**CBC Role Description**

**Title:** Elder

**Your Name:**

**Date:** June 2018

**Purpose:** To promote our purpose, values, vision and strategies in the area of spiritual oversight and governance.

**Responsibilities:**

1. Ensure effective Governance of the Church. This includes:

* compliance with Purpose, Values and Vision
* compliance with the CBC Constitution
* compliance with all legal requirements (including financial, Safe Churches, WHS)

Such compliance will be ensured largely through oversight of the SP. However the Elders in consultation with the SP can also request members of the Church Council to report directly to them on significant matters (eg. annual budget, important policies) or matters of concern (eg. serious moral failure).

2. Support and accountability for the Senior Pastor. This includes:

* meet regularly (eg. every 6 weeks) with SP to discuss the ministry & provide personal support
* discuss the more significant pastoral matters (not day to day matters), including matters of church discipline, for which the SP seeks their wisdom, support and shared agreement
* ’champion’ the SP, both privately and publicly
* ensure the SP is effectively leading the church in pursuit of the agreed Vision
* ensure a clear role description is negotiated and maintained with the SP
* ensure the SP is effectively fulfilling role description
* undertake a performance review annually
* consider concerns or complaints raised by church members or others regarding the SP, with a view to resolving them
* provide a channel for concerns or complaints that may be raised by other staff members regarding the SP (each staff member being assigned an Elder for support meetings 3-4 / year)
* pray for SP

**Accountability:**

* There is a mutual accountability within the Eldership as their authority is a corporate one. They are also accountable to the Church Meeting. Appointment is by nomination committee, affirmed by 75% church in accord with our Church Constitution.
* Essential to accountability and communication is attendance at the following meetings: The Elders will usually meet about every 6 weeks with the SP. At least twice a year with the Church Council, including an annual overnight retreat. At least 3 times a year individually with allocated staff member, if applicable. 4 times a year with the Church Meeting. Plus special meetings when required. Reports are to be submitted to the Church Meetings four times a year.

**Support:**

* Elders & Senior Pastor – through regular meeting times and prayer. It is important for support that Elders understand they fulfil their responsibilities corporately.
* Church Council – support is also provided through the shared times with the Church Council.