

# **JOB DESCRIPTION – Elder**



## **Standards**

Of highest importance shall be the maintaining of personal standards of Godliness based upon Biblical Principles, which results in an uncompromised testimony within the church and community from which a credible ministry originates. Adherence to biblical, ethical, and fiscal stewardship shall be deemed critical. Work shall be conducted in a manner pleasing to God, dictated by ministry needs, and enacted with a team concept with the EWC staff, pastors, other Elders and ministry volunteers.

- Shall meet the New Testament requirements for office as listed in 1 Timothy 3:1-7.
- Maintains a continued growth of personal calling and walk with the Lord through Bible study and prayer.
- Maintains personal priorities with home and family as the spiritual leader.
- Gives graciously to the church through tithes and offerings.

## **Duties and Responsibilities**

The apostle Peter said, “I exhort the elders among you: shepherd God’s flock” (1 Pet. 5:2; see also Jn. 21:15-16 and Acts 20:28). Elders serve the Good Shepherd by providing his local flocks with spiritual oversight. Elders feed, lead, protect, and nurture church members like shepherds do with sheep.

- Elders discern and serve the direction of the church under the leadership of the Senior Pastor as “lead elder.”
- Elders are to teach, lead, model and pray (Eph. 4:13) *until we all attain to the unity of the faith and of the knowledge of the Son of God, to mature manhood, to the measure of the stature of the fullness of Christ.*

## **Teaching**

An elder must be “an able teacher” (1 Tim. 3:2; see 5:17). He must hold “to the faithful message as taught, so that he will be able both to encourage with sound teaching and refute those who contradict it” (Tit. 1:9). Jesus’ under-shepherds feed Jesus’ sheep with Jesus’ word.

- Teach regular Bible study classes and/or small group.
- May be asked to preach on a Sunday morning
- Oversees approval (with the Pastors) of all teaching curriculum for for Sunday School class and small groups.
- Teaching and training others to perpetuate the church’s teaching ministry.  
(2 Tim. 2:2) *“What you have heard from me in the presence of many witnesses, commit to faithful men who will be able to teach others also”*

## **Leading**

Just as shepherds lead their flocks, so elders lead local congregations. The biblical writers also call elders “overseers,” a title that highlights their role as leaders (Acts 20:28; 1 Tim. 3:1; Tit. 1:5, 7). Hebrews instructs Christians to “obey

your leaders and submit to them, for they keep watch over your souls as those who will give an account” (Heb. 13:17).

- Leadership will involve: caring for hurting members as part of the Pastoral Care Team, or reaching out to a frustrated member who’s stopped attending, or confronting an unrepentant member through church discipline.
  - Pray with church members and guests who express difficulties in their life.
  - To visit the sick in homes and hospitals; to contact inactive members; to contact prospective members, inviting them into the community of the church.
  - Visits grieving church members.
  - Work with Pastors to ensure that needs of EWC member's are met.
- Or it could mean wrestling through staffing strategies, budget challenges, or important policies that affect the spiritual identity of the congregation.

### **Modeling**

Most importantly, elders lead by example. Shepherd the church “not [by] lording it over those entrusted to you, but being examples to the flock” (1 Pet. 5:3). Not surprisingly, the New Testament lists of elder qualifications focus predominantly on character (1 Tim. 3:1-7, Tit. 1:5-9; 1 Pet. 5:1-4).

- Modeling means you must guard your godliness: “Pay close attention to your life and your teaching” (1 Tim. 4:16)
- Modeling requires the Elder to be among the people, build relationships with believers within the congregation and nonbelievers outside to demonstrate a godly life.
- An elder’s most basic job is to say “Imitate me as I also imitate Christ” (1 Cor. 11:1).

### **Prayer**

Elders should take up the apostolic shepherding mantle and say, “we will devote ourselves to prayer and to the preaching ministry” (Acts 6:4). Ultimately elders are powerless in themselves to mature anyone in Christ; only the Holy Spirit can do that through God’s Word.

