

KURRI KURRI BAPTIST CHURCH

Elder Role Description

Document 39	
Replace existing document?	Yes
Version:	2.1 (Reviewed and updated)
Details of superseded documents:	(Version 2.0) Elder Role Description. Reviewed, updated, reformatted and adopted by Governance Body on 3/7/2023 (Version 1.0) Elder Prepared and reviewed by Ministry Leaders and Transition Team (as per report October 2020)
Model Document Credit:	N/A
Adopted by governance body on:	3/7/2023
Last date reviewed:	30/6/2024
Review due date (annual review):	30/6/2025

Note: Throughout this document, "Church" refers to Kurri Kurri Baptist Church (KKBC), the local Church which adopted this document.

Role Title

Elder

Role Description

Elders shall support the spiritual ministry of the Pastor/s and share with the Pastor/s in the Pastoral Care of the Church

Responsibilities

- The Pastor/s, Elders and Deacons may be appointed as the Leadership of the Church. Such Leadership will attend to the affairs of the Church within the framework of the Constitution and are responsible for the adherence to Laws and Legislation that are in force from time to time
- In cooperation with the Pastor/s, Elders shall assist in shepherding those who are part of or associated with the Church, willingly and ably encouraging and building up such people and being an example to the Church in Christ-like living
- In cooperation with the Pastor/s, Elders shall participate in the visitation, care, discipline and support of all who attend the Church
- In cooperation with the Pastor/s, Elders shall participate in the preaching and teaching ministry of the Church when they are recognised as having these gifts and are invited to do so by the Pastor
- Elders, while meeting separately, may attend, participate and vote in Deacons' Meetings by mutual agreement. An Elder will not be a Deacon
- Should there be no Pastor/s, the Elders will assume pastoral responsibilities. In the absence of the Pastor/s and Elders, the Deacons will assume their respective responsibilities
- Where more than one Pastor is appointed, the Pastors shall comprise the Pastoral Team in which one will be the Pastoral Team Leader, appointed by the Church. The Pastor or Pastoral Team Leader shall normally be ex-officio Chairperson of all organisations, although the responsibility may be delegated to another member of the Pastoral Team, an Elder, a Deacon or a Church Member

Prerequisites and/or skills required

- Church Member
- Compliance with the Procedure for Staff and Volunteers

Supported by

- Church Leadership, and Church

Term

- The Biblical material, especially 1 Timothy 3:2-7, Titus 1:7-9 and 1 Peter 5:1-4, shall be considered by the Church when appointing Elders. Only persons of known maturity, spirituality and gifts appropriate to the office shall be appointed
- The appointment of an Elder must follow the nomination process for appointed officeholders, as per the Constitution
- The Church at the Annual Church Meeting may appoint Members of the Church who are over the age of 21 years, and have been in Membership for at least twelve months, to the office of Elder
- Elders shall be appointed upon a 75% majority of Members present, eligible to vote, and voting at the Annual Church Meeting

- The term of office shall usually be two years with eligibility for reappointment. They shall be eligible to be renominated for a further two years however this will be followed by a break of at least one year

Reporting to

- Church Leadership, and Church

Reporting method and frequency

- By way of close and direct liaison with the Pastor, and contribution to the Pastor's annual written report for the Annual Church Meeting