



Elder Job Descriptions

Last Reviewed: 2/3/2010

Adult Discipleship Elder Job Description



Last Reviewed: 2/2/2010

OVERALL OBJECTIVE:

A Christian disciple is a student and follower of Jesus Christ. Christian discipleship is a process of spiritual development in which a person moves in the direction of spiritual maturity and likeness to Jesus Christ. As Adult Discipleship Elder, you will assist Lifepath to help adults become Christian disciples. In addition to the role of an elder as defined by the Evangelical Presbyterian Church Book of Order, you will evaluate the discipleship plans for adults to ensure they are relevant, attainable, and supported by the Church's vision. You will also provide spiritual guidance to the small group, adult class and adult Bible study ministries; specifically supporting and guiding the Executive Pastor in following the vision and mission of the ministry, and ultimately the Church.

GENERAL ELDER DUTIES:

- Attend one session meeting per month (and any special called session meetings)
- Lead one devotional at a session meeting per year
- Prepare and serve communion the same month as the said devotional
- Maintain frequent communication with church staff and congregation, including, but not limited to checking the mail file at church each Sunday and personal email weekly
- Assist in the preparation of the Church budget yearly
- Review annually the job description(s), guidelines, and/or procedures specific to the assigned area of ministry

ADULT DISCIPLESHIP ELDER DEMOGRAPHIC RESPONSIBILITIES:

Age: Post High-School Graduation

Ministries: Sunday morning classes, Bible studies, small groups, and any other Lifepath classes or groups involved in Christian discipleship

ADULT DISCIPLESHIP ELDER DUTIES:

- Work with Executive Pastor to develop a discipleship structure that helps meet the adult discipleship needs of a varied congregation and promote small groups and adult classes
- Attend small group/adult class/Bible study leader meetings, approximately 3 times a year
- Meet once every 2-3 months with Executive Pastor to plan
- Work with Executive Pastor to set concrete goals for Adult Discipleship on an annual basis
- Plan events which will promote the numerical growth and strengthening of the small group ministry

POSITION DETAILS:

TYPE OF POSITION: Volunteer position

TIME REQUIRED: 10-15 hours per month

STAFF LIAISON:

Executive Pastor

Children's & Family Ministry Elder

Job Description



Last Reviewed: 2/3/2010

OVERALL OBJECTIVE:

This person assumes the role of an elder as defined by the Evangelical Presbyterian Church Book of Order. In addition, as an elder assigned to the children's and family ministry, evaluate the discipleship plans for children and families to ensure they are relevant, attainable, and supported by the Church's vision. Provide spiritual guidance to the Children's and Family Ministry; specifically supporting and guiding the Director of Children's and Family Ministry in following the vision and mission of the ministry, and ultimately the Church.

GENERAL ELDER DUTIES:

- Attend one session meeting per month (and any special called session meetings)
- Lead one devotional at a session meeting per year
- Prepare and serve communion the same month as the said devotional
- Maintain frequent communication with church staff and congregation, including, but not limited to checking the mail file at church each Sunday and personal email weekly
- Assist in the preparation of the Church budget yearly
- Review annually the job description(s), guidelines, and/or procedures specific to the assigned area of ministry

CHILDREN'S & FAMILY MINISTRY ELDER DUTIES:

- Assist in the development of goals and objectives for the ministry which align with the overall strategy of the church
- Assess the needs of the ministry, effectiveness of its programs, and the climate of the members with children involved in the ministry
- Support the ministry Director; offer motivation, encouragement and guidance, as needed
- Provide continuum of services in the absence of the Director of Children's & Family Ministry
- Actively participate in the events, activities and programs of the ministry
- Aid in the curriculum selection process for Children's Small Groups and Family Worship
- Assess the climate and surroundings on Sunday mornings to ensure the children are in a safe and secure environment and that they are being encouraged and fed spiritually
- Attend quarterly meetings of the Children's Small Group and Family Worship teams
- Review policies and procedures for childcare workers and volunteers and make recommendations to enhance or improve them
- Assist in the development and implementation of annual calendar events and activities
- Provide accountability for expenditures by monitoring the Ministry budget monthly
- Maintain frequent contact (at least bi-weekly) with the ministry Director
- Coordinate efforts and establish continuity between the children's and student ministries
- Serve as a liaison between the Director of Children's & Family Ministry and the Session
- Pray continually for the ministry

POSITION DETAILS:

TYPE OF POSITION: Volunteer position

TIME REQUIRED: 5 hours per month

STAFF LIAISON:

Director of Children's & Family Ministry

Facilities Elder

Job Description



Last Reviewed: 2/3/2010

OVERALL OBJECTIVE:

This person assumes the role of an elder as defined by the Evangelical Presbyterian Church Book of Order. In addition, as an elder assigned to the facility ministry, they will manage our rented facility space to maximize our spiritual impact and worshipful atmosphere. They will also provide spiritual guidance to the Facility Ministry; specifically supporting and guiding the Ministries Facilitator in following the vision and mission of the ministry, and ultimately the Church.

