

Been Nominated



to be an
Administrative
Elder?



Job Description

Administrative Elder

All church officers (elders and deacons) represent Christ, the Lord, in the corporate life of His people. The office of elder is designed deliberately to promote the welfare of Christ's people in their Christian faith and conduct. Elders represent Christ as Lord of the Church, and give servant leadership in His name and in His place.

As leaders of God's people it is crucial that elders model, teach, inspire, and reinforce the fear of the Lord and the qualities of Christ-likeness, among believers.

Elders serve by governing the church in Christ's name. They are responsible for the spiritual well being of God's people. They must maintain true and pure preaching and teaching of the Word, regular celebration of the sacraments, and faithful counsel and discipline. And they must promote fellowship and hospitality among believers, ensure good order in the church, and stimulate witness to all people.

Elders must "guard yourselves and all the flock of which the Holy Spirit has made you overseers. Be shepherds of the church of God, which He bought with his own blood" (Acts 20:28). Elders should:

1. be a friend and Christ-like example to children and give clear and cheerful guidance to young people,
2. by word and example, bear up God's people in their pain and weakness, and celebrate their joys with them,
3. encourage the aged to persevere in God's promises,
4. be wise counselors who support and strengthen the pastor(s),
5. be compassionate, yet firm and consistent in rebuke and discipline,
6. know the Scriptures, and
7. pray continually for the church.
8. assist the pastoral staff in the administration of the sacraments.

Administrative Elders:

Administrative elders have the authority to act on all matters consistent within the budgets, policies, and goals approved by the Council.

They are to provide visionary leadership for the ministry of the church.

They are responsible for maintaining a suitable environment for the local body of Christ to operate efficiently and effectively in building the body of Christ.

Administrative Elders will function as members of the Administrative Team.

Job Description:

Specifically, the Administrative Elders are responsible to:

1. Provide a time and contact for members of the congregation to give feedback.
2. Review correspondence.
3. Discuss the management of the church and its programs.
4. Receive and review minutes from the ministry teams.
5. Meet with a representative of the ministry teams for a time of collaboration and discussion at least twice year.
6. Discuss and approve recommendations from the ministry teams.



7. Discuss information related to the Classis Huron and Christian Reformed Church of North America.
8. Approve rental requests of the church property, as required.
9. Assist the pastoral staff in the administration of the sacraments.
10. Supervise the life and doctrine of the ordained pastoral staff. This includes associate pastors who have their ministerial credentials at Clinton CRC.
11. Meet at least monthly to discuss, set goals and plan strategies designed to achieve the mission and vision of Clinton CRC.
12. Meet at least quarterly in the Full Council setting in their governance role of visioning, planning, and supporting.
13. Plan and host congregational meetings semi-annually
14. Attend Classis meetings quarterly – one delegate to each meeting.

Lead Elder Duties

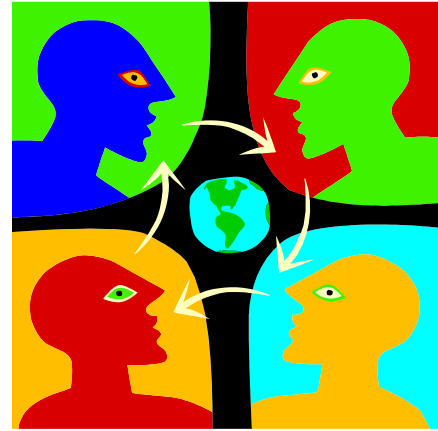
1. Be present in the Meeting Room at least 30 minutes prior to the service.
2. Sign the monitor record.
3. Ask for updates on any urgent prayer concerns and have any announcement ready to be read before the Prayers of the People.
4. Pray with all those participating in the service before entering the sanctuary.
5. Lead all those participating in the service into the sanctuary. Give a word of encouragement to the speaker/pastor and take your seat.
6. Be prepared to lead the Prayers of the People. The Admin Secretary will contact you early in the week with details. Be sure to inform the Admin Secretary if you are not the person doing the prayer.
7. Be prepared to host the speaker/pastor for lunch. Admin Secretary or Lead on worship will inform Lead Elder.
8. Lead Elder is on duty from Sunday to next Sunday. The Chair of Council is the contact person in case of emergency or need in congregation.

Lord's Supper: Lead elder is to assign each serving elder to a section of the sanctuary to be served. The last elder to be served by the pastor, receives the elements and serves the pastor. Serving Elders are asked to help collect the cups and clean up after the service.

Monitor Duties

1. Lock rear doors at 10:10 am.
2. Duties begin at start of service and finish at dismissal of all classes.
3. Three (minimum) complete circuits should be completed during each service.
4. Check all unlocked rooms on the main, second and basement floors, including washrooms (leaving all doors open for the duration of the service), closets, supply room and furnace room.
5. Check parking lot perimeter.
6. Check in with volunteers in all occupied rooms. (Admin Secretary will collect Safe Church forms.)

