's Room.

Defibrulators (AED) are located in the Worship Center lobby next to the Missions Kiosk (at the corner where the Sanctuary and Worship Center lobbies meet).

Phone locations and extensions

Facility	Location	Extension
Sanctuary	Robing Room (to be installed soon)	4103
Worship Center	Information Center	4108
Worship Center	Nursery	4113
Worship Center	Altar Guild Room	4104
Worship Center	Music/Choir Room	4105

Ushers rotate each month at the 8:30 service and weekly at the 10:00 am service. (Team captains are noted on the weekly *Weekend To Worship* e-mail attachment and hardcopy from Debbie Holbrook posted on cabinet in Sanctuary Robing Room and eastside back cabinet in the Worship Center.)

Acolytes rotate each week at the 8:30 service (Cheri Mosley, Coordinator)

- Robes are in cabinets in Sanctuary robing room
- Candlelighters are in Sanctuary robing room.
- Lighters are in the drawer above refrigerator next to sink in Sanctuary robing room.

Altar Guild teams rotate monthly (Diane Smiley, Directress)

Sound Booths Coordinator Dan Spiva (Sanctuary); Coordinator Chris Cawthon (Worship Center)

WORSHIP SERVICE CHECKLIST (also see EoD, pp. 8-12)

Upon Arrival – Before each service

- Be ready for emergencies – review **EMERGENCY INFORMATION** section contained in this manual
- Review location of fire extinguishers – first aid kits – AED
- Have your phone on vibrate but accessible
- Open building and “dog-down” all entry doors to lobby and worship spaces by 8:00 a.m. Hex keys are located in Sanctuary Robing Room and Worship Center Lobby Information Center.
- Turn on lights in lobby and worship areas.
- Check WTW sheet that was emailed to you. Additional copies are posted in the sanctuary robing room, worship center usher room, and in both information centers
- Meet with George Bruick and/or Pastor for special instructions 30 minutes prior to the service.
- Verify / recruit assistants as needed (communion assistants, acolytes, ushers, readers etc.).
- 1st & 3rd Sundays - Verify communion distribution process for the day (tables/continuous line/choir/etc.)
- Verify any special set-up (communion elements, water or towels for baptisms, etc.).

During Service

- Close doors as service begins.
- Verify that ushers collect prayer cards during first hymn and put them in prayer card box in the information centers
- Verify that ushers collect the offering during service
- Please remove all prayer and communication cards from offerings. Sort into two piles. Place prayer cards in prayer card box or give directly to the Prayer Intercessor
- Verify that ushers complete head count and put the numbers with the communications cards in the information centers
- Under Pastor’s lead, direct distribution of communion. Verify numbers for common cup and list on whiteboard in altar guild room

After Each Service

- Accompany ushers (for accountability never have one person handle the money alone) in putting offering in safe.
- See that worship areas are left free of bulletins and papers. Put back in bins or use recycle boxes in lobbies

After majority of 10:00 AM worshippers have left

- Lock “un-dog” all store-front doors to worship center main lobby with hex key (please DO NOT un-dog doors in sanctuary as other congregations are currently using our sanctuary). Return hex keys to cabinets
- EOD does not code the building --- Sonitrol is set to auto code later in day.
- See that donut/coffee money is picked up and put into one separate bag and put into the safe.
- Turn off main lobby lights
- Verify that all tables from outside (donuts, event tables, etc.) are put away inside building. Tables go in Worship Center storeroom opposite Bride’s Room wall.

Confirmation Interview Preparation Page

A Very Short Summary Of Lutheran Teachings

This interview is an opportunity to review the most critical things about being a Lutheran Christian.

The interview will be with one of our Pastoral staff or an elder. It is not intended to be a "high-stress" event, but do take it seriously and be prepared or you will be asked to return for a follow-up interview. We will try to help you feel relaxed. We will informally talk together about God's Word and your life. Understanding on most subjects is more important than strict "memorization."

1. **If you were to die today, would you go to heaven?**

Give your answer and the reason for your answer. (Use the "Salvation Outline" to help you)

*Yes, I **know** I would go to heaven, because God promises in His Word; salvation by grace through faith in Jesus. He is my God and my Savior. He paid for my sins through His death on the cross.*

"SALVATION OUTLINE":

1. (FACT) I know and admit that I am a sinner
2. (FACT) Jesus is God-the Savior of the World

How does it become MY FACT?

