

## **ELDER FUNCTIONS & TASKS**

Elders assist the pastor in the spiritual care of the congregation. Primary duties include:

**CONTACT WITH MEMBERS** Elders will be assigned a group of members (about 15-20 families).

1. Make regular, personal contact (home visit, phone, email, face-to-face in church).
2. Prayer support: personal prayers, identifying prayer concerns to pastors.
3. Visit sick and shut-ins (normally with a pastor or as a follow-up to pastors' visits).
4. Assist the pastor in planning and conduct of funerals and memorial services.
5. Encourage scripture study, prayer and participation in church activities.
6. Check attendance using printouts provided monthly.
7. Facilitate communication with pastors when appropriate.
8. Promote unity within the congregation; serve as a peace-maker when appropriate.

**ASSIST IN THE CONDUCT OF WORSHIP SERVICES**

1. Serve as elder on duty when scheduled.
2. Assure doctrinal soundness of preaching and teaching.
3. Coordinate, as needed, with all of the groups which participate in the conduct of worship.

**ASSIST WITH TEACHING**

1. Participate in Bible study sessions and help lead them according to your gifts
2. Help pastors to identify opportunities for small group ministry (e.g. home Bible study).
3. Write articles for the church newsletter in as scheduled in rotation with other elders.

**ATTEND MONTHLY MEETINGS OF ELDER BOARD**

1. Approve requests for transfer, similar matters required in bylaws.
2. Consider any requests for additions or alterations to the chancel area.
3. Present an appropriate devotion when scheduled.
4. Represent the Board of Elders at church council meetings and similar forums (Chair's Duty).
5. Coordinate vacations and days off and encourage staff to use them.
6. Maintain church discipline according to Biblical principles.