

Officer, Staff & Congregation Job Descriptions

1. OFFICERS

1) Elders

Men who are duly elected as the elders of the church have the authority and responsibility to oversee the fulfillment of the church's ministry plan and to oversee the pastoring of the church, which includes:

- shepherding a small flock of approximately 10 families in one's parish
- to be on shepherding care teams and reconciliation teams for those who are in times of crisis and/or grievous sin
- to disciple a handful of men
- to "equip the saints to do the work of ministry"
- to serve in performing membership interviews and exit interviews
- to assist teaching pastors in the offering of communion and the performing of baptism

2) Elder Commission (Elder Ministry Team – EMT)

The EMT is comprised of the pastor and 9 elders who have the authority of a commission of the elders at large to perform on their behalf the responsibility of overseeing the fulfillment of the church ministry plan, which includes establishing policy and approving of budget. (See EMT Orientation document for details of responsibilities.)

3) Deacons

Deacons serve under the authority of the session (EMT) to care for the physical and emotional needs of the flock, distributing available resources of the church, designated by the session. As modelled in Scripture, the deacons are available to take any responsibility deemed necessary by the session to free them to their God-given responsibilities (Acts 6).

4) Deacon Commission (Deacon Ministry Team – DMT)

The DMT is comprised of 8 deacons plus a church staff member who serves as a liaison to the staff. In addition to one deacon chosen to serve as chairman of the DMT, the remaining seven serve as a team leader of one of seven teams of deacons. Those seven teams are:

- (1) Deacon Care
- (2) Stewardship
- (3) Widows
- (4) Communion preparation
- (5) Communications and technology
- (6) Audit
- (7) Building and Grounds

2. STAFF

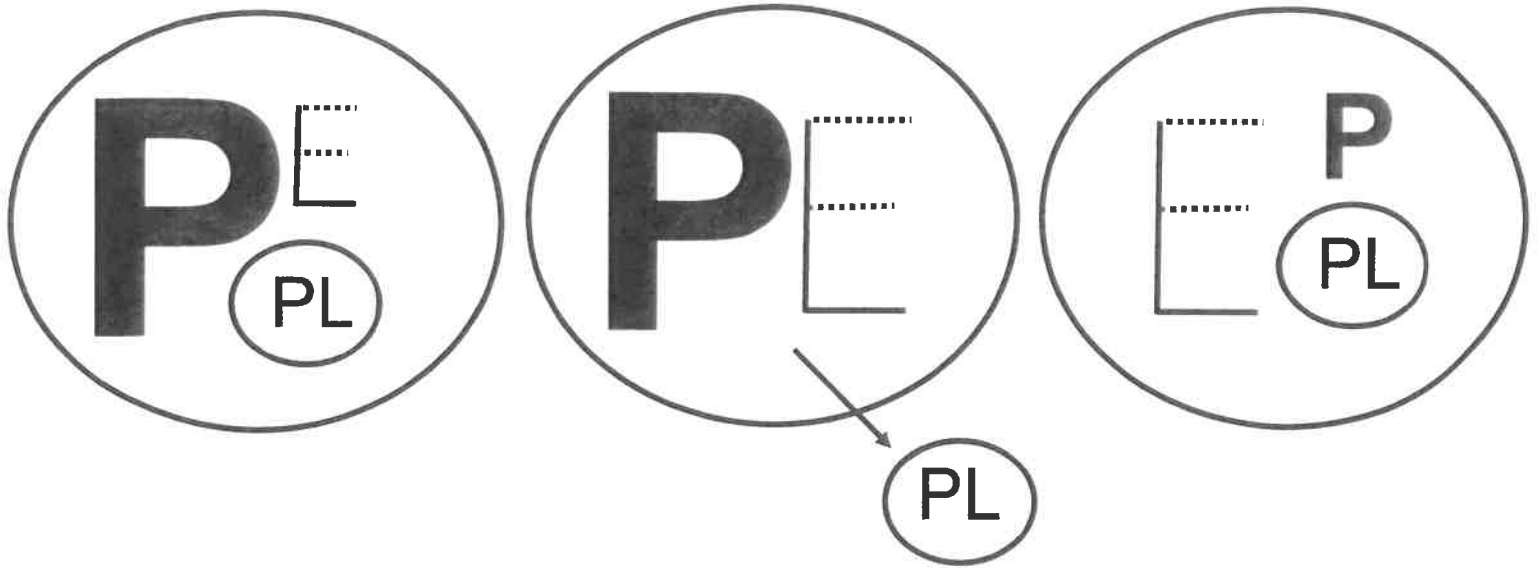
1) Staff At Large

The staff serve under the authority of the Executive Leadership Team (ELT) to give primary leadership to the equipping of the saints and the shepherding of the flock. It is their job to create and maintain effective processes, programs and culture to make the Bride of Christ as beautiful as she can be. (See Staff Big Win document for creating cultures, etc.).

2) Senior Pastor

The Senior Pastor is responsible to lead the staff to successfully fulfill the purpose, vision, mission, values and goals of the church on schedule, as approved by the elder commission (EMT). He is responsible for the hiring of all staff (though delegated through other staff depending on the level of staff). It is his job to work, seeking the counsel of the staff of his choice, to bring a ministry plan (updated annually as needed) to the EMT for approval. He is responsible to create and maintain a healthy morale among the staff and membership of the church (with the support of the EMT).

3 options for his use of time



P = Pastoring Role

E = Leader-Equipping Role

PL = Personal Life

Requirements for him to be an effective leader-equipper

- (1) He must be faithful to focus only on his agreed upon responsibilities.
- (2) The membership must be willing to be equipped and be the ministers.

3. CHURCH MEMBERS

Church members have a threefold job description:

- 1) to get equipped to do the work of ministry
 - this involves willingness to discover their spiritual gifts and get equipped to use their natural talents and spiritual gifts
- 2) to seek God as to where they can best use their natural talents and spiritual gifts in the service to God and His Kingdom
- 3) to be available and faithful to pursue use of these talents and gifts as God places an opportunity before them

Summary Analogy

All seem to agree that the owner of the church is God. Beyond this, there is often much confusion about the job responsibilities of elders, staff, and members. To use a business analogy, the elders and staff do the work of the employer. They look to God for direction through His Word and prayer. It is their job to equip the employees (the members, who do the work of ministry), These members are responsible to minister one to another, as well as the unchurched (the primary customer).

