

Job Description

Title	Head Elder
Purpose	To give spiritual and moral leadership. In the absence of the pastor directs all phases of church work.
Term	One or two years, depending on local church officer election cycle.
Authority	To call meetings of Board of Elders. If the pastor is absent and cannot be contacted and an emergency arises, the Head Elder can call a church board meeting.
Accountability	Works under the direction of the pastor. He is accountable to the church board. Gives reports to pastor monthly.
Responsibilities	<ol style="list-style-type: none">1. Chairman of church board (if pastor designates).2. Member of the church board.3. Coordinates the work of the elders. Meets with elders on a monthly basis.4. Visits church members.5. Assists in communion service.6. Takes communion to shut-ins.7. Assigns member visitation to other elders.8. Assigns duties for church worship service.9. Regards information about members as confidential.10. Member of Church Finance Committee.
Qualifications	<ol style="list-style-type: none">1. A committed born-again Christian and sound in the faith.2. Example in Christian and family living.3. Returns faithful tithe to the local church.4. Dresses according to the highest Christian standards.5. Able to teach others6. Diligent student of the Bible.7. Has the spirit of empathy and is able to employ reflective listening.8. Ordained during church service.
Support and Resources	<ol style="list-style-type: none">1. Meets weekly with the Pastor.2. Attend Conference-directed officers meetings.3. Suggested books:<ul style="list-style-type: none">☞ <i>Caring Enough to Hear</i> by David Augsburger.☞ <i>Caring Enough to Confront</i> by David Augsburger.☞ <i>Church Fights—Managing Conflict in the Local Church</i> by Speed Leas and Paul Kittlaus.☞ <i>Everyone a Minister</i> by Rex Edwards.☞ <i>Ministry of Healing</i> by Ellen G. White.☞ <i>Church Manual</i> and <i>Manual for Church Officers</i>.

Job Description

Title	Elder
Purpose	To give spiritual and moral leadership to the church. Assists the Pastor and Head Elder in areas of church work delegated to him.
Term	One or two years, depending on local church officer election cycle.
Authority	No specific authority given.
Accountability	Works under the direction of the head elder. Can consult the head elder at any time. Will give monthly reports of his visitation to the head elder.
Responsibilities	<ol style="list-style-type: none"> 1. Member of the church board. 2. Visits assigned families in the church every quarter. 3. Assists the pastor in the conducting of the church services. 4. Assists in the communion service. 5. Takes communion to shut-ins. 6. Member of assigned committee as designated by the church board. 7. Regards information about members as confidential.
Qualifications	<ol style="list-style-type: none"> 1. A committed born-again Christian and sound in the faith. 2. Example in Christian and family living. 3. Returns faithful tithe to the local church. 4. Dresses according to the highest Christian standards. 5. Able to teach others 6. Diligent student of the Bible. 7. Has the spirit of empathy and is able to employ reflective listening. 8. Ordained during church service.
Support and Resources	<ol style="list-style-type: none"> 1. At beginning of term will attend an orientation meeting. 2. Training in visitation and listening skills will be given during the first quarter of service (to those who have not already acquired the skills). 3. Once a month will visit with the Pastor. 4. Suggested books: <ol style="list-style-type: none"> ☞ <i>Caring Enough to Hear</i> by David Augsburger. ☞ <i>Caring Enough to Confront</i> by David Augsburger. ☞ <i>Church Fights—Managing Conflict in the Local Church</i> by Speed Leas and Paul Kittlaus. ☞ <i>Everyone a Minister</i> by Rex Edwards. ☞ <i>Ministry of Healing</i> by Ellen G. White. ☞ <i>Church Manual</i> and <i>Manual for Church Officers</i>.