

## **MINISTRY JOB DESCRIPTION For Elder Council Members**

**General Purpose:** The Elder Council exists to oversee the flock and empower leadership broadly within the SMCC congregation by focusing on people (shepherding), prayer (intercession), preaching (doctrine), policy (leadership effectiveness), and purse (finances).

**Accountability to:** God and in service to the SMCC congregation.

**Qualifications:** In order to be a member of the Elder Council, a man must meet the following criteria:

1. A personal relationship with Jesus Christ as Savior and Lord.
2. The character and practice of the biblical qualifications of an elder.
3. A member in good standing of Sierra Madre Congregational Church.
4. Complete agreement with the Statement of Faith, the Covenant, and the Mission, Vision, and Values of the Church.
5. Evidence of fruitful ministry in and through the body, modeling what it means to love God, love people and make disciples.
6. Knowledge of and complete agreement with the elder's Ministry as described in this job Description and with the processes and policies established for the council's work.

**Preparations:**

1. Complete gift assessment tools Uniquely You and Strength Finders
2. Read Church Elders by Jeramie Rinne. Familiarity with other resources such as, The Emotionally Healthy Leader by Peter Scazzero, Leading Leaders by Aubrey Malphurs, and Nine Marks of a Healthy Church by Mark Dever is encouraged.

**Specific Responsibilities:**

1. To faithfully attend Elder Council meetings and participate in carrying out one's responsibilities as a member of the Elder Council.
2. To ensure the church is shepherded by means such as: prayer, small group ministry, and personal care (Acts 20:28; 1 Peter 5: 1-2).
3. To uphold the doctrinal positions of the church (Titus 1:9).
4. To discipline members of the church when necessary (Matthew 18: 15-17).
5. To oversee the church using the Bible and prayer in order to discern God's will for the church (Acts 16:4; 1 Timothy 5:17; Titus 1:5; Hebrews 13:17).
6. To set the direction of the church in keeping with the Mission, Vision, and Values.
7. To oversee, at the highest level, the finances, administration and ministries of the church.
8. To appoint, in cooperation with the Senior Pastor, all officers of the church and all members of committees and ministry teams, filling vacancies in them as they arise.
9. To evaluate and approve the Annual Budget as recommended by the Senior Pastor, and to recommend it to the Church membership for adoption.
10. To support, sustain, and protect the Senior Pastor from unreasonable criticism or hostility.
11. To provide the Senior Pastor with authentic, candid and timely feedback in addition to a performance appraisal at least annually.
12. To set, modify when appropriate, and enforce all church policies.