3. *I repent of my sin and, by faith, believe and personally TRUST (TRUST illustrated by the wheelbarrow/tightrope story-not just believe that something is true entrusting myself into Jesus' care-being in His wheelbarrow-His grace to provide for me through*

life and into heaven-tie into question #15 definition of faith):

- a) *Jesus' death fulfilled the punishment I deserve*
- b) *Jesus lived a perfect life in my place. (Men in Black---"in Christ I receive all that He did")*

4. *By faith and in obedience, I have been baptized into this one true Christian faith*

2. **What is "Confirmation"?** *Two parts:*

a. *The learning part - learning the main things about being a Lutheran Christian ... and*

b. *To profess with my own lips the belief in my heart "confirming" what God did for me to make me His child (in baptism). "Confirming" my faith & my relationship with Jesus.*

3. **Quote (memorized) at least two Bible verses that mention how we are saved. Examples:**

John 3:16 ¹⁶*For God so loved the world that he gave his one and only Son, that whoever believes in him shall not perish but have eternal life.*

Acts 2:38-39 ³⁸*And Peter said to them, "Repent and be baptized every one of you in the name of Jesus Christ for the forgiveness of your sins, and you will receive the gift of the Holy Spirit. ³⁹For the promise is for you and for your children and for all who are far off, everyone whom the Lord our God calls to himself."*

Ephesians 2:8-9 ⁸*For it is by grace you have been saved, through faith—and this not from yourselves, it is the gift of God— ⁹not by works, so that no one can boast.*

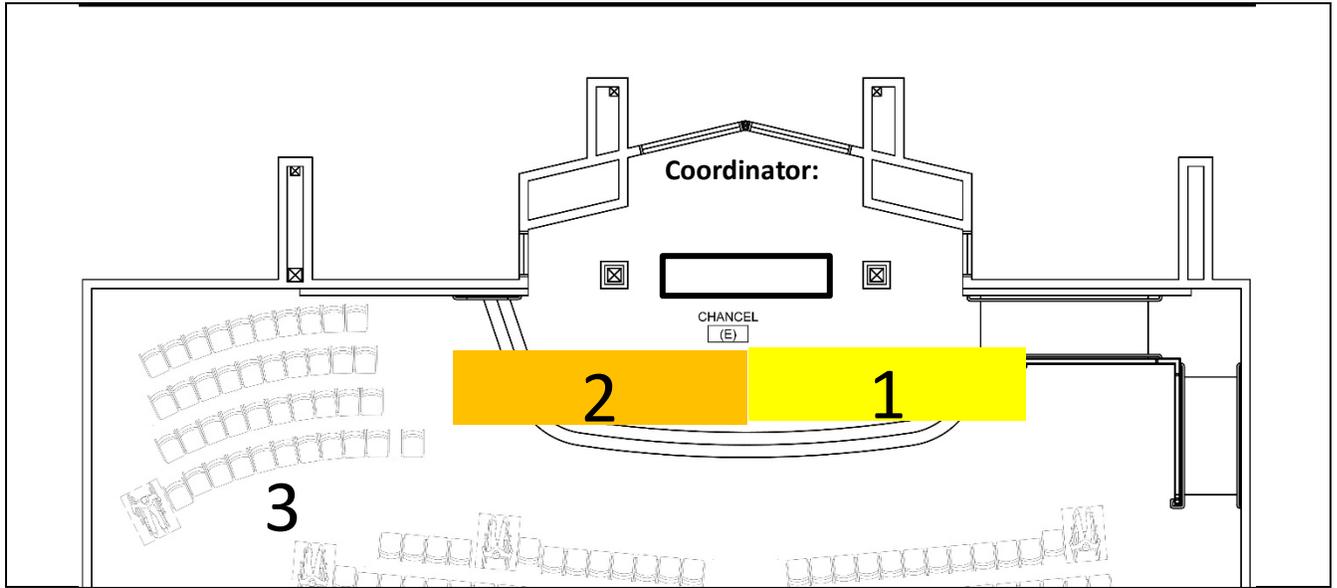
Romans 5:1 ¹Therefore, since we have been justified through faith, we have peace with God through our Lord Jesus Christ,

Romans 5:8 ⁸But God demonstrates his own love for us in this: While we were still sinners, Christ died for us.

