

BOARD OF ELDERS

(The duties of the Board of Elders from the Church Constitution)

ARTICLE THREE: BOARD OF ELDERS

Section I. The Board Of Elders shall consist of not more than one member for each fifty [50] communicants and not less than one member for each one hundred [100] communicant members. Requests for a change in the size of the Board shall be made and acted upon in the January Voters' Assembly prior to the May election. Terms of office shall be for two years, terms beginning on June 1st of odd numbered years and concluding on May 31st of the following odd numbered year. Board members may succeed themselves twice [maximum of 3 consecutive terms or 6 consecutive years]. At their first meeting following installation into office they shall elect from their midst a Chairman [who will sit on the Church Council] and a Secretary. [see Constitution, Art.Six, section IV.b.]

Section II. Objectives Of The Board of Elders

The basic objectives of this Board are the spiritual welfare of the pastor[s] and the congregational members, individually and corporately, and the supervision of everything pertaining to congregational worship.

That the objectives of this Board may be carried out, the Board, either corporately or through specifically designated individuals shall:

A. For The Spiritual Welfare of the Pastor[s] and the Congregational Members, Individually and Corporately, the Elders shall:

1. Pray for the pastor[s] and other spiritual leaders.
2. Encourage the pastor[s] in his work by word and action.
3. Be concerned about the spiritual, emotional, physical, and financial needs of the pastor[s] and his family, and to that end, specifically review these items once a year.
4. Assist the pastor[s] in resolving difficult cases and in finding peaceful and God-pleasing solutions to problems within the congregation.
5. Be an example of Christian conduct and conversation in the congregation.
6. Exercise leadership in gathering call lists and calling a new pastor when a vacancy occurs.
7. Insure that the congregation functions in accordance with the established Articles of Faith listed in Article Three of the Constitution.
8. Determine eligibility for membership of all individuals and families applying for membership in this congregation according to Article Five of the Constitution.
9. See to the prompt transfer of all members who move away and of new Lutheran families moving into the community.
10. Engage in member conservation and discipleship training in conjunction with the Board of Evangelism and the Board of Stewardship. This shall include oversight of all adult Bible classes within the congregation.
11. Engage in continual review of communion and church attendance of all members, make calls on delinquents, and follow up on all newborn children in the congregation until they are baptized.

12. Encourage voting and communicant members to be active in service to the church.
13. Encourage members reaching the age of eighteen [18] year to become voting members.
14. Be concerned about and supervise thorough instruction of youth and adults for confirmation and church membership.
15. Be responsible for a friendly and personal welcome of visitors at worship and for the orientation and integration of new members in conjunction with the Board of Evangelism.
16. Be present for periodic training as determined by the pastor[s] and this Board.
17. Supervise the total work of all societies and auxiliary groups that are not supervised by another Board for administrative purposes and program .
18. Encourage spiritual programs in the societies of the congregation generally.
19. Submit an annual budget request in the form and at the time requested by the Board of Finance.

B: For the Worship of the congregation the Elders shall:

1. Supervise the organists of the congregation, annually review their compensation and make recommendations to the Church Council.
2. Provide for vicars, assistants, substitute pastors and guest speakers as needed.
3. Staff, train, and supervise the ushering staff.
4. Assist the pastor with Communion distribution, reading of Scriptures, preaching, etc., as required.
5. Set the time, schedule and number of Communion services in conjunction with the pastor[s] and the voting membership.
6. Approve and disapprove new forms of worship, liturgies, and hymns for use in public worship, following Article Three, section II of the Constitution.
7. Supervise the Altar Guild in the care, use, and maintenance of the sacred vessels, the altar, the altar furnishings and vestments.
8. Maintain an adequate supply of expendable items for worship such as Communion cards, pencils, Communion wine and wafers, Baptismal napkins, candles, etc., in conjunction with the Altar Guild.
9. Coordinate with the Altar Guild all church and chancel decorations.
10. Plan and publicize the services for the year.
11. Supervise the budgeted allotment for the selection and procurement of appropriate music, supervision of choirs and other related matters.
12. Arrange and publicize special services as required.

Section III. In order to perform their duties efficiently the Board of Elders shall acquaint themselves with all the members of the congregation.