

**Job Description of Administration Elder**

1. Supervise the Church Administrator, who shall be responsible for the management and maintenance of church property and facility, and present related issues and concerns for discussion in the Elders' Board Meetings;
2. Supervise the Church Administration Committee, which shall comprise of the Church Administrator and the Administration Deacons. The chairperson of the committee shall be elected from among the Administration Deacons and approved by the Administration Elder;
3. Serve as a member of any disciplinary subcommittee formed under Uniform Regulations on 2(b) of Appendix II of the Constitution and By-laws of WCCAC;
4. Identify the need of personnel resources in all three congregations;
5. Facilitate co-operation and unity among staff;
6. Enhance overall coordination of various departments and co-workers of the church;
7. Organize or oversee the orientation of new church staff and workers;
8. Prepare administration budget with the assistance of the Church Administration Committee;
9. Approve administration expenses;
10. Compile and implement departmental reports, operation policies and guidelines;
11. Submit monthly ministry reports and annual report to the Elders' Board as required;
12. Attend Elders' Board and Deacons' Board prayer meetings and congregational prayer meetings;
13. Participate actively in teaching of bible school, discipleship training, leading fellowship, local evangelism, or caring for the needs of the congregation; and
14. Assume general duties as Elder to provide spiritual leadership to the entire church serving the needs of all the three congregations jointly and corporately with other members of the Board of Elders.

**Qualifications of Administration 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 have a good understanding of the spiritual aspects and operational needs of the ministry, good written and oral communication skills and a good working relationship with the general congregation.