4. **What is a Sacrament?** (hint: the math problem)
A sacrament is an act commanded by Christ, involving God's Word + Visible element, to which God attaches His promises and power for salvation to those who believe.
5. **What are the two Lutheran sacraments?**
Baptism and The Lord's Supper (also called Communion)
6. **BAPTISM: What is it? When should a person be baptized? Why do we baptize babies and some other churches don't?**
God promised to give faith through baptism. So we believe His promises and baptize. The time for a person to be baptized is NOW. You're never too young and if you become a believer when you're older, you should be baptized right away. For some churches baptism is only for those people who are old enough to understand faith. They don't believe that God can miraculously give faith to babies of Christian homes who trust God's promises.
7. **LORD'S SUPPER: What is it and who should receive it?**
The Lord's Supper is Jesus giving Himself to us to remind us that on the cross He paid for our sins. Only Christians who are taking the Lord's Supper for the right reasons should receive it. We believe in the "real presence" which means that by a miracle Jesus is "really present" in Communion. He is giving us His body and blood "in, with, and under" the bread and wine.
8. **Who was Martin Luther?** (When did he live? What is the Reformation? When was the reformation? What was Roman Catholic Church doing that disagreed with the Bible that Luther fought against? Other significant accomplishments)
*⇒ Luther was a Roman Catholic monk who became a priest and University professor of religion who lived in Germany around the same time as Christopher Columbus (the early 1500s).
⇒ He recognized that the Roman Catholic Church was teaching things that disagreed with what the Bible said, especially how to get God's forgiveness.
The church at that time taught that if people did certain things, like visiting holy places, paying for special worship services, or purchasing papers signed by the Pope, they would gain forgiveness for themselves and others; even dead relatives, and get out of purgatory quicker and go to heaven.
⇒ Luther was the most famous of those that led the movement to "REFORM" the Church
⇒ On October 31, 1517, Luther posted the 95 Theses (describing all these inappropriate teachings) on the church door of Wittenberg; inviting the church to go back to teaching that we are saved by God's GRACE through faith in Jesus only, not by doing "good works" to make God happy.
⇒ This time in history is known as "The REFORMATION" and we celebrate it each year on October 31, the anniversary of when he posted the theses.
Luther also did many other important things to bring God to the people, like:
⇒ He translated the Bible & worship services into German, so the common people could read the Bible themselves and participate in church.
⇒ He wrote the Small Catechism and many hymns and many other important documents that help us understand the Bible.*
9. **Ephesians 2:8-9 is a verse that powerfully summarizes how we're saved.**
"For by grace you have been saved through faith. And this is not your own doing; it is the gift of God, not a result of works, so that no one may boast."

10. **Describe in your own words the important Christian doctrines taught here.**
We are not saved by being good. We don't deserve it. He gives us forgiveness and makes us His child as a free gift to everyone who believes Him. This is called grace. Grace is God's blessings when we don't deserve it.
11. **What is a "steward"? What is Christian Stewardship?**
A steward cares for someone else's belongings. God owns us all things. He places into our care things like our abilities and jobs and money and He wants us to make good use of them. He also teaches us to give back to Him the first portion of what He gives us. The Bible uses the word "tithe," to describe that first 10% of what we receive to church. This does two things. It reminds us regularly that all things belong to Him and He wants us be responsible with them and this is how He gets His work done through the Church on earth.
12. **Recite the 10 Commandments in order**
(Hint - 1st Table: God to man – 2nd Table: man to man and then in decreasing severity)
13. **Recite the Lord's Prayer**
14. **Recite the Apostle's Creed**
15. **Discuss "TRIUNE GOD"** (name each person of the Trinity and discuss their individual roles)
There is only one God, but there are three persons who are each fully God.
God the Father is the head of the Trinity and His will directs everything else
God the Son, is the will of the Father spoken. He came to earth still being fully God and becoming also fully human. This is called the INCARNATION (in the flesh) His name is Jesus. His most important role was to be our Savior.
God the Holy Spirit, makes us His children through the Word of God and Baptism and works continually in our lives to help us live as Christians.
16. **We defined FAITH as "belief in action." Discuss what that means**
It means that we don't just believe that something is true. It means we believe it and what we believe actually runs our life. We don't just believe God exists, we live a life where everything He said guides every part of our life.

