



## JOB DESCRIPTION

# **RULING ELDER FOR DEACONS**

### **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 the Board of Deacons**

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

Demonstrate a passion for compassion, witness, and service, sharing in the redeeming love of Jesus Christ for the poor, the hungry, the sick, the lost, the friendless, the oppressed, those burdened by unjust policies or structures, or anyone in distress.

Strive to live as a faithful disciple of Jesus Christ through regular participation in worship, spiritual formation, and stewardship of time, talent and money in and through the ministry of our congregation.

Possess a working knowledge of the tasks of the Board of Deacons and their operating structure as well as a willingness to work with the Deacons in addressing the ever-changing needs of the congregation.

### **Deacon Ministry Area Description**

Deacons provide compassion, witness and service, after the example of Jesus Christ, to the members and friends of FPCA.

### **Deacon Ministry Team Descriptions**

#### *Christian Care Team*

Staff Support: Pastor for Pastoral Care

Purpose: Provides tangible temporary Christian care to members and friend of FPCA who have experienced a change in their life due to a birth, death, illness, hospitalization, or life milestone.

#### *Pastoral Care Visitation Team*

Staff Support: Ministry Coordinator for Pastoral Care and Connections

Purpose: Extend compassion and care through visits with those who are homebound and/or experiencing long term needs due to sorrow, bereavement, illness, and/or hospitalization.

#### *Homebound Communion Team*

Staff Support: Ministry Coordinator for Pastoral Care and Connections

Purpose: Provides the Sacrament of Communion for homebound members and friends of FPCA

#### *Flower Team*

Staff Support: Ministry Support for Worship and Membership

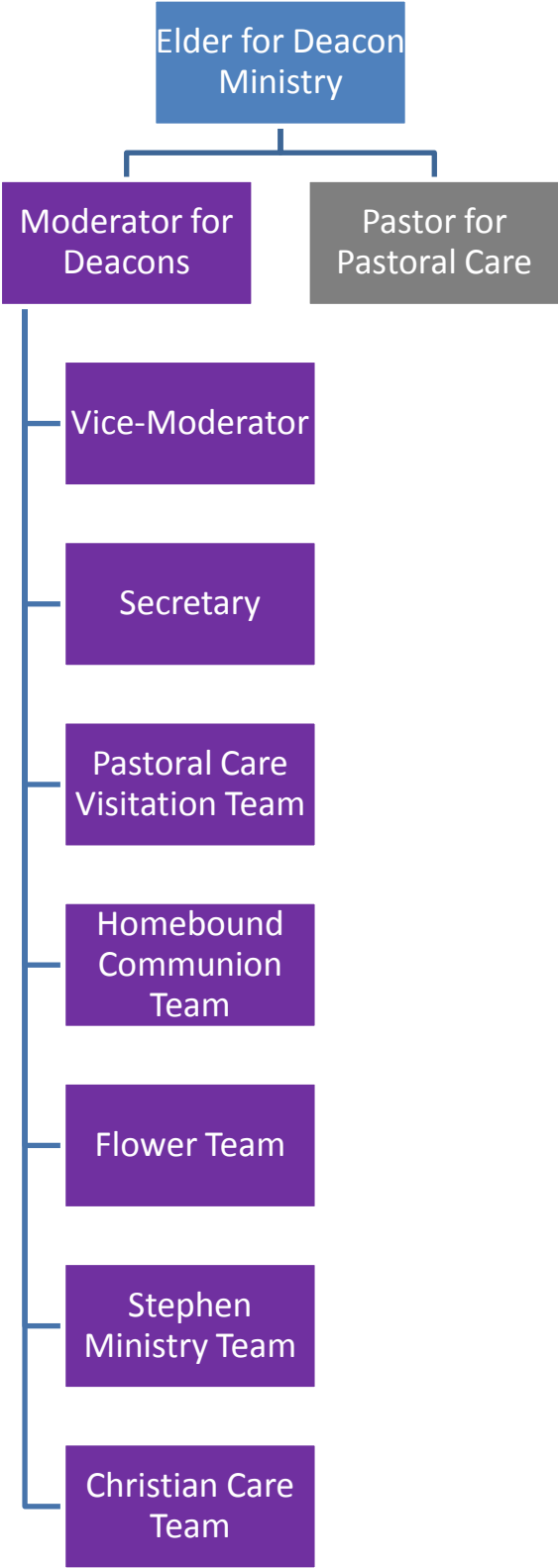
Purpose: Provides for the delivery of flowers from Sunday worship to members and friends of FPCA experiencing a particular celebration, loss, health issues, and other life milestones or difficulties. This also includes the Holiday Flower Team and ministry which coordinates the distribution of Christmas and Easter flowers to homebound members.

#### *Stephen Ministry Team*

Staff Support: Ministry Coordinator for Pastoral Care and Connections

Purpose: Trained members of FPCA provide one-on-one, confidential, Christ-centered care and support to people experiencing grief, divorce, cancer, job loss, loneliness, disability, relocation, and other life transitions. Liaison will be a connection between the Deacons and the Stephen Ministry.

**Deacon Ministry Leadership Matrix**



## **Critical Tasks for the Position of Ruling Elder for Deacon 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 the Board of Deacons Leadership; meeting with the Moderator, Vice-Moderator, Secretary, and the Pastor for Pastoral Care at least once per month.
3. Spiritually guide, resource, and encourage the Moderator of the Deacons and the Pastor for Pastoral Care in their ministry.
4. Be prepared to lead discussions on relevant issues related to the Board of Deacons at Session meetings.
5. Be prepared to discuss reports/requests submitted to the Session by the Moderator of the Deacons.
6. Be prepared to speak at Annual or Special Meetings of the congregation or other relevant meetings on matters related to the Deacons as requested or needed.

## **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)

Meetings with the Moderator, Vice-Moderator, Secretary, and Pastor for Pastoral Care (2 hours per month)

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

Meetings with the Board of Deacons (2 hours, 6-7 times per year)

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

*Total Approximate Time Commitment: 9-11 hours per month*