**Ministry Job Description:** PASTORAL ELDER

**Goal of Position**In the office-bearers of the church we see the love of Christ for his people. As the Lord of the church he

appoints leaders and by his Spirit equips them so that believers may grow in faith, develop disciplined

Christian living, serve others in selfless love and share with all the good news of salvation. He taught us

the spirit of true leadership when he said, “Whoever wants to become great among you must be your

servant and whoever wants to be first among you must be your slave ‐ just as the Son of Man did not

come to be served, but to serve and to give his life as a ransom for many.” (Matthew 20:26‐28).

“The elders, with the minister(s), shall oversee the doctrine and life of the members of the congregation and fellow office bearers, shall exercise admonition and discipline along with pastoral care in the congregation, shall participate in and promote evangelism, and shall defend the faith.”

**Responsible to**  
Your church Executive Council

**Job Description**These are collective responsibilities. It is important to use the different gifts of members to ensure that together all the tasks are accomplished. As an individual, you cannot do it all.  
**Edit the information below to suit your church.**

1. Build relationships

* Exercise pastoral care by serving others with the gift of time and attention
* Visit people identified by the Pastoral Leadership team
* Connect with people at your church’s local events, especially Sunday morning worship
* Respond to opportunities to minister as they arise
* Attend Pastoral Leadership Team meetings to deepen connection with other elders
* Support the Pastor in ministry

2. Participate on Sunday Mornings

* meet with Pastor for prayer prior to worship
* function as Serving Elder when scheduled (walk in and out with Pastor and give word of encouragement as well as handshake of approval)
* help serve communion

3. General responsibilities

* Exercise admonition and discipline
* Participate and promote evangelism and outreach
* Defend the faith
* Pray for God’s people

**Time Required**The elders meet on a monthly basis for a two hour meeting, as well as make visits to people within your congregation. Each church has its own system for making visits such as districts or based on need ie: seniors, new members, young adults etc. It is suggested that an elder spend two evenings a month on making visits, but then additional time for setting up these meetings and doing any follow up work.  
**Provide dates and times that the elders from your church will meet  
Also indicate on average how much time a person would have to commit on a monthly basis  
  
Length of commitment**  
Three years (this may vary from church to church)

**Training Provided**In order to develop people in their ministry roles, it is vitally important that elders are provided with training, especially for those new to the position. Included should be any resources (books, manuals, on-line resources etc), as well as the communication and transferring of attitudes, competencies and knowledge needed for effective ministry. Elders should also be encouraged to increase their knowledge and skills through attending conferences, workshops, personal study and regular Bible reading.  
**In this space provide the specific training your church would provide.**

**Qualifications or special skills**When you accept a call from your congregation to serve as an elder, you are also accepting this call from God. And so, the [form for ordination of elders](http://www.crcna.org/resources/church-resources/liturgical-forms-resources/ordination-installation/form-ordination-elders) indicates that those serving in this capacity should be believers who are Christ-like, who are mature in the faith, and who exercise their offices with prayer, patience, and humility. Additionally, elders are to

* focus on compassion, healing and restoration
* be wise counselors
* lead by example
* be open to learning and spiritual development
* be loyal to the church and the pastor

Lastly, the church is not just a place of worship and where ministry happens, but also a place of safety and trust. As such, those serving as deacons will be required to provide a current police background check.

**Benefits to this position**In your role as elder you will likely be challenged in many ways, but you’ll also be blessed in abundance. Those who have served in this capacity before testify that you will experience

* *deeper relationships*, with those you serve but also with other pastoral team members
* *growth in your faith,* as you journey with people, hear their stories and learn to trust and rely on God to guide your ministry
* *God’s kingdom expanding in small and big ways*, as you experience how the work of the elders touches the lives of others and how God transforms his people.
* *comfort in knowing your church is part of God’s solution for building his kingdom.* Although you’ll experience challenges along the way, you’ll definitely see God at work.
* *affirmation of your gifts* as you step out in faith and trust God to guide your path, plus development of skills you never knew you had.
* *joy* in seeing God at work through the pastoral elder’s ministry.

*Information provided for this document was taken from different resources including the “Elder’s handbook” by Louis Tamminga, the form for Ordination of elders and deacons as printed in the gray Psalter Hymnal plus information from a couple of Christian Reformed Churches and some on-line resources.*