GENERAL ELDER DUTIES:

- Attend one session meeting per month (and any special called session meetings)
- Lead one devotional at a session meeting per year
- Prepare and serve communion the same month as the said devotional
- Maintain frequent communication with church staff and congregation, including, but not limited to checking the mail file at church each Sunday and personal email weekly
- Assist in the preparation of the Church budget yearly
- Review annually the job description(s), guidelines, and/or procedures specific to the assigned area of ministry

FACILITIES ELDER DUTIES:

- Partner with Ministries Facilitator to initiate, recruit, organize, oversee, and publicly and privately encourage Team Leaders for various facility crews
- Become familiar with all established facility policies and develop and execute new policies and procedures to fulfill the duties of this position
- Along with Ministries Facilitator, strive to maintain healthy, positive relationships with the staff at rental facility, and serve as primary point of contact
- Help secure facilities to house Lifepath in the event of displacement
- Oversee the weekly storage, transportation, set-up, tear-down and clean-up processes and all related matters for "all church" services and special events
- Work with Ministries Facilitator to allocate meeting space
- Coordinate any gifts or special recognition from Lifepath to rental facility staff
- Act as a resource for staff for maintenance issues related to Lifepath's rented office space
- Be available during set-up and tear-down to ensure that volunteer teams are meeting the needs of individual ministry areas
- Follow weekly checklist, make notations of volunteers who are absent, and ensure that Facility Notebook is returned to the Ministries Facilitator each week
- Brainstorm new ways of meeting Lifepath's facility needs

POSITION DETAILS:

TYPE OF POSITION: Volunteer position

TIME REQUIRED: 25-30 hours per month

STAFF LIAISON:

Ministries Facilitator

Fellowship/Hospitality Elder Job Description



Last Reviewed: 2/2/2010

OVERALL OBJECTIVE:

This person assumes the role of an elder as defined by the Evangelical Presbyterian Church Book of Order. In addition, as an elder assigned to the fellowship/hospitality ministries, they will work to develop environments within the life of the church that help people not only feel welcome but also cultivate friendships. They will also provide spiritual guidance to the leaders of the Fellowship and Hospitality Ministries; specifically supporting and guiding them in following the vision and mission of the ministry, and ultimately the Church.

GENERAL ELDER DUTIES:

- Attend one session meeting per month (and any special called session meetings)
- Lead one devotional at a session meeting per year
- Prepare and serve communion the same month as the said devotional
- Maintain frequent communication with church staff and congregation, including, but not limited to checking the mail file at church each Sunday and personal email weekly
- Assist in the preparation of the Church budget yearly
- Review annually the job description(s), guidelines, and/or procedures specific to the assigned area of ministry

FELLOWSHIP/HOSPITALITY ELDER DUTIES:

- Create and lead a team of people who will plan fellowship events, and develop environments (including the Café) and practices within the church which help people connect and build friendships
- Work with leaders in the Host Ministry to design and implement a Sunday morning Host Ministry that:
 - ▶ identifies guests and assists them
 - ▶ makes everyone feel welcome
 - ▶ promotes a non-distracting environment in our rented facility during worship services
 - ▶ provides information about Lifepath Church and its ministries
- Meet with Host Ministry leaders to provide ongoing coordination of the Host Ministry teams (frequency of meetings to be determined by Elder and Host Ministry leader)
- Serve as the elder liaison for the Women's Ministry

POSITION DETAILS:

TYPE OF POSITION: Volunteer position

TIME REQUIRED: 10-15 hours per month

STAFF LIAISON:

Executive Pastor

Finance & Administration Elder

Job Description



Last Reviewed: 2/3/2010

OVERALL OBJECTIVE:

This person assumes the role of an elder as defined by the Evangelical Presbyterian Church Book of Order. In addition, as an elder assigned to the finance and administration ministry, they will provide oversight to the financial and administrative areas to ensure that our resources are being used in support of the Church's vision. They will also provide spiritual guidance and support to the Financial Controller.

