



Contents

- What does an Elder Do?
- Policy Governance Summary
- Elder Job Description

Elder Nomination Process - Overview

Every year or as needed C4 Church will select a few new elders who will serve a four year term. By nominating fellow members to serve as elders, participating members have a say, not only where our church is going, but in how it gets there.

What Does an Elder Do?

Scripture tells us that Elders are shepherds or oversees of the church. It is an Elders' job to ask "where do we see God leading us in the future?" while also monitoring the here and now.

Each month an Elder works towards those goals in a variety of ways:

- a) We attend a four to five hour monthly meeting in which current and future church business is discussed. This meeting requires 2 to 4 hours of preparation in which Elders will read financial reports, reports on specific ministry goals and possible learning topics (6 to 10 hours monthly)
- b) We assume responsibility for various projects or information gathering initiatives which are needed for the board to function in its' oversight capacity (time varies from month to month)
- c) We volunteer at least monthly for Elder prayer after services and at times in homes or hospitals or in the evening at the church (time varies)
- d) We volunteer monthly for serving communion during service (minimal time commitment)
- e) We interview new members before or after services (30 minutes to 2 hours monthly)
- f) We attend congregational meetings (2-3 hours two times per year)
- g) We attend Insight and Feedback meetings (2-3 hours one to three times per year)
- h) We attend an annual Elder retreat (1 night + 1 day once per year)
- i) We pray at home for God's blessing and guidance of our church (time varies)
- j) We make ourselves available anytime a situation requires Elder support (time varies)

Total time spent doing church business can range from 10 to 30 hours per month. A few times during the year our time commitment may exceed this amount such as during the Elder Selection Process or when a deep dive into a specific topic is required.

Policy Governance Summary

We use a governance model called Policy Governance. In this model we state what we would like to see happen of the end goal in the form of “Ends” statements and limitations on how those goals can be achieved through policies. We are not involved in how staff decides to achieve those goals.

C4’s Elders provide spiritual oversight, direction, and leadership for the overall church, entrusting the implementation of that direction into the hands of ministry leaders and staff, under the leadership of the Pastoral Lead Team (PLT). The PLT is held accountable for fulfilling the Board of Elders direction. This system of organizational leadership, known as Policy Governance, allows Elders to focus their gifts and time on their Biblical mandate, while allowing ministry leaders the opportunity to maximize their gifts and talents as they lead their ministries and make practical decisions on how to implement and carry out the direction provided by the elders.

The Policy Governance model is used by churches and not for profit organizations and complements the collective efforts, knowledge and wisdom of current and past leaders, collecting deliberation and decisions in the form of written guidelines called policies.

The policies:

- a. Describe the Biblical parameters through which the Elders’ vision for C4 may be carried out
- b. Transcend any one individual Elder, and can be passed on – and added to – by future members of the Elder Board
- c. Serve to protect our church for the long haul and position us to follow God’s lead into the future

Elder Job Description

The Board Policy Manual informs the Elder in the activities and responsibilities of their role.

Essential Characteristics/ skills of C4 Elders:

- Able to keep confidential information
- Able to encourage others in their faith
- Influential in the congregation
- Collaborative ability in decision making
- Understanding of complex organizations
- Previous board experience is valuable
- Excellent interpersonal skills
- Excellent communication skills
- Spiritual maturity
- Humility

Scriptural Overview of the role of Elder:

General Overview: Titus 1:6-9, Acts 20:28, 1 Peter 5:1-4, Acts 20:28-31, James 5:14

Additional References: 1 Timothy 3:2-7, Hebrews 13:17, 1 Thessalonians 5:12-13

- Responsibility and authority to see that the church remains on a true course biblically, that its members are being appropriately shepherded, that the body is being fed through insightful and accurate biblical teaching, and that the life of the church is being well managed with the assistance of other competent and Godly leaders.
- Guard the body against harmful influences, confronting those who are contradicting biblical truth or continuing in a pattern of sinful behaviour.
- Shepherd the church by being an example and role model.
- Care about the spiritual and physical well-being of members; regularly pray for the sick.
- Oversight of C4 Church and its satellite locations.

Specific Duties: The C4 Church Elders are responsible for the following, but will delegate to others in the body so that these duties are carried out effectively:

- Provide Spiritual oversight
- Confront False Teaching and behaviour contradictory to biblical truth and implement appropriate church discipline.
- Maintain the administration of baptism and communion as instituted by christ.
- Review and evaluate teaching and curriculums for Biblical accuracy and consistency with C4 Church values in all its ministries.
- Implement and monitor compliance with elder board policy
- Mandate ministry to the poor and distressed.
- Shepherd the Flock
- Participate in step 3 of Matthew 18 process when necessary
- Direct People into appropriate processes for guidance, assistance and problem resolution.
- Respond in a timely manner to letters/phone calls from body/staff/public
- Manage the Church
- Affirm the Annual C4 Church Budget.
- Encourage the PLT, their staff, and volunteers.
- Remove senior leaders who require dismissal for cause.
- Conduct annual performance evaluation of the PLT
- Delegate to qualified assistants, staff and/or outside experts as needed.