

WPC Ruling Elder Job Description

Ruling Elders are defined by the Presbyterian Book of Order in this way:

Ruling elders, together with the ministers of the word and Sacrament, exercise leadership, government, spiritual discernment and discipline and have responsibilities for the life of the congregation as well as the whole church, including ecumenical relationships. When elected by the congregation, they shall serve faithfully as members of the session. (Book of Order G-2.0301)

Twelve Ruling Elders and the Pastor make up the session or governing body of the congregation.

Responsibilities:

Term is for 3 years; maximum of 6 consecutive years

- Assist the Pastor in oversight of the spiritual welfare of the congregation.
- Care for the quality of life and growth (spiritual and bodily) of the church body, providing opportunity for growing in Jesus Christ, assimilating and equipping members and friends to do ministry, and growing in love for one another.
- Attend monthly session meeting (Usually the first Monday of each month)
 - Minutes of committee reports are mailed out to session members one week prior to session meeting.
 - Vote on action items including but not limited to any new program or special service, any change in business as usual, fundraisers, and personnel issues.
 - Agenda includes prayer and devotional time, clerk and pastor reports, committee discussion, old and new business.
- Committee leadership – Each session member chairs a committee or serves as clerk of session. Most committees meet monthly and more often as needed. Committee chairs are responsible for setting the agenda, facilitating meetings, working in concert with other committees, providing minutes to session monthly, and/or reporting to session.
- Current committees are as follows:

○ Worship	Children’s Ministry
○ Outreach	Finance and Stewardship
○ Personnel	Missions
○ Youth	Fellowship
○ Adult Discipleship	Trustees
○ Nominating	Clerk of Session
- Other duties and meetings:
 - Approving baptism and roll changes
 - Other called meetings (usually to discuss an urgent matter)
 - Serving communion or ushering as needed
 - Meeting with and approving new members
 - Home visitation
 - Annual session retreat
 - Attending day of leadership training
 - Attending and reporting at the annual meeting of the congregation and corporation in January

- Attending and representing the congregation at Quarterly Presbytery meetings (2 voting members (commissioners) for each meeting).
- Performing other duties as delegated by the congregation.

Monthly Time commitment:

- 6-12 hours depending on committee assignment and the season of the church

Skills and Attributes Necessary:

- Wisdom and spiritual maturity
- Dedicated discipleship
- Administrative skills
- Honesty
- Discernment
- Organized and able to follow through on plans and commitments
- Humble, patient and able to listen to others
- Ability to receive and send emails in a timely manner and manage multiple attachments
- Working knowledge of Microsoft word
- Working knowledge of Microsoft excel (desirable)

1 Corinthians 12:12 reads “The body is a unit, though it is made up of many parts; and though all its parts are many, they form one body. So it is with Christ.” It takes many members with many skills and talents to lead and care for the congregation.

Once elected by the congregation, leadership training is provided, followed by an examination of personal faith (knowledge of Presbyterian doctrine, government, and discipline contained in the constitution of the church, and the duties of the ministry). If approved, the session shall appoint a day for the service of ordination and installation.

Serving as Elder is both a privilege and honor and you will be richly blessed as you serve God and the congregation.