

Suggested Concerns for the Board of Elders

This Board should meet at least monthly with the Pastor. A secretary should keep notes and pass them out at the following meeting.

The Elders should assist the Pastor in the general and specific spiritual welfare of the congregation. They should individually and collectively, by word and acts, encourage their Pastor in his work, pray for him, and should stand ready at all times to help him in the challenges of the ministry.

They should keep themselves informed as to the church, communion, and Bible study attendance of the members assigned to them (not more than 12 family units). They should seek to speak a word of commendation and encouragement fellow Christians. They may use special events and moments in the lives of members as opportunities to speak a word of encouragement or joy or hope or comfort. Some of these opportunities are:

- The birth of a child.
- An anniversary or birthday (each elder should have this information).
- A hospitalization.
- Bereavement and death.
- An accident or lingering illness.
- Confirmation.
- Graduation from school.
- Other periods of testing such as domestic problems, business reversals, etc.

Each Monday the church secretary should record the church, communion, and Bible study attendance of all members. This information should then be passed on to the Elders at their monthly meeting. The benefits of such record keeping, visitation, and personal encouragement will go far. Obviously this means that the Elders are to be faithful in church, communion, and Bible study attendance. The Elder should visit each family unit at least once a year. In the case of single women, the Elder's wife should always join in the visit. As often as possible he should briefly greet his people before or after worship and Bible study.