

Job Description for Elders

PURPOSE OF OFFICE OF ELDER: An Elder is to be a leader in the fulfillment of the goals of the First Christian Church and its purpose as stated in the By-Laws of the church. This purpose is as follows:

To love God, to love others and to lead others to Jesus Christ.

Chair of the Elders

Make reports at all Cabinet meetings and Local Board meetings.

QUALIFICATIONS OF AN ELDER: In addition to the qualifications for officers as stated in the church By-Laws (Article III, Section C), an Elder should also be:

1. Humble
2. Dependable
3. Loyal to Christ, the Church, the Minister, the Congregation, etc.
4. Compassionate and tolerant toward others
5. Diligent in all matters of Christ, the Church, and the Kingdom of God
6. Sincere in all matters.
7. Mature in spirit

RESPONSIBILITIES OF AN ELDER: The responsibilities of an Elder revolve around two areas, one being spiritual and one being church organizational. There should be a clear understanding that neither area has precedence over the other, for each is equally important in the growth and function of the Church.

SPIRITUAL AREA DUTIES

1. Serve at the table during worship services when assigned.
2. Serve home communion when assigned and/or needed to sick and shut-ins.
3. Assume responsibility for counseling or spiritual support when requested by members of the congregation.
4. Support the minister and give counsel to him when needed.
5. Promote goodwill and fellowship throughout the congregation.

6. Be a good example and a teacher for the congregation through your daily Christian life, your regular attendance at worship services and Sunday School, your prayers, and your visible support of the programs of the Church.
7. Consider personal problems which would not be brought before the congregation and/or the Board.

ORGANIZATIONAL AREA DUTIES

1. Serve on the Board of the Church when required by the Constitution and By-Laws.
2. Regular attendance at all Church organizational meetings such as Elders' meetings and Board meetings.
3. Review the minister's performance yearly.
4. Support the ministry teams of the Church and serve on them whenever possible.
5. Serve as Elder of the Week at your appointed time fulfilling the responsibilities of that appointment as agreed upon by the Board of Elders.
6. Elders serving at the table during worship services will also serve as greeters to the congregation after services.
7. Facilitate communication between the congregation, the minister, and the Board of the Church. This is to be done by serving as a type of ombudsman for the congregation and a spokes-person for the minister and the Board.
8. Serve in the ordination services of the church for new members of the Elders and Deacons.
9. The Elders as a group should also serve as a planning commission for growth in the Church.

It is assumed that by the acceptance of an appointment to the office of Elder, each member of the Board of Elders will work diligently to fulfill each of the above stated duties.

Job Description for the Deacons

General Statement

The Deacons are the largest segment of this church's official Board. It consists of most all Board members other than Elders. The Deacons are responsible for conveying the reasons behind policies adopted or tasks undertaken. And, in return, they need to make the Official Board aware of the congregation's sentiments, ideas, and reactions to policies currently in operation.

Chair of the Deacons

Make reports at all Cabinet meetings and Local Board meetings.

SPECIFIC RESPONSIBILITIES

1. Deacons must continue to display the qualities which led to their election to office: evidence of personal growth in Christian living in all aspects of their lives, regular attendance and participation in the services of the church, regular financial contributions, and a willingness to serve.
2. As directed in the Church By-Laws, Deacons are to be members of one of the Ministry Teams.
3. Regularly attend Board meetings, ministry team meetings and other organizational meetings.
4. Deacons are to help with all Greeting and Hospitality programs as directed by the Board.
5. Deacons are to take an active role in promoting goodwill and Christian fellowship within the church family.
6. Male Deacons will have the following additional duties:
 - a. Serve communion during services
 - b. Help with male baptisms
 - c. Aid in opening of the church building as with heat, air conditioning, snow removal from walks, etc.
7. Female Deacons will have the following additional duties:
 - a. Serve communion during services
 - b. Help with female baptisms
 - c. Help with organizing food for deaths in church families or community.
8. A Chairman and Vice-Chairman will be chosen at a January Deacons meeting to serve one year.

Job Description for the Minister

Overview

The Minister shall be the spiritual leader of the congregation and is the chief operating officer who is responsible for the effective functioning of the church.

Skills Required

The Minister shall be an effective communicator, both orally and in writing; shall relate well to others; and be able to lead the congregation in spiritual growth and in service to others.

Accountability

The Minister shall be responsible to the congregation, and in matters of accountability, shall report to the Chair of the Board. The Minister shall be reviewed by the Elders on an annual basis.

Duties

1. Shall visit the families in the congregational least annually and shall visit the sick and shut-ins in a timely manner.
2. Shall work through and with members of the congregation to grow spiritually and increase the participation and membership of the church.
3. Shall supervise and review the paid employees of the church on an annual basis.
4. Shall make accurate and timely reports to the congregation, ministry teams, board and the Christian Church in Kentucky.
5. Shall work closely with church ministries teams to achieve the goals of the church.
6. Shall do counseling as the need arises and in keeping with the minister's professional training.
7. Shall prepare and give sermons with meaning and hope for the congregation.
8. Shall participate in continuing education in concurrence with the Chair of the Board and the Chair of the Elders.
9. Shall be an effective, positive, and accountable public representative of the church.
10. Shall keep the congregation, board, and ministry teams informed of activities of the Disciples movement both in Kentucky, nationally, and worldwide.
11. Other duties as may be assigned by the Chairman of the Board in concurrence with the Elders.

Christian Education Ministry Profile

Chairperson's Responsibilities:

1. Help recruit members for the Christian Education Ministry.
2. Assist in training and explaining each member's specific duties.
3. Help motivate members to accomplish their duties.
4. Follow through and see that each member is accomplishing his or her duties.
5. Hold regularly scheduled meetings at least quarterly.
6. Be accountable to the Board and the congregation.
7. Make reports at all Cabinet meetings and Local Board meetings.