Sanctuary



Team/ Table	3 (Serves non-ambulatory out in congregation and Pastor's Team - at end of communion)	2	1
B			
IC			
CC			

B = Bread

IC = Individual Cup

CC = Common Cup

FOLLOW THE ASSIGNED PASTOR, NOT THE COLOR

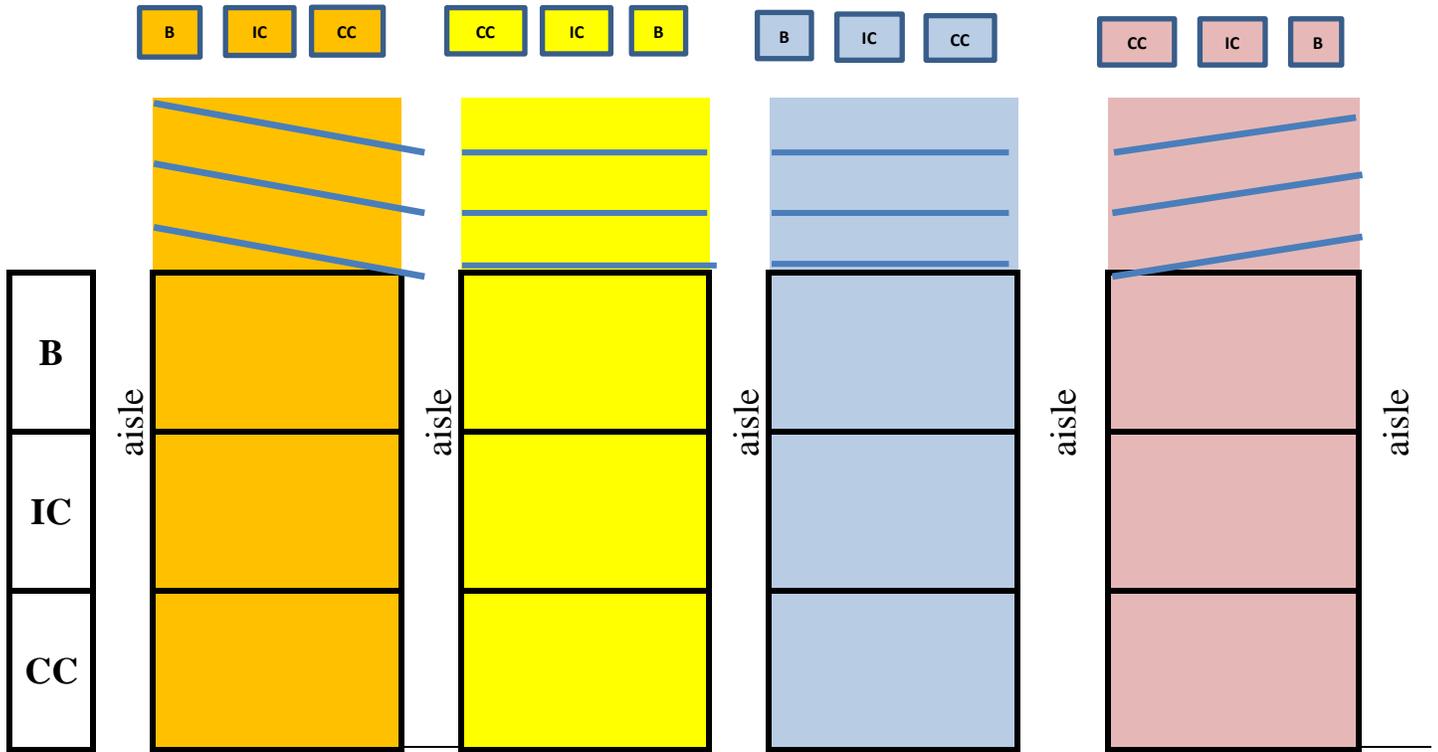
Unconfirmed Communion Assistants (as listed in "Weekend to Worship" WTW for today):