GENERAL ELDER DUTIES:

- Attend one session meeting per month (and any special called session meetings)
- Lead one devotional at a session meeting per year
- Prepare and serve communion the same month as the said devotional
- Maintain frequent communication with church staff and congregation, including, but not limited to checking the mail file at church each Sunday and personal email weekly
- Assist in the preparation of the Church budget yearly
- Review annually the job description(s), guidelines, and/or procedures specific to the assigned area of ministry

FINANCE & ADMINISTRATION ELDER DUTIES:

- Provide spiritual guidance to staff
- Act as contact for congregation on matters in their area, as well as on vision and ministry of Lifepath
- Review Treasurer's report and present at monthly meeting
- Assist Session and leaders in the budget process
- Present budget materials and pastor's pay at annual congregational meeting
- Assist Financial Controller with audit process
- Periodically review procedures and processes for any needed updates
- Makes financial recommendations, as needed, to Session
- Involved in all hiring and employment termination decisions
- Works with the head of staff to present annual performance reviews and potential salary increases to employees
- Calculates any applicable year-end staff bonuses

POSITION DETAILS:

TYPE OF POSITION: Volunteer position

TIME REQUIRED: 3-20 hours per month

STAFF LIAISON:

Financial Controller

Member Integration Elder

Job Description



Last Reviewed: 2/2/2010

OVERALL OBJECTIVE:

This person assumes the role of an elder as defined by the Evangelical Presbyterian Church Book of Order. In addition, as an elder assigned to the member integration ministry, they will assist Lifepath members in discovering how to connect with others, grow spiritually, and serve in ministry in our church. They will also provide spiritual guidance and support to the Executive Pastor in following the vision and mission of the ministry, and ultimately the Church.

GENERAL ELDER DUTIES:

- Attend one session meeting per month (and any special called session meetings)
- Lead one devotional at a session meeting per year
- Prepare and serve communion the same month as the said devotional
- Maintain frequent communication with church staff and congregation, including, but not limited to checking the mail file at church each Sunday and personal email weekly
- Assist in the preparation of the Church budget yearly
- Review annually the job description(s), guidelines, and/or procedures specific to the assigned area of ministry

MEMBER INTEGRATION ELDER DUTIES:

- Contact all first-time guests
- Contact all new members within the first and fourth months of their membership and then as necessary
- Attend all Discovering Lifepath classes
- Be familiar with the small group opportunities, service opportunities, and the Discovering Spiritual Growth and Discovering Your PLACE classes in order to provide assistance to members
- Meet with Deacons two to four times each year to assist with and assess the contacting of Lifepath members
- Follow-up with members who are identified as disconnected or dissatisfied with their life within the church

POSITION DETAILS:

TYPE OF POSITION: Volunteer position

TIME REQUIRED: 10-15 hours per month

STAFF LIAISON:

Executive Pastor

Missions Elder

Job Description

Last Reviewed: 1/26/2010



OVERALL OBJECTIVE:

This person assumes the role of an elder as defined by the Evangelical Presbyterian Church Book of Order. In addition, as an elder assigned to the missions and outreach ministry, they will evaluate the community development and outreach plans to ensure they are relevant, attainable, and supported by the Church's vision. They will also provide spiritual guidance and support to the Director of Community Development and Outreach in following the vision and mission of the ministry, and ultimately the Church.

GENERAL ELDER DUTIES:

- Attend one session meeting per month (and any special called session meetings)
- Lead one devotional at a session meeting per year
- Prepare and serve communion the same month as the said devotional
- Maintain frequent communication with church staff and congregation, including, but not limited to checking the mail file at church each Sunday and personal email weekly
- Assist in the preparation of the Church budget yearly
- Review annually the job description(s), guidelines, and/or procedures specific to the assigned area of ministry

MISSIONS ELDER DUTIES:

- Establish annual budget with Financial Comptroller and Director of Community Development and Outreach which is 10% of Lifepath's annual budget
- Monitor, review and provide accountability to Director of Community Development and Outreach for the missions income, expenses and budget on a monthly basis
- Send out correspondence to Lifepath's ministry partners at the beginning of each fiscal year outlining anticipated annual financial support and expectations of partnership with their ministry
- Actively participate in Lifepath's community development and outreach projects
- Co-sign all mission budget purchase orders and check requests over the amount of \$50
- Be available to the Director of Community Development and Outreach for any guidance, consulting and oversight needed
- Act as the contact for Community Development and Outreach in the absence of the Director of Community Development and Outreach
- Work with the Director of Community Development and Outreach to evaluate all current and future ministries to fiscally support

POSITION DETAILS:

TYPE OF POSITION: Volunteer position

TIME REQUIRED: 10-15 hours per month

STAFF LIAISON:

Director of Community Development and Outreach

New Property Elder Job Description

Last Reviewed: 2/2/2010



OVERALL OBJECTIVE:

This person assumes the role of an elder as defined by the Evangelical Presbyterian Church Book of Order. In addition, this elder is assigned the responsibilities associated with procuring a permanent facility for the congregation in line with the overall vision.

