

Faith Presbyterian Church

Position Description

ELDER

Title – Elder

Purpose – The Session (made up of elders and pastors) is responsible for overseeing the mission of, and providing governance over, the congregation.

General Responsibilities of Session:

- Provide for the worship of the people of this faith community
- Develop opportunities for intentional outreach and witness to those in our community who do not yet know the hope that can be found in Jesus Christ
- Oversee specific efforts to serve the poor of our community and world
- Equip, train, and encourage the people of Faith for the ministry of our church within and beyond our walls
- Nurture the spiritual health and growth of the members (all ages) of this church community
- Oversee the staff of Faith
- Encourage an atmosphere at Faith where friendships and close community thrive
- Challenge people with the privilege of stewardship
- Maintain a relationship to the higher governing bodies of the PCUSA
- Seek to develop relationships with other congregations, Presbyterian or not, in our community
- Provide oversight and administration to the finances and property of Faith.
- Receive new members and approve transfer of membership, placing individuals on the inactive list, and removing members from the rolls.
- Encourage good communication with the congregation on news, plans, hopes and concerns of our church.

(All elders are encouraged to refer to the Book of Order, G10.0000-0102, for a more information on Session/elder responsibilities.)

Term – Elected for one 3-year term (except Youth elder, who is elected for a 1-year term). Elders may serve no more than two consecutive terms. New terms begin June 1st.

Training – New elders will go through extensive training during the four months preceding the beginning of their term. This training will include regular meetings with the Senior Pastor, reading assignments, and monthly participation in Session and committee meetings.

Specific Responsibilities –

- Participate in monthly Session meetings, scheduled for the 2nd Monday of each month (7:00) and in periodic special Session meetings as needed.
- Participate in Session retreats, held each spring and fall (typically Friday night to Saturday morning). Elders will be given retreat dates several months in advance.
- Each elder is to provide specific oversight to one Session committee. This includes meeting regularly (monthly, in many cases) with that committee, recruiting and training committee team members, the oversight of committee budgets (including submitting

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budget proposals each August), and working with the appropriate staff person to set the agenda for committee meetings and objectives.

- Provide a monthly written report of committee meetings and activities to be turned in the week prior to stated Session meetings.
- Read through all Session committee reports each month and seek clarification when needed.
- Write an annual report detailing committee ministry for that past year.
- Oversee committee budgets

Skills, Knowledge and Attributes –

- Full commitment as a growing disciple of Jesus Christ. Through Him believe in one God, Father, Son and Holy Spirit.
- Commitment to working as part of a team to accomplish the goals for ministry as envisioned by Session and directed by the Head of Staff
- Demonstrated excellence in communication (speaking, listening, and writing)
- Strong organizational skills and demonstrated ability to meet deadlines
- Ability to be flexible and adaptable and is eager and willing to serve.
- Possess a deep sense of compassion, love, interest in people, and a person of prayer.
- Ability to take direction and follow through with commitments.
- Possess foresight, have a vision for the future is able to see to forest through the trees, is goal oriented and is analytical.
- Ability to maintain confidentiality.
- Commitment to maintaining integrity between ministry and lifestyle.
- Possess good character, courage, demonstrated giving, demonstrated service and humility.
- Lives life in moderation, has been a member of Faith for at least one year, attends worship regularly and is committed to the unity of the church.