

**SO  
YOU  
are  
an  
Elder**

## So You are an Elder . . .

We are grateful for your co-operation and desire to serve by becoming a member of the

### **Epworth United Church Board.**

The term “**Elder**” refers to a person of a Pastoral Charge who is elected by the Members of the Congregation to serve a role in the leadership of the church.

As an Elder, Epworth relies on you to:

**1. Work on one of the Church Board Committees**

Christian Development

Finance

Outreach and Action

Property

Worship

**2. Attend Committee meetings**

Committees usually meet once a month except for July and August.

**3. Attend Board meetings**

The Board meets - January, February, April, June, September, November. The Board usually meets the **Second Wednesday at 7:30p.m.** of these months. If you cannot attend, please send your regrets to the Church Board Secretary or let the Chairperson or Communicator of your Committee know.

**4. Serve Communion**

**5. Visit and Deliver Newsletters to people in your assigned district**

## **The Church Board Committees**

Each committee has a special responsibility. Enjoy your work on the committee by participating in the life and work of the group.

### **Christian Development Committee**

- Promote and encourage inter-generational events, services, and activities.
- Provide educational opportunities for all age groups.
- Oversee the Church Library.
- Promote and encourage attendance at workshops and conferences for leadership training.

### **Finance Committee**

- Keep an accurate record of givings.
- Spend money wisely, in accordance with the current Budget.
- Work closely with the Church Treasurer.
- Arrange persons to count the Sunday Church Offering.
- Prepare an Annual Budget for approval by the Church Board and the Congregation.

## **Outreach and Action Committee**

- Co-ordinate visitations by the Elders.
- Plan and encourage participation in events of an Interdenominational nature.
- Co-ordinate our liaison with other ministries, and social services outside of the Epworth congregation.
- Promote the church's outreach efforts – locally, regionally and through the wider work of the United Church through the Mission and Service Fund.
- Communicate with congregation regarding materials available and projects.

### **Property Committee**

- Grant requests for use of Edifice.
- Recommend changes and repairs to the building.
- Oversee the work of the Contract Cleaning Service
- Maintain and furnish the building.

### **Worship Committee**

- Assist the minister in preparation and administration of the Sacraments
- Assist with the Reception of Members, and Dedication Services.
- Promote and maintain the use of music for the Worship Service
- Arrange to have greeters at the doors for each worship service
- Arrange Minister's Assistants
- Prepare the order of public worship
- Arrange pulpit supply
- Review the roll of the church
- Recommend candidates for ministry

individuals

### **Worship Committee**

- Recommend persons for Baptism, Confirmation, Transfer of Membership, and Weddings to the Church Board
- Review Epworth's Wedding Policy

## **Committees Not Requiring Eldership**

### **FUNd-Raising Committee**

- Consist of a representative from each Board Committee -- Christian Development, Finance, Property, Outreach and Action, and Worship
- Include representatives from the congregation
- Plan and organize various fund-raising projects or events
- Assist individuals or groups who have an idea and wish to raise funds
- Designate the proceeds from fund-raising events for a specific cause – Epworth, Community, Regional, National or International needs

### **Memorial Committee**

- Consist of Board Representatives and Congregational Representatives
- Created to recognize the strengths and talents of those that have gone before us
- Research history of individuals for whom "Memorials" are received
- Record a brief history of the person including the individual's contribution to the Epworth Church Family
- Prepare a special presentation to recognize the gifts of the