## SAMPLE OF CHURCH #2

## Specific Responsibilities of Council Members

The council is comprised of the elected and ordained officers of the church who as elders and deacons are responsible for the overall administration of the ministry of the church. Its membership will be twelve in number. The council will be made up of five elders and five deacons who, based on their gifts and abilities, are nominated specifically for terms on the council. The Senior Pastor and the Pastor of Outreach & Pastoral Care will be members of the council. The President of Council will serve as moderator of the council.

The appointed term is three years (plus two optional one-year extensions).

The council will meet monthly. The council shall perform the following tasks:

1. Provide visionary leadership in setting a direction for the ministry of the church, which responds to changes taking place in the community and within the congregation.
2. Select a Council President, Vice-President and Clerk; approve the Chairman of the Deacons who will serve as moderator of the service leaders; select two additional deacons to serve as liaisons to service leaders; select one elder to serve as liaison to shepherd leaders; select one council member to serve as liaison to the worship team; select one council member to serve as liaison to the finance team; select one council member to serve as liaison to the outreach team; select one council member to serve as liaison to the youth team; select one council member to serve as liaison to the children’s ministries team.
3. Adopt annually the budget prepared by the finance team and send the budget on for congregation approval; and review progress each month in meeting the income and managing the expenses of the church.
4. Promote generous Christian stewardship among the members of the church in coordination with the budget process. This can be done in coordination with the service leaders.
5. Approve search committee personnel for selection of new ministry staff positions, and work in coordination with the Director of Support Ministries and with the Pastors to place the ministry directors into their roles.
6. Receive and review all minutes of the meetings of the shepherd and service leaders.
7. Choose by lot and approve nominated members to office during annual selection process.
8. Process all proposals for building additions or major structural changes.
9. Appoint delegates to classis and prepare classical credentials.
10. Appoint ad-hoc committees as needed (e.g. Visioning Team, Long Range Planning Team, Building Team)

**Elders**

The elders will be five in number. They will serve as voting Council members. Council meets once a month, usually the third Monday of the month. One of the Elders will serve as President of Council, one will serve as Spiritual Growth & Care Elder working with the Shepherd Leaders, one will serve as the Outreach Elder, one will serve as the Worship Elder, and one will serve as the Youth Elder. The Lead Pastor and Associate Pastor will meet with the elders as needed. *This position requires the completion of the Spiritual Gifts class either prior to or immediately following their appointment to the position.*

# The general duties of an Elder are as follows:

1. Assist the pastors in the administration of the sacraments and the exercise of discipline.
2. Receive all new members and act on all professions of faith. These functions will be done in cooperation with the shepherd leaders.
3. Oversee and supervise the doctrine, life and work of the pastors. Through the pastors, they shall oversee and supervise the doctrine, life, and work of all ministry staff.
4. Oversee the work of the shepherd leaders.
5. Pray for and encourage all the various ministries and their leaders.
6. Serve as a voting member of Council, which meets the 3rd Monday of each month.
7. The Elder will be invited to participate in the Thanksgiving Day Football game (usually 8:00 a.m.). Council and leaders against Youth! (This is voluntary.)

# Specific Responsibilities of the President of Council

1. Serve as moderator of Council meetings.
2. Maintain regular contact with and encourage the Senior Pastor.
3. Work with the Director of Support Ministries to perform an annual evaluation on the Lead Pastor.
4. Serve as Chairperson of the Council Advisory Team. This team meets monthly, usually the week before a Council meeting.
5. Run Congregational meetings in conjunction with the Pastors.
6. Appoint liaisons to committees as needed, such as the Christian Education Committee liaison.

# Specific Responsibilities of the Outreach Elder

1. The Outreach Elder will be a member of the Outreach Team and will serve that team with advice and service as needed.
2. The Outreach Elder will also serve as the Council liaison to the Mission Support Team (an Outreach Ministry).
3. Work with the Director of Support Ministries to perform an annual evaluation on the Outreach Pastor.
4. Maintain regular contact with and provide encouragement to the Outreach Pastor.
5. Review the bi-monthly Outreach reports to Council and represent the Outreach Pastor if he is absent from the Council meetings should questions arise regarding ministry details.
6. Review the MST minutes and represent the Mission Support Team if there are any action items for Council to vote on.
7. Pray for the various Outreach ministries and the volunteers.

