

CONGREGATION OFFICER JOB DESCRIPTION

POSITION: Board Of Elders

ACCOUNTABLE TO: The Church Council

PURPOSE: To ensure proper conduct of all spiritual activities of Trinity congregation and to encourage the spiritual growth of its members by participation in them, with particular attention to divine worship services.

DUTIES AND RESPONSIBILITIES: These guidelines are listed here in accordance with the Congregation's constitution and Article VI (Section E) of the Bylaws.

1. The Board of Elders [“BOARD”] shall have responsibility for:
 - a. Conduct of corporate spiritual activities of the congregation, especially worship services;
 - b. Encouragement of the spiritual welfare and growth of congregational members individually; and
 - c. Attention to the well-being of the Pastor, Director of Christian Education and other Called ministers [“STAFF”].

2. The BOARD shall normally comprise a chairman elected by the congregation and thirteen other persons elected by the BOARD, except at such times as members resign and are not yet replaced.
 - a. The number of members may be altered by majority vote of the BOARD.
 - b. The Board shall elect a Vice-Chair to preside at meetings the Chairman cannot attend.
 - c. The Board shall elect a secretary to record meeting minutes

3. The chairman of the Board of Elders, also called Head Elder, shall be responsible for the policies, conduct and meetings of the BOARD.
 - a. The chairman shall schedule, set the agenda, and preside at of the regular meetings of the BOARD.
 - b. The chairman shall appoint Elders to serve as liaisons, at a minimum, for each of the following committees: Boards of Christian Education, Social Ministry, Evangelism, Youth Ministry, and Property, the Ushers, Music Ministry and the Altar Guild. Other committee assignments may be made to other ongoing and *ad hoc* congregational committees such as Assimilation, Public Relations, Hospitality, and Sanctity of Life.
 - c. The chairman or his designee shall report the recommendations of the BOARD to Church Council and the Voter's assembly.
 - d. The chairman may call special meetings of the BOARD and may reschedule or cancel any of its regular meetings.

4. Members of the BOARD shall care for their Care Group (see Section 6), carry out assignments entrusted them by the Head Elder, and attend and participate in regular meetings.
 - a. Elder participation in monthly meetings is a key responsibility and one that Elders must not neglect.
 - b. Accordingly, it is the expectation that all Elders should attend all meetings.
 - c. Should an Elder not be able to attend a meeting, he should notify the Head Elder.
 - d. It is the duty of the Head Elder to reach out with Christian love to those Elders who do not attend meetings regularly and to try and bring them back to regular attendance.
 - e. It is the duty of an Elder to recognize if he does not have time in his schedule to meet the commitments of the position.

5. The BOARD shall meet once a month, except up to twice per year when the meeting may be cancelled (refer to section 3.d.).

6. While the entire BOARD is responsible for worship service and the spiritual welfare and activities of the congregation, both individually and corporately, as a matter of convenience each Elder is assigned care of a group of members (or “Care Group”).
 - a. No congregational member shall be without an assigned Elder.
 - b. The Head Elder shall assign members to Care Groups with the approval of the Elder responsible for the Group.
 - c. Elders are charged with developing a special concern for and relationship with the members of their Care Group, with praying for them, and with communicating with them regularly.
 - d. Elders shall discuss with the BOARD those Care Group member concerns that they judge to be of importance to the spiritual welfare of the church at large and which are not shared with them in confidence.
 - e. The Care Group of the Head Elder shall consist of, but need not be limited to, the Elders and their families.
 - f. Upon reception into membership, new members become thereby part of the Care Group of the chairman, but only until they are assigned to another Care Group.

7. The BOARD shall serve as aids to the STAFF, supporting them with prayer and helping them with special problems in their ministry. The BOARD shall:
 - a. Help the STAFF cultivate a spirit of harmony and caring among the congregation members;
 - b. Be concerned with the spiritual, emotional and physical health and welfare of the STAFF and their families; and

- c. Ensure that STAFF are provided with such compensation, housing and assistance with their work to allow them sufficient free time for personal responsibilities, study and relaxation.
8. The BOARD shall be responsible for providing adequate assistance at all worship services. To that end, The BOARD shall have and oversee a standing subcommittee dedicated to this purpose to be called “the Ushers”, that shall consist of at least a Head Usher and two assistant Ushers, that is open to all members willing and able to serve in this capacity, and that operates under guidelines they establish subject to the approval of the BOARD
9. The BOARD shall be responsible for providing adequate care of the altar. To that end, the Board shall have and oversee a standing subcommittee dedicated to this purpose, to be called “the Altar Guild”, that is open to all members of the church, and that operates under guidelines they establish subject to the approval of the BOARD.
10. The BOARD shall be responsible for encouraging members to provide music in its many forms to enhance church worship services, be they organist, pianist, soloist, instrumentalist, or choir member. To that end, the Board shall have and oversee a standing subcommittee dedicated to this purpose, to be called “the Music Ministry Committee”, that is open to all members of the church, and that operates under guidelines established by the BOARD.
11. The BOARD shall arrange for pastoral services when a vacancy occurs in a Called office, including the exercising of appropriate leadership in the Call Process as specified by the Constitution and By-Laws. No less than one Elder shall be included on any Call committee. The chairman may be so assigned and count toward this minimum representation.
12. The BOARD shall be responsible for the proper conduct of all those public worship services approved by the congregation and any special worship services requested by the STAFF. Except for the regular Sunday worship services, the BOARD will set the schedule for these worship services in agreement with the STAFF.
13. The BOARD shall make appropriate recommendations to the church council regarding the reception of new members, peaceful release and the transfer of members.
14. The BOARD shall draft an annual budget to present for approval to the Church Council once a year to include expenses for pastoral care and worship services including STAFF salaries, benefits, cell phone and conference/convention expenses; special pulpit assistance; Altar Guild expenses; miscellaneous worship supplies; the Organist’s salary and benefits; Music Ministry expenses, and remunerations for regular, substitute and special instrumentalists/accompanists/directors.
15. Each Elder is responsible for relaying important information as determined by the Head Elder or STAFF to members of his Care Group. If an Elder cannot do this, it is his responsibility to recruit a member of his Care Group to fulfill this obligation.

ELECTION AND ELIGIBILITY

1. The Head Elder shall be selected by majority vote of the congregation as defined in the church Constitution and By-Laws.
2. All Elders shall be communicant members in good standing of Trinity Lutheran Church.