How Boards Can Have Better Conversations



Board development in the voluntary sector generally focuses on organizational mission, strategic planning, roles and responsibilities (especially those delineating board from staff), setting policies, recruitment and meeting practices. As important as these matters are, greater attention needs to be paid to the relational aspects of governance - how board members interact and get along. Better conversations can help make the experience of working on a volunteer board more enriching and energizing.

It may not be enough to simply remind ourselves to “cut fellow board members some slack” and hope that they will do the same for us. What is really involved in having better board conversations?

Human communication is a complex and challenging process at the best of times. We each have our own filters which selectively process the messages that are sent to us and there is a gap between our intentions and the words we use to convey ideas to others. Moreover, our emotions play havoc in our efforts to understand and be understood. The more important the matter, the harder it is to find the words to express ourselves or to really hear what is in others people’s hearts.

The board, as a team, is not strengthening when we sit back and leave all the communications management to the chair. Better interpersonal communication can help us to experience differences amongst board members positively and therefore promotes better decisions.

If we believe that each of us can be the change we want to see in others, then good communication starts with ourselves - a new policy is not needed. Each of us has the power to make a difference in improving board communication. We can all:

- Listen more to understand than to respond. Being really attentive to others means not allowing our mind to go to work passing judgment or crafting a reply or counter argument before we have really “heard” the message.
- Speak from our own direct experience, be aware of our assumptions and “own” our feelings.
- Balance the time we spend talking telling and asking questions. While as a board member we have an obligation to share our opinions and judgments, we also need to inquire into others’ perspectives. The more heated or charged the conversation, the more work we need to do trying to understand how others see things.

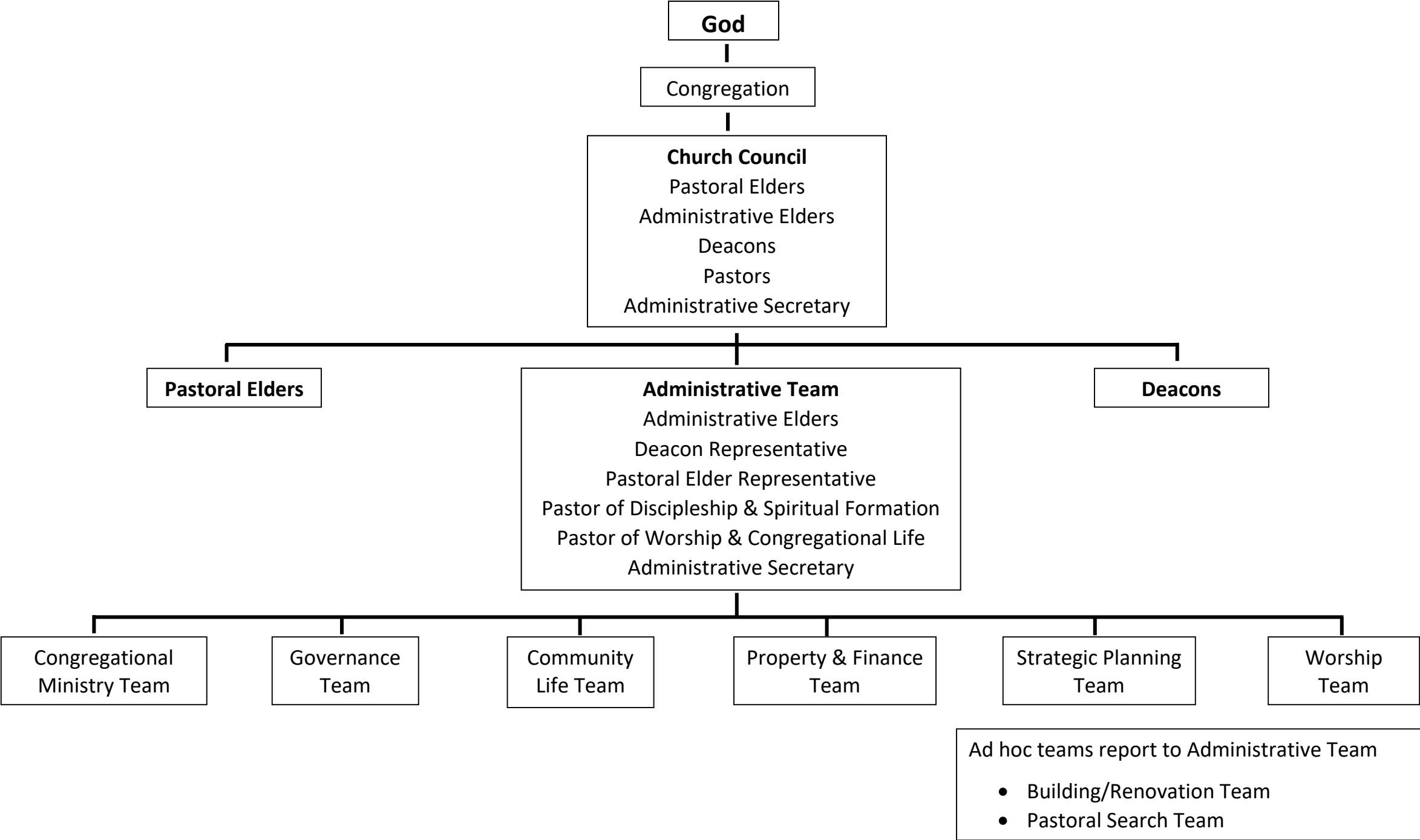
- Extend a personal invitation to another board member to add to the conversation. *“Debra, I would value hearing what you think about this matter.”*
- Expose our own thinking process and inviting others to reveal theirs. *“This is what I believe we should do. I came to this conclusion as a result of..... I am also operating with a couple of assumptions which are...”* and *“Robert, you have a lot of experience with these kinds of things, could you tell me more about how you understand this issue?”*
- Speak to what we do not know and what we are unsure of, as well as what we are confident about. “Thinking out loud” can be a useful way of introducing a new idea or subject to be inquired into by the board.
- Be genuinely curious about ideas and people around the board table. Being open to new information requires us to suspend judgment, not rush to see others’ contributions as competing with, or canceling out, our own input. Even seemingly contradictory statements can reveal important perspectives if we work at exploring them further.
- Show real appreciation to other board members. Even when we do not share another person’s view we need to look harder at finding merit in their ideas. At the very least we can acknowledge the fact that they have shown up, are engaged and interested. *“Marc, thanks for putting that idea forward.”*
- Avoid assuming that we really understand other board members’ intentions or motivations from what they said. or, for that matter, that we have clearly revealed our own “good” intentions.
- Take more opportunities to speak from our heart and acknowledge the importance of this when others reveal what they most care about. *“I know we have different ideas about what we should do but for me there is a fundamental issue here and it is about....”* and *“Allan, I sense you really care about this issue.”*

