

CHECKLIST OF DUTIES FOR ELDERS

I. SHEPHERD

1. Visit each family in the district once every 18-24 months

Aim for one scheduled home visit every 3 weeks.

2. Review district list every week to identify specific needs including

- New member
- Bereavement
- Birth
- Marriage
- Illness
- Questions
- Problems
- Mentoring
- Exam time
- Old age

Depending on circumstances, specific needs may be met by:

- Home visit
- Phone call
- Coffee/lunch
- Hospitality
- Email
- Social interaction

Aim for at least one of these “specific need contacts” every three weeks.

3. Aim to know the spiritual state and condition of each individual.

II. PRAY

- Private prayer for families and individuals on district list every month (average of one family per day)
- Regular attendance at congregational prayer meetings

III. GOVERN

1. Attend monthly elder meetings and joint meetings with deacons.

2. Assist and advise fellow-elders in discussions and decisions.

3. Arrange for holy administration of the sacraments

4. Administer church discipline

- Follow due biblical process especially Matthew 18:
- Identify and admonish the disorderly
- Act against the impenitent and receive the penitent

5. Help with administration

IV. WATCH

1. Watch the ministers of the Word

Using quarterly preaching review form, and assess the doctrine and life of the ministers of the Word with a view to:

- Encouragement
- Correction

Identify where ministers of the Word may need help in delegating responsibilities to others.

2. Watch the congregation

Observe the congregation to see who is present/absent, active/passive, engaged/disengaged.

3. Watch the families

Ensure family worship is practiced and children are receiving Christian education.

V. TEACH

The elder should be growing in:

- Christian knowledge and wisdom
- Teaching ability

In order that they may be equipped to teach in areas of special gifting, including:

- Pulpit
- Sunday School
- Catechism Class
- Fellowship evening
- Bible Studies
- Vacation Bible School
- Church Camp
- Evangelism
- Book studies
- Distribution of good books

VI. WELCOME

Be on the look out for new families and individuals coming to church.

Offer hospitality to individuals/families/groups of families.

Aim for one hospitality event a month: (home, restaurant, coffee-shop)

VII. LEAD

Pro-active rather than reactive leadership with a willingness to take on new responsibilities

- Vision for future direction, role, and needs of the congregation.
- Mission and evangelism
- Identifying, encouraging, training future leaders and service opportunities.