

IMMANUEL LUTHERAN CHURCH OF OSMAN

The Lutheran Church Missouri Synod

CONGREGATION OFFICER JOB DESCRIPTION

ARTICLE II – OFFICERS AND COMMITTEES AND OFFICIAL MEETINGS

There shall be two elders, one to be elected every year and to serve for two years.

THE ELDERS have the duty of upholding and advising their pastor in cases of pastoral difficulties and with their authorized power to support the official acts of their pastor. The Elders have the duty to consider the needs of the congregation and the most expedient manner of taking care of those and to advise in affairs which concern the congregation. The Elders have the duty to guard against disturbances during the public services and to see that the services are carried out in orderly fashion.

POSITION: ELDER

ACCOUNTABLE TO: CHURCH COUNCIL AND CONGREGATION

PURPOSE: To oversee the spiritual life of the congregation and its individual members.

DUTIES AND RESPONSIBILITIES:

1. The Elders shall have authority and responsibility for the spiritual welfare and activities of the congregational members, individually and corporately.
2. The Elders shall serve as special assistants to the pastor(s), supporting them with prayer, helping them with special problems in his ministry; and concerning itself with the spiritual, emotional and physical health and welfare of the pastor(s) and their families. It shall ensure that they are provided with adequate compensation, housing and assistance with their work to guarantee them sufficient free time for personal responsibilities, study and relaxation.
3. The Elders shall help the pastor(s) cultivate a spirit of harmony among the congregation members.
4. The Elders shall be responsible for providing the pastor(s) with adequate pulpit and altar assistance.

5. The Elders shall arrange for pastoral services when a vacancy occurs in the office, including the exercising of proper leadership in calling a pastor. No less than one elder shall be included on any call committee.
6. The Elders shall be responsible for the proper conduct of public congregational worship services.
7. The Elders shall make appropriate recommendations to the Church Council regarding the reception of new members, peaceful release and the transfer of members.
8. The Elders shall appoint a new members committee that shall consist of a chairman and others to assist in the assimilation of new members into the congregation.

PHYSICAL AND MENTAL REQUIREMENTS:

ENVIRONMENTAL CONDITIONS: