



## JOB DESCRIPTION:

---

Position: **Church Elder**

Organisation: **Local Church**

Revised: 27 October 2023

---

*The ministry of the Elder is one of spiritual leadership and mentoring, and church administration. By example, the Elder should continually seek to lead the church into a meaningful Christian experience. The Elder works closely with the church Pastor and functions as his/her assistant.*

*The Elder serves the community on Sabbath and also during the week. The Elder has the opportunity to grow God's church and strengthen the church community.*

## The Role:

---

### The Role of the Elder would typically include:

#### Spiritual Leadership & Ministry

- Model a solid devotional life and Christian personality.
- Ensure the spiritual nurture and well-being of all persons involved in the church, including members and non-members.
- Participate in the leadership of the congregation.
- Provide support to and affirmation of ministry leaders.
- Lead by example in relation to tithing and responsible stewardship.
- Conduct Bible studies.
- Greet attendees and visit attendees/members to encourage and nurture through relationship building, prayer, listening and sharing.
- Assist with communion and baptismal services.
- Arrange to take the communion emblems to persons unable to attend.
- Participate as Elder of the Day for the worship service – offer support to the worship coordinator (including praying during the week), welcome visiting preachers, pray for worship service participants just prior to the program commencing.
- Preach during the worship service as necessary, and/or be involved in the worship service.

## Administration

- Oversee all areas of the church particularly in the absence of the Leading Elder or Pastor.
- Chair Board/Leadership Group and Business Meetings in the absence of the Leading Elder or Pastor.
- Attend and contribute to Board/Leadership Group and Business Meetings.
- Attend and contribute to Elders' meetings.
- If applicable, oversee the recruitment of paid church support staff in conjunction with the Church Board/Leadership Group.
- Delegate responsibilities and functions as appropriate.

## Visioning & Planning

- Contribute to the formulation of the church's strategic plan, goals, vision and mission.
- If applicable to the church, analyse the Natural Church Development (NCD) report and make recommendations.
- Examine proposals for establishing and/or growing ministries.
- Plan or coordinate events or services in cooperation with the Pastor.
- Contribute to the drafting and updating of local church policies and procedures.

## Additional Duties of the Leading Elder

- Train, support and encourage the members of the Elders' Team.
- Schedule and coordinate Elders' meetings, including formulating the agenda.
- Formulate a roster of Sabbath duty Elders.
- Communicate regularly with the Elders' Team.
- If designated, organise for the delivery of flowers/cards in the case of bereavement.
- If designated, organise gifts for new members e.g. transfers and baptisms, and for other acknowledgements.
- Present a report of Elders' activities to the Business Meeting.

## **Attributes of the Elder**

- Love God supremely and demonstrate this in her/his life.
- Be ordained as an Elder.
- Be a regular attender and church supporter.
- Serve on the church Board/Leadership Group if asked to do so. In some churches not all Elders serve on the church Board/Leadership Group.
- If aged 18+ and serving as a member of the Board/Leadership Group, meet the Adsafe requirements as listed below.
- If aged under 18, sign the Young Leader Code of Conduct\* if required by the Board/Leadership Group to do so.
- Display leadership qualities to assist the Board/Leadership Group to set goals, and to communicate them in a way that empowers Church members to work together to accomplish them.
- Maintain good relationships with fellow Board/Leadership Group members.
- Faith to uplift members, withstand challenges and show confidence in God's leading.
- Knowledge for researching, gathering and analysing information when planning.
- Wisdom to reflect on and assess ideas that are considered with prayer and the guidance of the Holy Spirit.
- Honest and trustworthy.

## Term of Office

The term of office for the Elder is generally one year. For continuity and to reach long term goals, the Nominating Committee may decide to elect an Elder for a period greater than one year.

## Adsafe Requirements

Each Elder (if serving on the church Board/Leadership Group) should have:

- A cleared, current Working With Children Check or equivalent.
- Completed the Adsafe Awareness Training.
- Signed the Adsafe Code of Conduct.

\* An optional Young Leader Code of Conduct is available for young leaders aged under 18. It is located on the Adsafe website at: [www.adsafe.org.au/safeguarding/code-of-conduct](http://www.adsafe.org.au/safeguarding/code-of-conduct)

## Adsafe Contacts:

---

Phone:	1800 220 468 (Australia) 0800 442 458 (New Zealand)
Email:	<a href="mailto:training@adsafe.org.au">training@adsafe.org.au</a>
Business hours:	8:30 – 5:00 Monday to Thursday 8:30 – 12:30 Friday

Updated by Adsafe October 2023, using information from the *Seventh-day Adventist Church Manual 20<sup>th</sup> Edition (revised 2022)* and acknowledging the work of past Church Departmental Directors.