



JOB DESCRIPTION

RULING ELDER FOR ASSURANCE

Commission

Trust in Jesus Christ as Savior, acknowledge him Lord of all and Head of the Church, and through him believe in one God, Father, Son, and Holy Spirit.

Accept the Scriptures of the Old and New Testament to be, by the Holy Spirit, the unique and authoritative witness to Jesus Christ in the Church universal and God's Word to you.

Sincerely receive and adopt the essential tenants of the Reformed faith as expressed in the confessions of our church as authentic and reliable expositions of what Scriptures lead us to believe and do, and be instructed and led by those confessions as you lead the people of God.

Demonstrate obedience to Jesus Christ, under the authority of Scripture, and be continually guided by our confessions.

Seek to follow the Lord Jesus Christ, love your neighbors, and work for the reconciliation of the world.

Further the peace, unity, and purity of the church.

Pray for and seek to serve the people with energy, intelligence, imagination, and love.

Be faithful in watching over the people, provide for their worship, nurture, and service. Share in government and discipline, serve in councils of the church and show the love and justice of Jesus Christ.

Qualities of a Ruling Elder for Assurance Ministry

Ruling Elders demonstrate wisdom; maturity of faith; demonstrated leadership skills; and compassion.

Demonstrate a competency and a working knowledge of issues that face churches related to law, child protection, safety, financial accountability, and risk management.

Possess a working knowledge and understanding of FPCA's policies, quality controls, best practices, and compliance mandates.

Assurance Ministry Area Description

Provides oversight, counsel, guidance, and leadership to the Session for issues related to compliance in the areas of the law, child protection, safety, audit, and risk management.

Assurance Ministry Team Descriptions

Legal Team

Professional Staff Support: Executive Director for Finance and Administration

Purpose: Provides legal advice to the Session, Lead Pastor, Executive Director for Finance and Administration, and any Ministry Area Lead requesting legal assistance pertaining to their areas of ministry

Safe Sanctuaries Team

Professional Staff Support: Executive Director for Finance and Administration

Purpose: Administers background checks, training, and applications for all individuals who serve in ministries where children and youth are involved

Safety Team

Professional Staff Support: Executive Director for Finance and Administration

Purpose: To provide a safe and secure environment for all persons utilizing the building, grounds, and equipment of FPCA

Audit Team

Professional Staff Support: Executive Director for Finance and Administration

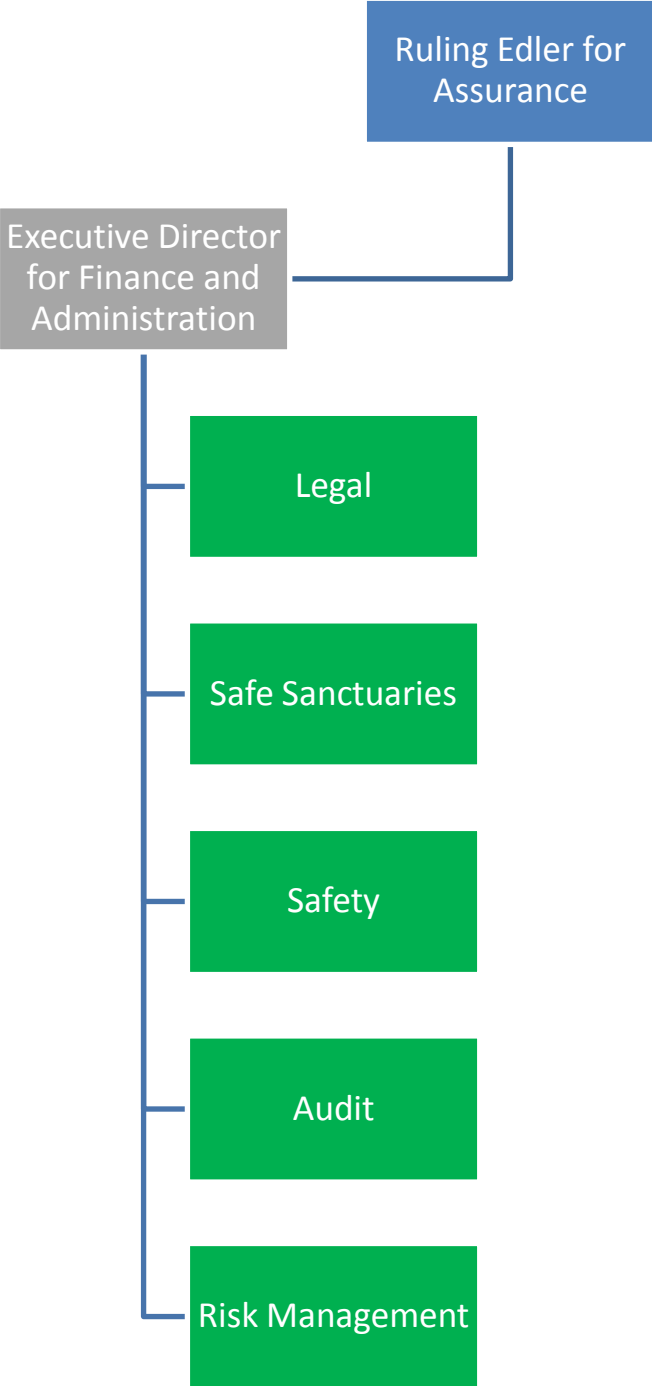
Purpose: To select outside audit firm and ensure a financial audit occurs every three years per the Book of Order.

Risk Management Team

Professional Staff Support: Executive Director for Finance and Administration

Purpose: To assess risks and liabilities for projects or expenditures which exceed \$15,000.00
Research and purchase the most cost effective insurance policies for all church and Weekday Preschool business.

Assurance Ministry Leadership Matrix



Critical Tasks for the Position of Ruling Elder for Assurance Ministry Area

1. Attend and participate in meetings of the Session (one per month); not missing more than three (3) meetings in a calendar year.
2. Be an advocate and ambassador of the mission of FPCA to Assurance Ministry Area Leadership; meeting with them at least once per month.
3. Spiritually guide, resource, and encourage the Executive Director for Finance and Administration in their ministry.
4. Be prepared to lead discussions on relevant issues related to the Assurance Ministry Area at Session meetings.
5. Be prepared to discuss reports/requests submitted to the Session by the Assurance Ministry Area Lead.

Time Commitment

Three-year term; year begins May 1 and ends April 30; with a possibility of serving a second, three-year term.

Monthly Session meeting (2.5 hours per month) – 4th Wednesday of the month

Meetings with Executive Director for Finance and Administration (3 hours per month)

Quarterly meetings for encouragement and reflection with Lead Pastor (.5 hours per month)

Meetings with Assurance Ministry Area Leadership Team (2 hours per month)

Miscellaneous – worship leadership, emails, phone calls, contacts, additional meetings (4 hours per month)

Total Approximate Time Commitment: 12 hours per month