# Specific Responsibilities of the Shepherd Leader Elder

1. Attend and participate in monthly shepherd leader meetings. These are typically scheduled for the 2nd Monday of each month.
2. Provide on-going encouragement and support to shepherd leaders at meetings and throughout the month.

# Specific Responsibilities of the Worship Elder

1. The Worship Elder will serve as liaison to the Worship Team. The Worship Elder should be able to answer questions at Council meetings related to written reports submitted by the Worship Director.
2. The Worship Elder will work closely with the Director of Worship and Arts providing encouragement, support, advice and assistance in direction and goal-setting for the worship and arts ministries.
3. The Worship Elder will be responsible to attend bi-weekly Worship Team meetings.

# Specific Responsibilities of the Youth Elder

1. The Youth Elder will serve as liaison to both the Sr. High and Middle School Ministry Directors. The Youth Elder should be able to answer questions at Council meetings related to written reports submitted by Youth Directors.
2. The Youth Elder will be responsible to attend some of the leaders’ meetings and/or youth activities during the year.
3. The Youth Elder serves as a member of the Abuse Prevention Team.

## Deacons

The deacons will be five in number. They will serve as voting Council members. Council meets once a month, usually the third Monday of the month. Three of the Deacons will serve as Spiritual Growth & Care Deacons working with the Service Leaders (Administrative Leader, Project Team Leader, and Compassion Team Leader), one will serve as the Children’s Ministry Deacon, and one will serve as the Finance Deacon. The Senior Pastor will meet with the deacons as needed. *This position requires the completion of the Spiritual Gifts class either prior to or immediately following their appointment to the position.*

**The general duties of a Deacon are as follows:**

1. Approve priorities for the congregation's giving to general causes and evaluate requests for support.
2. Provide for the regular collection and disbursements of offerings. These functions will be done in cooperation with the service leaders.
3. Oversee the work of the service leaders.
4. Be on a rotation along with other deacons and service leaders to collect during Sunday morning’s 9:00 & 10:30 Worship services and Sunday evening’s 5:00 Worship service.
5. Train and oversee the work of the Counting Committee.
6. Pray for and encourage all the various ministries their leaders.
7. Serve as a voting member of Council, which meets the 3rd Monday of each month.
8. The Deacon will be invited to participate in the Thanksgiving Day Football game (usually 8:00 a.m.). Council and leaders against Youth! (This is voluntary.)

Specific Responsibilities of the Spiritual Growth & Care Deacon (Administrative Leader)-

1. The administrative leader will be a member of the council advisory team, which meets monthly (usually one week prior to council meetings).
2. The administrative leader will be on a rotation along with other deacons and service leaders to collect during Sunday morning’s 9:00 & 10:30 Worship services and Sunday evening’s 5:00 Worship service.
3. The administrative leader will present and focus the service leaders and deacons on the vision for ministry.
4. The administrative leader will create the monthly service leader meeting agenda and run the meetings.
5. The administrative leader will be responsible for preparing a bi-monthly council report and submitting it to council.
6. The administrative leader will be responsible for encouraging the service leaders and praying for them.

**Specific Responsibilities of the Spiritual Growth & Care Deacon (Project Team Leader)-**

1. The project team service leader deacon will be on a rotation along with other deacons and service leaders to collect during Sunday morning’s 9:00 & 10:30 Worship services and Sunday evening’s 5:00 Worship service.
2. The project team service leader will assist in the training of new and existing project team service leaders.
3. The deacon will assist in setting up a mentor and/or prayer partner for each new project team service leader.
4. The deacon will assist in coordinating a variety of compassion related ministry activities, such as food drives, blood drives, Samaritan meals, and Angel Tree ministry.
5. The deacon will assist the project team service leaders in seeking out ways to communicate service opportunities to the congregation and encourage people to get involved.
6. The project team service leader deacon will be responsible for encouraging the project teams and praying for them.