Common Cup Count (EoD List on Whiteboard in Altar Guild Room)				
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Worship Center

Coordinators:

Stage (Front)



B = Bread

IC = Individual Cup

CC = Common Cup

FOLLOW THE ASSIGNED PASTOR, NOT THE COLOR

Unconfirmed Communion Assistants (as listed in "Weekend to Worship" WTW for today):

Common Cup Count (EoD List on Whiteboard in Altar Guild Room)					
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The Office of Elder – St. John’s Lutheran Church, Bakersfield, California

According to God’s word in the New Testament, there are several closely related Offices of the Church.

- (1) "elder" (Gr., presbuteros) which places emphasis upon the authority that the leadership has to teach or rule in the church;
- (2) "bishop" (Gr., episkopos—overseer) which emphasizes the fact that the leadership is charged with overseeing the local church and as such is responsible for the spiritual well-being of those in the church;
- (3) "pastor" (Gr., poimen—shepherd) which places emphasis upon the responsibility of the leadership of the church to shepherd the flock. No shepherd has ever given birth to his sheep. It is the responsibility of those in leadership to do for the sheep what they cannot do for themselves and to make sure that they are in good spiritual condition so that they can do what comes naturally, that is, beget other sheep;
- (4) "deacon" (Gr., diakonos— minister) which places emphasis upon the attitude that the leaders are to have in their leading. They are not to "lord it over" the flock, but are to realize that they are the ministers or servants of those whom the Lord has put under their care.

The modern church has adopted the term “elder” to describe the man (men) who helps the pastor to carry out these multiple functions. The elder is an under-shepherd to the pastor in the local church as the pastor is under-shepherd to Christ.

The position of Elder in the Church is a noble office and those that are considered for this high calling are highly regarded by their peers. It requires the holder of that position to be spiritually mature, able and willing to work with the pastor(s) to provide spiritual care to the flock, and above reproach in their behavior.

For example sake ... here is a list of some specific areas of behavioral concern. This list is representative not comprehensive
✦ active addiction or lack of self control with alcohol or drugs ✦ regular and public use of profanity or other indecent speech ✦ addicted to, view, or read pornographic materials ✦ engage in any sinful sexual behavior such as adultery or fornication ✦ have a substantive anger control problem or exhibit other abusive traits

In order to make these expectations clear and be faithful in selecting Godly men for this role, we ask that those men being considered prayerfully answer the questions that follow as forthrightly as possible.

Are you sure of your salvation?

If Yes, please articulate your understanding of how and why you are saved?

Do you believe that the Holy Bible is truly the Word of God?

Do you confess personal faith in the Triune God according to the Apostle’s and Nicene Creeds?

Do you believe, and agree to support and teach, Missouri Synod Lutheran doctrine as expressed in the symbols of the Book of Concord?

Do you strive to lead your daily life in a Christ-like manner?

How long have you been a Christian?

According to the following expectations of the St. John’s elders, do you agree to:

- ▶ serve cooperatively with the other members of the elder board to support the mission and vision of St. John’s Lutheran church?
- ▶ be a servant; prayerfully and faithfully used by God to serve with our Pastor(s) and fellow elders to provide spiritual care to the people of St. John’s?
- ▶ be regularly involved in the ministry of St. John’s through worship and Bible study participation?
- ▶ make it your reasonable priority to participate in the elder meetings?
- ▶ prayerfully and faithfully work with your Pastor(s), fellow elders, and the congregation to be mutually accountable in doctrine and practice?
- ▶ sign and live by the Covenant of Membership which each new member is asked to abide by:

My Commitment To, And Covenant With, The Body of Christ Of St. John's Lutheran Church, Bakersfield, California

I am a Christian, believing in God the Father, God the Son, and God the Holy Spirit, as the ONLY TRUE GOD AND ONLY HOPE FOR ETERNAL LIFE (grace and salvation are not gained by any works or merit on my part). As a Christian I believe:

- 1) I am a sinner in need of God's grace and forgiveness
- 2) Jesus is God and my personal Savior
- 3) That by God's grace through faith, I Believe, TRUST, and receive that:
 - a) Jesus' death fulfilled the punishment I deserve
 - b) Jesus lived a perfect life in my place on my behalf.

