

## **NOMINATION FORM FOR ELDER RIVER HILLS COMMUNITY CHURCH**

YOUR NAME AND PHONE NUMBER \_\_\_\_\_

NAME OF THE PERSON YOU WOULD LIKE TO NOMINATE:

\_\_\_\_\_

- I have asked the person I am nominating if they would be interested in being an elder. (Check box if yes.)
- I have carefully read the attached descriptions of the responsibilities and qualifications for elders in addition to the related passages in the New Testament. (Check box if yes.)

WHAT ARE THE CHIEF REASONS YOU BELIEVE THIS MAN WOULD MAKE A GOOD ELDER?

**PLEASE SUBMIT THIS FORM TO A CURRENT ELDER OR MAIL TO THE  
CHURCH OFFICE BY February 20<sup>th</sup>, 2008.**

## **ARTICLE IX-(Constitution)**

### **BOARD OF ELDERS**

1. The board of Elders shall carry on the spiritual and functional operation of the Church between congregational business meetings as delegated by the membership. The Senior Pastor is an elder and a voting member of this Board.
2. The Board of Elders will elect from its members the following officers each year: A Chairman who shall be the President of the Corporation; a Vice-Chairman who shall be Vice-President of the Corporation; and a Secretary. These men will serve as the corporate officers/trustees of the Church.
3. The Board of Elders shall appoint (or oversee the selection of) a treasurer, a financial secretary, other boards, committees and personnel needed to efficiently carry on the purpose of this Church.
4. The regular teaching of God's Word to the entire congregation is reserved for qualified men designated by the Elder board.

### **Article III-Church Officers (By-laws)**

#### **Section A-ELDERS**

1. General:  
The Congregation delegates authority for leadership of this church to the Board of Elders, which is comprised of: the Senior Pastor and at least three elders selected by the congregation. Additional elders may be added as deemed necessary by the Elder Board and the congregation.
2. Qualifications:  
An elder must be a male (I Timothy 2:11-15) member of the congregation at least twenty-one (21) years of age. He must have been a member for at least one (1) year. He must be qualified in the eyes of the congregation according to I Timothy 3: 1-7 and Titus 1: 5-9. He must have successfully led a small group for at least three months.
3. Selection:
  - a) Nomination:  
Any member of the congregation can submit the name of a candidate to the Elder Board . The Elder Board will discuss potential candidates, conduct interviews, obtain spousal endorsement, and select a slate of candidates to be voted on at the April quarterly business meeting. They shall only nominate as many candidates as are needed to fill the board. The slate of candidates shall be made public two (2) weeks before the meeting.
  - b) Term of Service:  
Each lay elder shall serve a term of three (3) years and may be re-elected for a second term of office. He must step down for at least twelve (12) months before serving a third term. The terms of the elders shall be staggered with approximately one-third (1/3) retiring each year.
  - c) Election:  
Elections will be held by secret ballot. Elders must receive three-fourths (3/4) majority vote of the members assembled at the April business meeting. In case of a vacancy on the Board of Elders during the regular term, the remainder of the term may be filled by election at any scheduled or special business meeting of the Church.

4. Responsibilities:

a) In general, the elders shall cooperate with the pastor for the spiritual welfare of the church. They shall assist the pastor in shepherding the congregation and in leading the congregation to fulfill its mission. This includes teaching God's Word, praying, discipling, counseling, evangelizing, personal care of the church family, oversight of the church ministry, administering the ordinances, restoring the erring, resolving spiritual, personal and doctrinal disputes, caring for the needy and leading the congregation by example and precept. In the absence of the pastor, they will share with the Chairman the responsibilities of leading public worship.

b) Specific Responsibilities:

1) The first duty of every elder is to diligently keep watch over his own soul. This requires that an elder regularly seek Christ in personal bible reading and prayer, make use of the other spiritual disciplines and actively seek correction and guidance from other mature Christians. (Acts 20: 28; I Timothy 4: 6-8, 15-16)

2) The second duty of every elder who is married is to diligently shepherd his own family. He is to be actively involved in leading his family in bible reading and prayer and overseeing the instruction of his children in the truths of the faith. (I Timothy 3: 4-5; Titus 1: 6; Deuteronomy 6: 4-8; Ephesians 6: 4)

3) The third duty of every elder is to personally shepherd and teach members of our congregation, usually by leading a small group. (Acts 20: 20, 28, 31; I Thessalonians 2: 6-10; I Peter 5: 1-4; II Timothy 2: 2)

4) Administrative responsibilities:

(a) Interview applicants for church membership

(b) The Chairman and another elder will attend the monthly Ministry Team meeting

(c) Oversee the writing and regular review of job descriptions for Ministry Team coordinators, pastoral staff and other paid employees of the church

(d) Prepare and present the annual budget to the congregation at the October business meeting.

aa) The purpose of an annual budget is to facilitate the realization of the strategic goals of the church. The budget should therefore be constructed in a manner that deliberately moves toward these goals.

bb) The annual budget shall be drafted by the Ministry Team with assistance from the Church Treasurer and Financial Secretary and submitted to the Board of Elders at least two (2) months prior to the October business meeting. The Board of Elders shall construct a final draft and distribute the proposed annual budget at least two (2) Sundays prior to the October business meeting.

cc) The Elder Board has the authority to approve revisions of the budget which do not exceed the total budget-without approval of the congregation.

e) Appoint a financial secretary to a two (2) year term

5. Meetings:
  - a) A quorum of a Board of Elders meeting shall consist of a two-thirds (2/3) majority of the members of that board.
  - b) The Elder Board shall meet monthly.
6. Removal from office:
  - a) Any elder who does not fulfill the qualifications or duties of his office, fails to attend three (3) consecutive board meetings or does not regularly attend the worship services of the church without good reason, shall, after notice and attempt to restore said member be asked by the Board of Elders to resign. An elder may be removed from office upon recommendation of the elders and a three-fourths (3/4) majority vote, by secret ballot, of those present at a duly called meeting of the Congregation. (Discipline of an elder will follow guidelines set forth in I Timothy 5: 19-20, Matthew 18: 15-20, and Galatians 6: 1-2.)