

Job Description of Mission Elder

1. Chair the meetings of the Mission Committee, which comprises of the Senior Pastor and the Congregational Lead Pastors and the representatives from the three congregations;
2. In consultation with pastoral committee members and with approval of the Elders' Board, select representatives from three congregations for the Mission Committee;
3. Develop vision, strategy, plans for missions;
4. Generally promote missions in WCCAC;
5. Co-ordinate missions to overseas through establishing contacts with mission organization;
6. Identify new mission fields both in Canada and abroad for the English, Cantonese and Mandarin congregations;
7. Prepare budget of Mission Fund;
8. Approve payment of expenditures from the Mission Fund;
9. Work with the Senior Pastor to decide assignment of pastoral staff to mission trips;
10. Organize and select team members for overseas and domestic short term mission trips;
11. Process applications of Short Term Mission Assistance (both church and outside missions);
12. Organize Annual Mission Convention and production of the Special Publication;
13. Liaise with missionaries of C& MA and other organizations to obtain information and arrange sharing with WCCAC where appropriate;
14. Provide mission prayer items of for congregation;
15. Assign fellowships to care for missionaries;
16. Work with Bible School Elder/Discipleship Elder to arrange and facilitate mission education and to equip STM candidate;
17. Compile and implement departmental operation policies and guidelines;
18. Submit monthly ministry reports and annual report to the Elders' Board as required;
19. Attend General and Special Annual Meetings, Elders' Board meetings, and any dialogue or special meetings held by the Elders' Board;
20. Attend Elders' Board and Deacons' Board prayer meetings and congregational prayer meetings;
21. Participate actively in teaching of bible school, discipleship training, leading fellowship or local evangelism, or caring for the needs of the congregation; and
22. Assume general duties as Elder to provide spiritual leadership to the entire church and to serve the needs of all the three congregations jointly and corporately with other members of the Elders' Board.

Qualification of Mission Elder:

In addition to the basic requirement as prescribed in I Timothy 3:1-13, Titus 1:5-9, and By-law 1 of Article #VIII and other general requirements set out for eldership, he should be fervent in mission, well trained in personal evangelism and have active participation in mission work for not less than three years and involvement in the planning and execution of at least one of each of domestic and overseas missions.