I have been baptized into this Christian faith in the name of the Triune God.

I believe that the Bible is God's inspired Word and my foundation for truth and as such, I will obey it as my sure and certain guide in living my life.

Therefore;

I will be watchful in my manner of life.

I will guard against dishonoring my Savior and His Church.

I will avoid false doctrine.

I will be faithful and regular in the following:

Worship attendance

Partaking of The Lord's Supper when it is offered

Bible Study

Returning to the Lord in Biblical proportion to His blessings to me (tithing)

Giving Christian service according to my gifts

Should Satan succeed in deceiving me into living contrary to God's will, in intentional sinful behavior, I ask my fellow Christians to lovingly encourage me back to the right path.

I wish to be a member of St. John's Lutheran Church (LC-MS) and partake of the benefits and responsibilities of such membership.

I believe, and confess as true in my life, the statements above.

Signed: _____

Printed Name: _____

As you consider this position, the primary responsibilities of an elder at St. John's Lutheran Church are:

- ▶ prayer for the congregation
- ▶ visiting, and praying for and with, the homebound and hospitalized
- ▶ attentiveness, care, and support to the membership of St. John's (Shepherd's Team Program)
- ▶ prayer, spiritual support, and consult for the Pastor(s)
- ▶ worship assistance – Lord's supper distribution (Elder of the Day responsibilities in current polity)
- ▶ participating and demonstrating leadership as a Disciple of Jesus Christ

As you prayerfully examine your own life, God's expectations of His leaders, and the responsibilities of this position at St. John's, if you know of any reason why we should not nominate you to this high calling, please simply decline at this time.

Elders Roster 2018

ARNER, Rich

BRINKMANN, Mark

DRAVIS, Joe

GARRISON, Scott

HILKEN, Dennis

HOFFMAN, Eric

HORNE, Randy
– Board of Directors Rep

HUNSAKER, George – Elder Chair

LAURENTE, Marv

MACKALL, Dale

MARQUEZ, Don

MOJO, Jeff

MOORE, Monk

MOSLEY, Jeff

ROSSI, Scott

SCHNEIDER, Bob

SHEETZ, Gary

SIPPEL, Paul

SMITH, Michael

SPIVA, Dan

ST. PIERRE, Marvin

VAN SCHARREL, Eric

If you need to contact an Elder, please call Debbie Holbrook, Administrative Assistant, at 665-7815, and she will assist you.

**Biographical Sketch of
BoD Candidate to be considered by congregation**

Name: _____

Years a member at St. John's:

Elected BoD position desired: _____

Family information:

Recent professional experience:

St. John's activities in which you have participated as a member:

Position Statement (Why you would like to serve on the SJLC Board of Directors)

Please include a recent photo that can be posted in the concourse

Other Churches Using SJLC Facilities for Worship

Name of Church/Denomination	When it meets	Where it meets on campus	Pastor/Contact Person
The Beautiful Church of Bakersfield	Sunday 9 am to 12 pm	Fine Arts #2	Seung Hun Yeow (Pastor Paul)
	Wednesday 7 pm – 9 pm		
	Saturday 5:30 am to 6:30 am		
Chavara Mission/Indian Catholic	2 nd & 4 th Sundays, monthly	Administration Building, Large Conference Room	Sajeev Joseph (Leader) Francis Purather (contact)
	3 pm - 7 pm		
Dream Presbyterian (Korean)	Sundays	Administration Building, Large Conference Room	Pastor Harry Kwag, (Benjamin Bae)
	11:30 am – 2:30 pm		
First Filipino Assembly of God	Sundays	Kidz Connection	Pastor Melvin Martinez
	12:00 – 2:30 pm		
King's Mission (Chinese Reformed Gospel)	Sundays		Ed Joe (contact)
	Sunday School 9 am – 11 am	FA3 (old JH3/JH4)	
	Worship 11:00 am – 1:00 pm	Music Room	