

Elder Responsibilities in the Church of Jesus Christ

February 2014

Daily tasks for a typical week day (in addition to personal prayer and study):

Prayer and Intercession

- Prayer for the church is an elder task, in addition to his own prayer life.
- Prayer for the church as a corporate body, its future, its trials, its successes
- Prayer for the church's witness in the world
- Prayer for the church's physical needs as a body
- Intercede for church members individually – their needs and spiritual health
- Intercede for church members' children and extended family when needed
- For self, study, work

Study

- Ongoing general Bible study for a well rounded grasp of the Word
- Study for shepherding, counseling and other pastoral tasks
- Particular study for sermon preparation and preaching
- Study for establishing and testing church doctrinal positions
- Study for doctrinal defense
- Study for music selection, listening and reviewing music, etc.
- Study to improve one's preaching skill and effectiveness

Preaching/Teaching

- Study (see above)
- Passage Diagramming
- Sermon Outlining
- Performing word studies
- Sermon Writing
- Rewriting / editing
- Preparatory run
- Preaching the Word

Communications

- Music leader dialog
- Service people/Deacons dialog
- Writing and documenting official positions
- Communications with members / Knowing needs
- Previous sermon edit, QC, publishing

Periodic Tasks (in addition typical daily tasks)

These tasks are either scheduled but not necessarily daily, are special tasks, are unscheduled, or that arise out of emergencies or special needs. Some of these tasks require a pastor to be available 24 hours a day.

I. Care of the Flock

Many of the following are caring/nurturing of the flock. They are not exclusive, nor do they always look the same. Some aspects of caring for the flock are fairly unique, unable to be categorized, or are not visible to the church as a whole. Discretion is frequently required, the church is unable to see much of the work of a shepherd simply because it is confidential. Some shepherdly care might take the form of:

- Encouragement
- Phone calls
- Lunch meetings
- Participation in family events
- Distributing benevolence
- Organizing service / helps
- Rebuking / Confrontation / Discipline
- Discipleship special needs
- Greeting and verbal outreach to visiting families
- Follow up phone calls/communications with visiting families

II. Elder Meetings (Titus 1:5-9)

- Elder Meeting agenda prep
- Note keeping / Minutes
- Reporting, accountability to church
- Accountability to one another
- General business task planning, which give rise to:

III. General Business, Logistics, Special Study

- Member services, transfers, records, etc.
- Church Business & Relations with other churches

- Marketing and PR
- Networking
- Financial / Practical Decision Making
- Logistics, Planning, Materials evaluations
- Communications
- Special Study (evaluating teachings, ministries, books, events, resources, etc. upon the request of members and fellow elders)

IV. Visitation - James 5:14

- Sickness
- Trauma / Hospitals
- Trials and conflict
- Job Loss / Financial Burdens
- Family deaths
- Disaster
- Family Conferences / Informal counseling
- Confrontations / Interventions
- Study, prayer and preparation for such visitations

V. Fasting

VI. Counseling

- Relationship Counseling
- Dealing with sin
- Discerning and planning the future
- Marriage relationships
- Sexual relationship counseling
- Child training counseling
- Study, prayer and preparation for such counseling

VII. Hospitality

VIII. Presiding Events

- Funerals

- Weddings
- Baptisms
- Study, prayer and preparation for such events
- Preparation of participants for these events
- Interaction with service providing staff- hospitals, funeral homes, facilities directors, etc.

IX. Elder/Deacon Candidate Teaching/Oversight

- Curriculum development
- Regular meetings
- Study and coursework

X. Missions related work

- Participating in alliances for common goals (NCFIC, etc)
- Hosting and planning local events to the community
- Participating in Outward facing communications and projecting our church influence to our neighbors
- Participating in conferences or contributing to outside ministry efforts
- Evangelism efforts when appropriately gifted (prison preaching, street preaching, etc.)