

Clerk of the Meeting

Responsible to: Administrative Council

Commission: N/A

Time Required: 6-8 hrs/month

Length of Term: 3 years

Description of Duties

1. To serve in the position of head elder as noted in the EFC-ER Faith and Practice, which includes membership in the Administrative Council and Elder Board.
2. To faithfully attend and moderate Elders meetings, Administrative Council meetings, and Congregational meetings.
3. To keep in close touch with the Elders to know what they are doing, to counsel them, and encourage them in their work.
4. To meet regularly with the Lead Pastor and Pastoral Team in order to listen, advise, encourage, and ensure that he/she/they are maintaining healthy leadership rhythms (including spiritual nourishment, rest, and work/family dynamics).
5. To bring to the attention of the Commission concerns about the Pastor's salary, continuing education, recording, housing, working conditions, family needs, and general welfare.
6. To provide the Stewardship Elder with the financial data each year to propose the Pastor's salary and allowances for the annual budget preparation.
7. To act as mediator between individuals/groups and Pastoral Team members, in concert with additional elders as needed, if/when tensions or conflicts arise.
8. To initiate action when a Pastor's term of service is expiring, either to extend or terminate his/her service.
9. To lead a Search Committee for a new Lead Pastor when the need arises.
10. To attend Sunday worship gatherings regularly and consistently and be engaged in at least one small group within the FFC discipleship structure.

(last updated Nov. 2017)