GENERAL ELDER DUTIES:

- Attend one session meeting per month (and any special called session meetings)
- Lead one devotional at a session meeting per year
- Prepare and serve communion the same month as the said devotional
- Maintain frequent communication with church staff and congregation, including, but not limited to checking the mail file at church each Sunday and personal email weekly
- Assist in the preparation of the Church budget yearly
- Review annually the job description(s), guidelines, and/or procedures specific to the assigned area of ministry

CHILDREN'S & FAMILY MINISTRY ELDER DUTIES:

- Form and lead a committee with the task of evaluating possible future property, which will include working with real estate brokers and/or bankers
- Make any proposals or recommendations to the session on the purchase of property
- Assist in communicating any property proposal to the congregation
- Oversee any committees tasked with capital fund campaigns, internal or external
- Coordinate efforts with the Vision Coordination Committee

POSITION DETAILS:

TYPE OF POSITION: Volunteer position

TIME REQUIRED: 10-15 hours per month

STAFF LIAISON:

Lead Pastor

Student Ministry Elder Job Description

Last Reviewed: 1/26/2010



OVERALL OBJECTIVE:

This person assumes the role of an elder as defined by the Evangelical Presbyterian Church Book of Order. In addition, as an elder assigned to the student ministry, they will evaluate the discipleship plans for students to ensure they are relevant, attainable, and supported by the Church's vision. They will also provide spiritual guidance to the Student Ministry; specifically supporting and guiding the Director of Student Ministry in following the vision and mission of the ministry, and ultimately the Church.

GENERAL ELDER DUTIES:

- Attend one session meeting per month (and any special called session meetings)
- Lead one devotional at a session meeting per year
- Prepare and serve communion the same month as the said devotional
- Maintain frequent communication with church staff and congregation, including, but not limited to checking the mail file at church each Sunday and personal email weekly
- Assist in the preparation of the Church budget yearly
- Review annually the job description(s), guidelines, and/or procedures specific to the assigned area of ministry

STUDENT MINISTRY ELDER DUTIES:

- Monitor, review and provide accountability to Student Ministry Director for the student ministry income, expenses, and budget on a quarterly basis.
- Attend a student ministry event quarterly.
- Be aware of major themes, activities, and events pertaining to the student ministry.
- Be available to the Student Ministry Director for any guidance, consulting and oversight needed.

POSITION DETAILS:

TYPE OF POSITION: Volunteer position

TIME REQUIRED: 5 hours per month

STAFF LIAISON:

Director of Student Ministry

Worship Ministry Elder

Job Description

Last Reviewed: 2/2/2010



OVERALL OBJECTIVE:

To give logistical and spiritual oversight to the area of Worship Arts within Lifepath Church and fulfill the role of an elder according to the Evangelical Presbyterian Church Book of Order.

GENERAL ELDER DUTIES:

- Attend one session meeting per month (and any special called session meetings)
- Lead one devotional at a session meeting per year
- Prepare and serve communion the same month as the said devotional
- Maintain frequent communication with church staff and congregation, including, but not limited to checking the mail file at church each Sunday and personal email weekly
- Assist in the preparation of the Church budget yearly
- Review annually the job description(s), guidelines, and/or procedures specific to the assigned area of ministry

WORSHIP MINISTRY ELDER DUTIES:

- Pray for the unity of Lifepath through all three distinct worship services
- Help in the formation of a worship review team that meets three times each year (first week of January, May and September) to offer prayer, encouragement and suggestions regarding worship at Lifepath
- Help in the formation of a levitical type (a hands and feet) team that would assist with preparation and implementation of Advent, baptisms, and other seasonal events associated with worship
- Help establish with the Worship Arts Director and Financial Controller an annual budget that reflects the needs of the worship arts ministry
- Monitor, review and provide accountability to the Worship Arts Director for the worship budget and expenses on a monthly basis
- Actively participate in Lifepath's worship activities
- Act as the contact for the Worship Arts Ministry in the absence of the Worship Arts Director

POSITION DETAILS:

TYPE OF POSITION: Volunteer position

TIME REQUIRED: 3-5 hours per week

STAFF LIAISON:

Director of Worship Arts