Christian Education Ministry Descriptions:

1. The purpose of the Christian Education Ministry is to provide opportunities for Bible Study and Discipleship to all ages. This includes but is not limited to Sunday School, Vacation Bible School, Youth Group Meetings and Activities, Children's Activities, Small Group Bible or Christian Book Studies, and the Church Library.
2. The Christian Education Ministry will help recruit workers for its programs and activities.
3. They will offer encouragement and training as needed to support the programs of Christian Education.
4. Materials and supplies will be ordered and provided to those who are working in the programs of Christian Education.
5. Programs will be publicized through the church newsletter and other appropriate methods to encourage participation.

Membership Ministry Profile

Chairperson's Responsibilities:

1. Help recruit members for the Membership Ministry.
2. Assist in training and explaining each member's specific duties.
3. Help motivate members to accomplish their duties.
4. Follow through and see that each member is accomplishing his or her duties.
5. Hold regularly scheduled meetings at least quarterly.
6. Be accountable to the Board and the congregation.
7. Make reports at all Cabinet meetings and Local Board meetings.

Membership Ministry Descriptions:

1. The Membership Team is in charge of the dinners and informing the congregation about the dinners and programs for each. These dinners include the Congregational Annual Meeting Dinner, the Fourth of July Picnic and the Monday Night Dinners.
2. They provide cookies, punch and treat bags for Santa, plan the meal for Hanging of the Greens.
3. They will send a special invitation to all new members and also include visitors about upcoming events and activities.
4. They will keep a record of all new members so that they may be included and keep the Church Directory up to date.
5. They will send cards to members who are ill and haven't been able to attend Church.
6. They recognize the work done by various members in the Church and give them tokens of our appreciation.

Mission Ministry Profile

Chairperson's Responsibilities:

1. Help recruit members for the Missions Ministry.
2. Assist in training and explaining each member's specific duties.
3. Help motivate members to accomplish their duties.
4. Follow through and see that each member is accomplishing his or her duties.
5. Hold regularly scheduled meetings at least quarterly.
6. Be accountable to the Board and the congregation.
7. Make reports at all Cabinet meetings and Local Board meetings.

Mission Ministry Descriptions:

1. World Outreach: interpret to the congregation the church's outreach program through giving to the Disciples Mission Fund and special offerings.
2. Evangelism: Develop a yearly evangelism program to be as comprehensive as possible.
3. Community Outreach: Bear responsibility for this church's participation in ecumenical church activities in the community (including serving on committees).
 - a. keep in contact with the minister concerning community ministerial programs
 - b. See that the congregation has a continuing ministry to such community activities as Helping Hand and Meals on Wheels
4. Denominational Work: Supervise relations with District 10 of the Christian Church, the Regional and General Structure.

Property Ministry Profile

Chairperson's Responsibilities:

1. Help recruit members for the Property Ministry.
2. Assist in training and explaining each member's specific duties.
3. Help motivate members to accomplish their duties.
4. Follow through and see that each member is accomplishing his or her duties.
5. Hold regularly scheduled meetings at least quarterly.
6. Be accountable to the Board and the congregation.
7. Make reports at all Cabinet meetings and Local Board meetings.

Property Ministry Descriptions:

1. Property Maintenance: Oversee any current needs of maintenance, advise as to preventive maintenance and long-range goals for property including scheduling and planning of Work Days.
2. Property Acquisition: Supervise the purchase of new church property, including furniture, appliances, etc.
3. Long Range: Be responsible for developing long-range recommendations concerning property.

Stewardship and Finance Ministry Profile

Chairperson's Responsibilities:

1. Help recruit members for the Stewardship and Finance Ministry.
2. Assist in training and explaining each member's specific duties.
3. Help motivate members to accomplish their duties.
4. Follow through and see that each member is accomplishing his or her duties.
5. Hold regularly scheduled meetings at least quarterly.
6. Be accountable to the Board and the congregation.
7. Make reports at all Cabinet meetings and Local Board meetings.

Stewardship and Finance Ministry Descriptions:

1. Church Finances: Control the spending and record-keeping of the Church. Sign checks. Report to the Board upon the financial status of the Church.
2. Stewardship Education: Teach the congregation about the importance of stewardship, insuring that stewardship opportunities are well advertised and clearly understood.
3. Long Range Financial Investments: Study various financial investments and make recommendations for action the Local Board. Manage the Endowment Fund of the Church.

Worship Ministry Profile

Chairperson's Responsibilities:

1. Help recruit members for the Worship Ministry.
2. Assist in training and explaining each member's specific duties.
3. Help motivate members to accomplish their duties.
4. Follow through and see that each member is accomplishing his or her duties.
5. Hold regularly scheduled meetings at least quarterly.
6. Be accountable to the Board and the congregation.
7. Make reports at all Cabinet meetings and Local Board meetings.

Worship Ministry Descriptions:

1. Work closely with the minister to support and to maintain a positive spiritual experience through worship services.
2. Assist in the selection of bulletins for the regular service and special services.
3. Assist with the special services for Palm Sunday, Maundy Thursday, Easter Sunday, Mother's Day, Memorial Day, Father's Day, Fourth of July, Music Appreciation Sunday, Youth Sunday, Laity Sunday, and Christmas Eve Service.
4. Plan and prepare for Twenty-four Hours of Prayer. Create the area of prayer, prepare communion, contact the City police for a patrol car, and order prayer books.
5. Post the Flower Chart by December 1 of each year.
6. Clean Communion trays twice per year; usually at Easter and Christmas. Monitor the Registration books for replacement and pencil status.
7. Keep the paraments clean and correct for the season.
8. Encourage greeters to be responsive to their scheduled time to serve.