



## ***Job Description: The Office of Ruling Elder***

*The Elder's job is to aid the pastor in shepherding the flock.*

*An Elder must first keep a close watch over himself and his family:*

- 1. Personal:** Develop and maintain a lifestyle of personal godliness as explained in 1 Tim 3 & Tit 1. Continue to grow in competence in understanding of the Scriptures.
- 2. Family:** Lead his family as his first ministry responsibility. Lead and train his family in repentance, faith, and worship.

*Further, an Elder must aid the Pastor in shepherding the flock:*

- 3. Call Goats to be Sheep:** An elder must love the lost, work to cultivate and maintain a missional mindset in the church, and be an example in personally fulfilling the great commission.
- 4. Know the Sheep:** Become well acquainted with the members of his shepherding group.
- 5. Feed the Sheep:** Engage in a teaching and applying the Bible privately in the lives of his Shepherding Group. Aid the Pastor in the church's public ministry of the word as needed.
- 6. Lead the Sheep:**
  - a. Assist in leading the worship of the church.
  - b. Pastor and be pastored by the officers of the church.
  - c. Serve on the Session.
  - d. Attend and represent the church at Presbytery when able.
- 7. Protect the Sheep**
  - a. Pray for Shepherding Group on a regular basis.
  - b. Oversee the spiritual well being of the members of Shepherding Group and coordinate appropriate care of the members with the Pastor. Follow up with members who have been absent in worship (3 misses in period of 6 weeks).
  - c. As a member of the session, rule and judge in cases of corrective discipline where necessary.