

POSITION:    **CHAIRMAN OF THE BOARD OF ELDERS–SPIRITUAL DIRECTOR**

SPECIAL QUALIFICATIONS & RESTRICTIONS OF POSITION:

Should be a mature male and a voting member of Gethsemane Lutheran Church.

Should be selected from the Board of Elders, or should have previously served as an Elder.

Should be spiritually committed to Christ and His Church. This commitment should be exhibited by a disciplined and well-ordered personal life.

Should be faithful in attendance of worship services and Sunday school and partake regularly in the Sacrament of Holy Communion.

Should support and actively participate in programs and activities of the church.

VOTING STATUS ON COUNCIL: Voting Member

STANDING COMMITTEE RESONSIBILITIES:

Shall preside over the Board of Elders.

Shall ensure Elder presence on the Worship Committee.

SPECIAL COMMITTEE RESPONSIBILITIES:

Shall serve as a member of the Compensation Committee.

BUDGET AND EXPENSE AUTHORIZATION DUTIES & RESPONSIBILITIES:

Shall annually prepare and submit for council approval a budget for all anticipated expenditures within member's area of activity in the coming year. Such budget, following council approval, shall be included within the overall budget of the congregation for the coming year.

Shall approve or reject all check requests for expenditures within member's area of activity, and upon approval, shall transmit such request to the treasurer for payment.

Shall be responsible for the control of those expenditures within member's area of activity, subject to council or congregational override, in order that such expenditures are maintained in line with the approved budget for the year.

GENERAL DUTIES AND RESPONSIBILITIES:

Shall assist the pastors in assuring the general spiritual welfare of the congregation and in difficult problems of the ministry.

Shall carry out the spiritual programs in the societies of the congregation generally.

Shall be concerned about the spiritual, emotional, and physical health and welfare of the pastors and their families.

Shall determine, with the Board of Elders, the eligibility for membership of all individuals and families applying for membership in this congregation by means of transfer.

Shall, in conjunction with the pastors and the Board of Elders, determine time, schedule and number of services to be held.

Shall attend seminars, workshops and other functions held for the purpose of training in methods of ministering to the members of this congregation.

#### SPECIAL DUTIES & RESPONSIBILITIES:

Shall, with the Board of Elders, assist the Pastors with communion distribution, reading of Scripture, preaching, etc. as required.

Shall exercise leadership in gathering call lists and calling a new pastor when a vacancy occurs.

Shall recruit and work with the Lay Reader Coordinator.

Shall be responsible for maintaining a current usher's program and schedule.

Shall perform duties as may from time to time be directed by the president and or the church council.

#### MEETING ATTENDANCE & REPORT REQUIREMENTS:

Expected to attend all council meetings unless specifically excused by the president.

Expected to attend all congregational meetings and to prepare and present as may be appropriate a report to the congregation as to the activities within the member's area of responsibilities.

#### PERSONNEL SUPERVISION REQUIREMENTS:

Shall be responsible for the supervision of the Church Office Secretaries.

Shall be responsible for the supervision of all called staff of the congregation.