- Devote themselves to pray regularly and consistently for the members of the congregation.
- Pray with a church member when talking with them about their struggles or during a pastoral visit. (*training in Biblical Counseling is recommended*)

### **Accountability**

An Elder shall be directly accountable to the Elder Council, then to the congregation and of course, ultimately accountable to God.

- An Elder shall conduct himself in a manor worthy of the Gospel calling in public and private seeking to glorify God and to represent the church and the Gospel well before a watching world.

### **EWC Membership Requirements**

Membership in full doctrinal agreement is required.

## **Time Requirements**

Because the EWC Elders Counsel consists of staff and lay elders, the time requirements will vary, but all elders should commit to the following:

- Attending the Elder's meetings twice a month.
- Faithful Sunday church attendance and involvement in church activities and a community group and/or discipleship ministry.
- Sacrificially serving the pastoral care needs of the congregation

## **Summary**

Maybe we could sum up an elder's job description this way: shepherd the church members like Jesus shepherds his disciples. Like Jesus, make teaching central to your ministry, and make Jesus and the gospel the primary content of your teaching. In every decision, lead your people toward knowing and trusting Jesus. Let them see the character of Jesus exemplified in your life. And just as Jesus often turned aside to pray, so you as an elder should join Jesus in interceding for his people. The under-shepherds of Jesus are at their best when they reflect Jesus, the Chief Shepherd.

## **Statement of Understanding**

I certify that I have received, read, and understand this job description, a copy of which has been provided to me. I also understand that this job description may be unilaterally modified by the EWC Elders at any time. Any updated job descriptions will supersede any and all prior job descriptions for this position.

\_\_\_\_\_ Elder's Signature

\_\_\_\_\_ Date of Signature

\_\_\_\_\_ Senior Pastor's Signature

\_\_\_\_\_ Date of Signature

\_\_\_\_\_ Elder Representative's Signature

\_\_\_\_\_ Date of Signature

## **Elder Candidate Process**

The candidate for elder shall be nominated by a *unanimous* vote of the Elder Counsel and serve an interim period of personal study and evaluation as a voting member of the EWC Elders. In that time (2 years maximum) he will:

- Attend the Elder's meetings twice a month.
- Demonstrate faithfulness Sunday church attendance and involvement in church activities and a community group and/or discipleship ministry.
- Sacrificially serve the pastoral care needs of the congregation
- Read one book from each of the areas of study (Systematic Theology, Jesus & the Holy Spirit, the Cross, the Gospel and Christian Life, the Church, and Biblical Interpretation) and write a 2 page paper on each. (*submitted to the Senior Pastor for review and comment*)
- Write a 10 page dissertation on a theological topic of his choice.
- Upon completion and demonstrated faithfulness in service he will be recommended by the Elders for a congregational vote. (*majority*)

### **On Systematic Theology**

Knowing God, J.I. Packer

Abstract of Systematic Theology, J.P. Boyce

Institutes of the Christian Religion, John Calvin

Foundations, R.C. Sproul

### **On Jesus and the Holy Spirit**

Seeing and Savoring Jesus Christ, John Piper

The Glory of Christ, John Owen

The Holy Spirit, Sinclair Ferguson

The Holy Spirit, John Owen

### **On the Cross**

Fifty Reasons Jesus Came to Die, John Piper

Redemption Accomplished and Applied, John Murray

Pierced for Our Transgressions, Steve Jeffery, Michael Ovey, Andrew Sach and John Piper

### **On the Gospel and the Christian Life**

A Gospel Primer for Christians, Milton Vincent

Spiritual Disciplines for the Christian Life, Donald Whitney

Competent to Counsel, Jay Adams

Parenting, Paul Tripp

### **On the Church**

The Church, Edmund Clowney

Nine Marks of a Healthy Church, Mark Dever

Dangerous Calling, Paul Tripp

The Reformed Pastor, Richard Baxter

### **On the Bible and Interpretation**

Can I Trust the Bible, R.C Sproul

How to Read the Bible for All It's Worth, Gordon D. Fee and Douglas Stuart

Taking God at His Word, Kevin DeYoung