Specific Responsibilities of the Spiritual Growth & Care Deacon (Compassion Team Leader)-

1. The compassion team service leader deacon will be on a rotation along with other deacons and service leaders to collect during Sunday morning’s 9:00 & 10:30 Worship services and Sunday evening’s 5:00 Worship service.
2. The compassion team service leader deacon will assist in the training of new and existing compassion team service leaders.
3. The deacon will assist in setting up a mentor and/or prayer partner for each new compassion team service leader.
4. The deacon will work with the Director of Support Ministries in coordinating Good Sense Counselor Training Workshops for all compassion service leaders and deacons.
5. The compassion team service leader deacon will review and educate the compassion service leaders about the compassion fund procedural standards for dispersing Compassion Funds, as well as, the process for financial assistance.
6. The compassion team service leader deacon will be responsible for encouraging the compassion teams and praying for them.
7. The compassion team service leader deacon will be responsible for maintaining the Compassion Fund checkbook.

## Specific Responsibilities of the Finance Deacon

1. The Finance Deacon will serve as a voting member of Council, which meets the 1st Monday of each month.
2. The Finance Deacon will be a member of the Finance Team and will serve that team with advice and service as needed. The Finance Team normally meets once a month.
3. This deacon will serve as a liaison between Council and the Finance Team and strive to promote good communication and a spirit of cooperation.
4. The Finance Deacon will be on a rotation along with other deacons and service leaders to collect during Sunday morning’s 10:30 Worship service and Sunday evening’s 5:00 Worship service.
5. Thanksgiving Day Football (8:00 a.m. usually). Council and leaders against Youth! (This is voluntary.)

# Specific Responsibilities of the Children’s Ministry Deacon

1. Maintain regular contact with and encourage the Director of Children's Ministries.
2. Review the bi-monthly Children’s Ministry reports to Council and represent the Children’s Ministry Director at the Council meetings if questions should arise regarding ministry details.
3. The Children’s Ministry Deacon will be a member of the Children’s Ministry Team and will serve that team with advice and service as needed. The Children’s Ministry Team normally meets 3-4 times per year.
4. Pray for the Director of Children's Ministries, the various children's programs, and the volunteers.

**Office Bearer Positions**

The Council office bearing positions are:

* **President of Council**
* **Vice-President of Council**
* **Clerk of Council**
* **Chairperson of the Deacons**
* These will be voted on annually in May or June
* Nominations may be made by any of the Council members
* The Council Advisory Team may make recommendations for who is nominated for these positions
* The President and VP of Council must be Elders of Council
* The Clerk may be either a Deacon or Elder
* The Chairperson of the Deacons may be elected through votes by all council members, not just by a Deacon vote
* The President must have 2 years remaining in their 4 year term in order to be elected

The President will be a member of the Council Advisory Team. He or she will lead the Council meetings. The President will serve as liaison to the Pastors.

The Vice President will lead the Council meetings in the President’s absence. The Vice President will serve as a member of the Abuse Prevention Team (see Abuse Prevention Policy for details of responsibilities).

The Clerk will receive all correspondence and distribute to proper recipients or bring to the Council Advisory Team. The Clerk will sign all Baptism papers, Profession of Faith documents, transfer in and transfer out forms, and all Synod and Classical meeting credentials. The Clerk will take the Council minutes.

The Chairperson of the Deacons will receive all diaconal correspondence and distribute to the proper recipients. If there is a Deacon meeting called, the Chair will lead the meeting.

###### Council Advisory Team

A Council Advisory Team (CAT) consisting of the Lead Pastor, the Director of Support Ministries, the President of Council, and the Chair of the Deacons was established in September 2003 to provide expediency and organization to the council. CAT’s functions are:

1. To organize issues into presentable form to more efficiently expedite the work of the full council. (e.g. screen communications to determine what person or committee should address it or if the full council needs to make a decisions; receive membership transfers, put them into report form and present to council for single vote.)
2. To develop strategies to address main issues. (e.g. facility planning, staffing, measuring progress of our goals, etc.)
3. Ensure follow-up. (e.g. Dave Doyle’s letter regarding his pastoral care request.)
4. Other