

Elder Expectations and Commitments

- **Visitation.**
 - Each elder will personally visit each shut in annually.
 - Elder will send note of encouragement to any member absent for two weeks.
 - Each Elder will contact and visit any member who has not attended service over a four-week period as available.
 - Elder will attend visitation or funeral for any of our members or direct family members as available.

- **Elders Meetings.**
 - Elders will meet twice a month to conduct and review church business and activities.
 - Minutes will be maintained from the meeting and posted in an accessible point to allow easy access.
 - Each deacon or ministry leader will attend and report in the elders meeting quarterly.
 - Each minister will be invited monthly to provide updates on congregation and areas of work.
 - Meet with all three ministers combined at a minimum of every other month.
 - Develop clear job descriptions for each minister and office staff. We will meet biannually to review, evaluate, and discuss with each employee individually.
 - Elders will review and approve annual calendar by November 1st for the following year. The calendar will be posted and made available to the congregation on January 1st.
 - Complete at least one meeting per year for all elders, deacons, and ministry leaders.
 - Schedule one meals for elders, deacons, ministers, and their wives annually.

- **Member engagement.**
 - During service.
 - Elders will commit to be at service at least 20 minutes prior to the beginning of service.
 - Elders will ensure that each member is personally spoken to by utilizing the process of covering each section of the auditorium.
 - Follow up card will be sent to any member who has missed service for two weeks.
 - Member Engagement (outside service)
 - Elders will commit to hosting five different families per quarter to foster relationships (3 Families/members you do not know well and two you know).
 - There will be two elders present for any Major Congregational events.

- **Communication.**
 - Communication with one another.
 - Each elder will report to the congregation on their specific areas of oversight each time that they are on call.
 - Elders will visit each adult classroom quarterly to offer prayer and support.
 - Annual open forum with the congregation to ensure transparency. Questions will be submitted in advance, and elders will be allowed time to develop a response.
 - Each elder will meet monthly with direct reports for their responsible areas to discuss challenges and offer encouragement.
 - Any member updates will be shared between elders and ministers immediately to ensure that member needs are identified. Text messages and email works very well for this purpose.
 - Quarterly provide an update to the congregation regarding ongoing work, and opportunities for involvement.

- **Elder on Call Duties.**
 - The elder on call will rotate monthly per schedule unless otherwise noted.
 - Elder on call will visit all hospitalized members or delegate to ensure that each hospitalized member receives a visit.
 - Elder on call will contact and visit any member who has not attended service over a four-week period.
 - Elder on call or delegate will attend visitation or funeral for any of our members or direct family members.
 - The elder on call will contribute one article to the bulletin to communicate with the congregation (Content – Report on area of work, encouragement from scripture).
 - The elder on call will attend any scheduled mission committee meetings for assigned month.