

# St. Luke Elders

## Responsibilities and Procedures

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## **ST. LUKE LUTHERAN CHURCH**

### **GUIDELINE**

#### **SUBJECT: ELDERS- GENERAL RESPONSIBILITIES**

**Approved : 03/08/2011**

**Last modified : 03/08/2011**

The **Board of Elders** consists of eight members who are elected to a two-year term (with a two-term limit) by the Assembly of Voters. Under our existing by-laws, the Board of Elders has the following general responsibilities:

#### **Spiritual Leadership Responsibilities**

1. Consistently maintain the highest standard of personal Christian conduct.
2. Practice spiritual growth.
3. Encourage spiritual growth and development of Care Group members in liaison with Pastor, Action Teams, and concerned staff members.
4. Regularly pray for the ministry of our pastor, his family, church leaders, staff, and Care Group members.
5. Remain attentive to the spiritual, emotional, and physical welfare of our pastor and his family.

#### **Care Group Responsibilities**

1. Personally greet Care Group members at organized church functions.
2. Initiate contact with at least 4 Care Group members per month, and each Care Group member once per year for birthdays, anniversaries, or other special celebrations. Such contacts are especially important during times of difficulty, illness, or tragedy. Contacts may include written notes or greeting cards, telephone calls, or personal contacts at church events.
3. Encourage members to attend worship services and other church functions. Make telephone contact with members that have not attended worship services for an extended period, when notified by the church office.
4. When made aware, consider the concerns and needs of Care Group members, and offer assistance, as appropriate.
5. Maintain an up-to-date roster of assigned Care Group members provided by church office.
6. Bring ongoing Care Group concerns that require action to the attention of the Board of Elders (reflect on Matthew 18:15-16).
7. Encourage Biblical Christian stewardship.

## **Worship Service Responsibilities**

1. Arrange personal calendar to be available for assigned worship services during your assigned month of service. If unable to serve at a particular service, arrange for another Elder to cover your assignment. Notify the church office of Elder schedule for the month you are assigned to serve, as well as any changes.
2. Arrive at church not less than 45 minutes prior to the start of the service. Follow the guidelines established for the Elders, as outlined in the attached Addendums.
3. Check with pastor for any special instructions for the service.
4. Coordinate worship service with the Worship Service Host and assist as necessary.
5. Review procedures with the communion assistant and ushers.
6. At 8:30am service, verify that flowers are on the stand next to the lecturn.
7. 15 minutes prior to either service, light the 6 tall candles at the back of the altar. Extinguish them after service concludes.
8. At the beginning of the service, light wick and send the acolyte forward to light the altar candles.
9. For Communion, follow Addendum A-Elder Communion Responsibilities and Procedures.
10. For Baptisms, follow Addendum B-Elder Baptism Responsibilities and Procedures.
11. For Funerals, follow Addendum C-Elder Funeral Responsibilities and Procedures.
12. For Imposition of Ashes, follow Addendum D-Elder Imposition of Ashes Responsibilities and Procedures.
13. For Anointing Services, follow Addendum E-Elder Anointing Service Responsibilities and Procedures.
14. During any service, the Elder should sit near the rear of the sanctuary, and be ready to assist during an emergency...medical or otherwise.
15. Be familiar with provisions of the Medical Emergency Response Guidelines and the Worship Service Security Guidelines as approved by the Board of Elders.
16. Secure the 8:30am worship offerings in a bank bag, and lock in the filing cabinet. Ensure the 11am worship offerings are either secured and locked or given to an assigned counter. In addition, the Elder will secure all other services (i.e. Outdoors, Lent, Easter, etc)

## **General Responsibilities**

1. Ensure that St. Luke Lutheran Church functions in accordance with established doctrines of the Lutheran Church Missouri Synod.
2. Periodically speak with pastor seeking input as to how things are progressing and how improvements can be made.
3. Attend the Board of Elders' meeting on the second Tuesday of each month. If you cannot attend, please notify the chairman.
4. On the month you are assigned to serve as Elder during worship services, either give the opening devotional at the meeting or write an article for the monthly Messenger newsletter. Generally, one member of the Elder team does the devotional and the other member writes the newsletter article.
5. Participate in special services (baptism, wedding, funeral, anointing, etc.) upon request.
6. Responsible for identifying and scheduling Ushers, Readers, Communion Assistants, and Worship Service Hosts, whichever duty may have been assigned.
7. Be responsible for the annual review of the Pastor's performance, which includes notifying the Governing Board of the recommended compensation for the Pastor, subject to approval by the Assembly of Voters.
8. Establish and direct a call committee in the event of a vacancy or addition in the pastoral office. The Elders shall prepare a list of call committee candidates for consideration by the Assembly of Voters with prior notification to the Governing Board.