

### **Job Description. Armidale Uniting Elder.**

1. It is recommended that anyone considering the position of Elder do so prayerfully, asking God for direction and guidance about this important decision.
2. Elders are elected by the Congregation.
3. “The ministry of Elder is one of spiritual oversight, and may also be exercised in pastoral visitation, teaching, encouraging members of the Congregation to share in mission, and assisting the Minister in leadership of worship and administration of the Sacraments” (National Working Group of Worship, Commissioning of Elders and Church Councillors Worship Service OC- 2).
4. It is recommended that anyone considering the position of Elder understand that their presence would be required at all meetings of the Elders Council. (it is understood that there are circumstances that may prevent someone from attending and an apology should be submitted for that absence).
5. Armidale Uniting Church has chosen to keep the Elders Council as a separate missional working group, whilst remaining a sub-committee of the Church Council.
6. When elected, Elders can specify whether their ministry in the Elders Council will be for a period of one to three years. It was decided in October 2018 “that after a period of two, three year terms, people are asked to take a break before re election”.
7. Pastoral visitation lists are drawn up by the Elders.
8. Minutes of the Elders Meetings are circulated to each member. An agenda with reports is circulated by the Chairperson to each member before each meeting. A report from the Elders Meeting will be presented to Church Council.
9. It is recommended that anyone considering becoming an Elder read the regulations of the Uniting Church, concerning the role of Church Councillors and Elders. (see Regulations 3.1.2 and 3.3.1 and 3.3.2).
10. In the Uniting Church, the Congregation makes all major decisions. The Elders Council works for and on behalf of the Congregation, therefore Elders must consider the viewpoints of the Congregation in the decisions that are made.
11. Elders are entitled to membership of Church Council. Elders are encouraged to discuss their interest in doing so at Elders meetings and in the interests of continuity, committing to attendance at Church Council for at least one year. Elders who serve on Church Council have a particular responsibility to ensure that such spiritual matters have priority in the work of the Church Council. (National Working Group of Worship, Commissioning of Elders and Church Council Worship Services OC-2)
12. Discussion at Elders Meetings is confidential.

### **The Aim of the Elders Council.**

The overall aim of the Church Council, of which Elders is part, is stated in the Uniting Church Regulations 3.1.13(a) “the Church Council shall give priority in its life to building up the Congregation in faith and love, sustaining members in hope, and leading the Congregation to a fuller participation in Christ’s mission in the world. This priority shall be reflected in the agenda of its ordinary meetings”.

**When and Where?** Armidale Uniting Elders Council meets monthly, every third Tuesday of the month.

**Time?** Commencing at 7.00 pm with the aim of finishing by 9.00pm.

**What happens?** The meeting shall be conducted in accordance with the manual for meetings in the Uniting Church, and is led by the Chairperson, who has been elected by the Elders Council. Minutes are kept by a Secretary, also elected by the Elders Council.

Each meeting commences with Devotions, usually consisting of a bible reading, some exposition of that reading or related article of interest, and prayer. Elders take turns in leading devotions.

Items for discussion are usually covered in reports from –

- The Minister
- Messy Church
- Any other groups that are affiliated with worship or of special interest. (eg Christmas dinner)
- General business.

Some of the other interests that Elders may deal with are –

- Planning or progress of Bible or other study groups.
- Allocation of responsibilities in assisting with the Sacraments (in worship services or at homes or in hospital when needed. )
- Health and healing. With God's help working towards the health and well being of our local church. At every meeting there is an opportunity for an extended prayer time.

*Still interested? You need to accept nomination by signing the appropriate nomination form. Your name, along with the other nominees, will be circulated in writing to the congregation, who will vote on the specific day that is set aside for this to happen.*

***God bless you as you continue to discern God's will for your ministry.***

Original document written by Will and Betty Pearson 2008. Amended and updated by Will and Betty Pearson, Feb. 2019.