

**Job Description of Congregational Elders**

1. Attend and be the vice-chairperson of the Deacons' Board Meetings;
2. Chair Deacons' Board Meeting in the absence of the Chairperson (usually the Congregational Lead Pastor) or as delegated by the Chairperson or the Elders' Board;
3. Represent the congregation and the Deacons' Board as a voting member in the Elders' Board;
4. Assist the Congregational Lead Pastor in providing guidance and support to deacons in developing and implementing their ministries as assigned by and agreed with the Congregational Lead Pastor;
5. Participate actively in teaching of bible school, discipleship training, or leading fellowship;
6. Participate actively in local evangelism or caring for the needs of the congregation;
7. Work closely with Pastors, Secretary Elder, Literature Deacons, Bible School Deacons and Discipleship Deacons to review the spiritual needs of the three congregations and to enhance nurturing through spiritual books, tapes, CD/DVD and other library resources or materials;
8. Approve ministry expenditures of the congregation during the absence of the Finance Control Deacons;
9. Submit monthly reports and annual report to the Deacons' Board or Elders' Board as required;
10. Attend General and Special Annual Meetings, Elders' Board meetings, and any dialogue or special meetings held by the Elders' Board;
11. Attend Elders' Board and Deacons' Board prayer meetings, Deacons' Board prayer meetings, and congregational prayer meetings; and
12. 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.

**Qualifications of Congregational Elders**

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 the other requirements set out for eldership, he should have been attending and actively serving in a leadership position in the specific Congregation for a minimum of five years and have long and extensive experience with various ministries.