

MINISTRY DESCRIPTION

BOARD OF ELDERS

QUALIFICATIONS:

1. Born Again
2. Have a regular, consistent, devotional life with Jesus.
3. Have a desire to serve in this area. I Tim. 3:1
4. Nominated by the Pastor and present Board of Elders.
5. Shall be ratified by the membership of the church present at the annual business meeting.
6. Be of legal age and shall have been an active member for 12 months.
7. Display the godly life set forth in I Timothy 3, Titus 1 and I Peter 5.
8. Have a spirit of unity and willingness to work with others. This implies that once the board has reached a consensus (unanimous) decision, every board member must give support to the decision. If a consensus on any particular issue cannot be reached in a board meeting, the issue will be tabled until the next meeting while the board fasts and prays for clarity on the matter. At the next meeting, brief discussion will be held that reveals any new information and then a decision will be made.
9. Be faithful to the House of God. Attendance is expected at services. It is understood that there will be times that the board member will be absent due to vacation, weather, illness, etc.
10. Tithe (means giving 10% of your gross income) and give financial support to the church.
11. Be in harmony with the vision of the church.
12. Display the fruit of the Spirit
13. Must abstain from tobacco and alcohol and have personal life in order.
14. Must abide by the biblical guidelines of sexuality- sex is to be between one man and one woman in the context of marriage for life.
15. Must be committed to prayer- private and (public); individual and corporate.

DUTIES:

1. Elected for a two year term of office.
2. The board of elders shall (Art. 7, Section 6 of our bylaws):
 - A.** Serve as the board of directors of the corporation.
 - B.** Work in concert with the senior pastor to pursue the mission of the church.
 - C.** Approve the annual budget, with salaries for all paid personnel; manage the legal and financial affairs of the church, and provide for the appropriate care, maintenance, and insurance of properties owned by the church. Individual members of the board of elders shall not independently make decisions in the name of the church.
 - D.** Sign legal papers such as deeds, mortgages, and leases that have been approved in accordance with these bylaws.
 - E.** Submit decisions affecting sale or purchase of real property or decisions to incur indebtedness exceeding \$15,000.00 for ratification by a majority of active members in good standing present at an annual or specially called business meeting. Property of the church shall not be sold, leased, mortgaged or the title otherwise encumbered without first obtaining counsel of the regional executive director.
 - F.** Assure accurate, monthly records of the financial receipts and expenditures of the church are maintained and reported. Review all financial reports monthly. Copies shall be available to active members in good standing and the regional executive director.
 - G.** Appoint all staff pastors and other personnel, both paid and unpaid, upon recommendation of the senior pastor.
 - H.** Approve the development and discontinuance of church ministries or departments and committees, which shall be appointed by, accountable to, and their responsibilities and authority defined by the senior pastor and board of elders.
 - I.** Communicate and coordinate with the regional executive director in the absence of the senior pastor, a transition between senior pastors, or other emergencies, as prescribed in the Open Bible Manual.
3. Be present at monthly board meetings. Come prayed up with God's heart in your mind and spirit.
4. Out of courtesy and respect for the position and ministries of an elder and to the pastor, it is asked that the
elder notify the pastor if he/she is going to be absent from a service or meeting.

5. Be prepared to minister when called upon. (II Timothy 4:2)

For example: Serve communion, prayer at altar, membership ceremony

6. One of the most important duties of the elder is to be an “Armor Bearer” for the Pastor and his wife. This

means that you stand with the Pastors and protect them when necessary. The elders are some of the

primary support systems of the Pastors. Don’t fail them. They are counting on you.

7. Your job as an elder is not to listen to gripes, complaints, or gossip. To protect yourself from being drawn into gossip and complaints, elders should direct people to practice Biblical conflict resolution as directed by Matthew 18:15-17.

8. Pray for the Pastor and his family. They want your prayers. Feel free to go up to them and pray for them during prayer times. Encourage them. The Pastors are people too!

9. Help determine, along with the Pastors and other elders, what God is saying to our church.

10. Offer counsel to the Pastors. They want your loving and direct counsel.

11. Be involved in the services we have. This includes special services and ministries we are involved with as a church.

12. Hold the Pastor accountable based on goals he has set for himself and shared with the board.

-spiritually

-physically

-amount of time spent on ministry

I have read the above qualifications and duties and agree to follow them.

Signature

Submitted by, Will Hunsaker