Written by **E. Grant MacDonald**, Associate Professor (Continuing Education) and Director of the Non-Profit Sector Leadership Program and Associate Director of the Negotiation and Conflict Management Program at Dalhousie University. This document may be freely reproduced.

Chris Argyris describes the progressive process of observing, gathering information, making assumptions, and deciding as being similar to climbing up on a **"ladder of inference."** Every person has a tendency to climb up the ladder of inference too fast. Almost instantaneously after seeing or hearing someone else speak or act, we integrate the new observation/information with our existing set of assumptions, sometimes prompting action that has only minimal relationship to what was originally spoken or observed. When this same ladder-climbing dynamic happens within a social or organizational setting, an environment for conflict is created that easily escalates. Argyris' ladder of inference is well described on a number of web sites. Argyris, C. (1990) *Overcoming Organizational Defenses. Facilitating Organizational Learning*, Boston: Allyn and Bacon

Also see: Douglas Stone, Bruce Patton and Sheila Heen (1999) *Difficult Conversations: How to Discuss What Matters Most*, New York: Penguin Books.

Church Organizational Chart





Full Council Meeting Guidelines

1. Full Council meetings are usually held in January, May, June, September, and November.
2. Meetings start at 7:30 pm.
3. The Chair and/or the Vice Chair chairs meetings. In their absence the Vice-all will chair the meeting.
4. The presence of 50% plus 1 of the Full Council members constitute a quorum.
5. The Chair prepares the agenda. A standard agenda is provided in the Agenda & Templates section of this handbook. Any member of Council wishing to add to the agenda must notify the Chair no later than 6:00 p.m. of the Thursday preceding the meeting, preferably in writing. Matters other than those on the agenda will be dealt with only in case of emergency.
6. In order to expedite the proceedings, all reports, minutes and motions must be submitted in writing via email, in time to be distributed electronically, with the agenda 1 week prior to the meeting.
7. Meetings are opened with devotions.
8. Pastoral Elders, Administrative Elders and Deacons must familiarize themselves with the Clinton CRC Council Handbook.
9. Materials given for home study should be returned at the next meeting for discussion.
10. Administrative Elders and Deacons assigned to various teams are to report on the activities of the team if there are any questions related to the minutes of the teams.
11. Business of the meeting will be closed with prayer.
12. Minutes of the meeting are prepared by the Administrative Secretary, and distributed with the next meeting package, and approved at the next meeting of Full Council.
13. Members must notify the Chair if unable to attend meeting two hours prior to meeting.