

Elder Position Summaries- Class of 2025:

Children's (Preschool) Elder will be responsible for leading, collaborating, encouraging, and supporting the staff, volunteer leaders, children, and families in our preschool Children's Ministry programs. The Elder will support the Preschool Sunday school curriculum, actively participating in Sunday morning activities during regular term (August to May). He or she will attend monthly Children's Ministry Lead Team meetings, moderating and coordinating as needed. The Preschool elder will participate in programs and events of Children's Ministry that include festivals, family nights and events, and outreach opportunities. He or she will take an active role and continually invite members to serve in Children's Ministries and support ongoing leader training for Children's Ministries.

Children's (Elementary) Elder will be responsible for leading, collaborating, encouraging, and supporting the staff, volunteer leaders, children, and families in our elementary Children's Ministry programs. The Elder will support the Elementary Sunday school curriculum, actively participating in Sunday morning activities during regular term (August to May). He or she will attend monthly Children's Ministry Lead Team meetings, moderating and coordinating as needed. The Elementary elder will participate in programs and events of Children's Ministry that include festivals, family nights and events, and outreach opportunities. He or she will take an active role and continually invite members to serve in Children's Ministries and support ongoing leader training for Children's Ministries.

Clerk works in collaboration with the Executive Staff and other elders on the Advisory Council to provide lay oversight and accountability to the overall ministry of MDPC. As the chief lay administrator of the Session, the clerk ensures that all correspondence is handled in a timely fashion, that minutes of Session meetings are taken by the Executive Ministries Coordinator and accurately reflect the business conducted, that there is collaboration and coordination of MDPC's ministries, and serves as a lay advisor to Executive Staff. The Clerk Elect-Elect (first year Elder) will serve on the Advisory Council, the Generosity Committee, the Nominating Committee, and the Outreach Committee. The Clerk Elect-Elect will also assist the Clerk Elect in the training of the new Officer class. The Clerk or his/her appointee is responsible for coordinating with church's higher councils. He or she obtains the proper number of Elders to represent MDPC at Presbytery meetings, assisting Elders to prepare for Presbytery meetings, and reports to the Session regarding Presbytery proceedings. The Clerk assures congregational and Session awareness of significant activities of the Presbytery and Synod of ECO, especially when they directly impact MDPC. The Clerk Chain, along with the Advisory Council, will coordinate the biennial revision of the MDPC Policies and Procedures Manual and present the revised manual to Session for Approval.

MDPC has established a leadership chain to ensure continuity for the positions of Treasurer, Clerk and Personnel Moderator. As the elder advances, committee assignments will vary from year to year to establish a working knowledge of MDPC's ministries by these elders.

Evangelism Ministry Elder works closely with the Pastor of Evangelism in the areas of Evangelism and Welcoming. This elder will have primary responsibility for cultivating the growing culture of Evangelism at MDPC and for moderating the Evangelism Committee. This elder will meet regularly with the Pastor of Evangelism to help cultivate a culture of winsome witness (i.e., evangelism) at MDPC. He or she will moderate the Evangelism Committee—meets every other month, second Wednesday at 3:30 at MDPC. He or she will lead a "Witnessing Disciple" Bible study at least annually (see curriculum at growing.mdpc.org). He or she will coordinate with leaders of the Welcoming Team (Welcoming Deacon, Connections Deacon, New Member Elder) to ensure an environment *and* a process of hospitality for

newcomers to MDPC. This elder will serve twice a month as a Lobby Greeter or Campus Greeter (15 minutes before and 15 minutes after the Elder's chosen worship service).

Facilities Elder is a part of a team responsible for maintenance and operation of Church facilities including buildings, parking lots, vehicles, grounds, and physical plant. He or she will work with designated staff members to review and document capital and improvement projects within the Church. Meetings are held as needed to discuss and document on-going activities related to the Facility department's areas of oversight. This person should have the ability to adapt to the many needs of the facility while utilizing policies and procedures in addressing the many project requests that are presented for consideration. This elder will provide input and guidance in establishing standards for the facility.

Generosity Elder works in partnership with the Senior Pastor, COO, Finance Director, Communications & Media Director, and a representative from the accounting department to educate MDPC members in their responsibilities to pledge and to give of their time, talent, and treasure to build God's kingdom and to encourage each member of the church in making a personal covenant of percentage giving with a goal of tithing. He or she will stimulate year-round service and giving as an essential dimension in the spiritual growth of the congregation and in providing the financial resources needed to support the ministry needs of the church. As a member of the Budget and Finance Committees, he or she provides the stewardship perspective to the annual budget process. He or she provides the stewardship message as an integral part of a team selected to include the outreach and finance functions of the church in publishing the MDPC Annual Report. He or she participates as a member of the Budget, Finance and Legacy Giving Committees, bringing the stewardship perspective of giving potential to setting the coming annual budget and to anticipating current year receipts (analytical support from the Finance Director). He or she coordinates the development of the annual Generosity Campaign, including children & youth and coordinates the comprehensive program to stimulate giving throughout the year.

Intercultural Ministries Elder

The Intercultural elder is the lay representative between MDPC's Session and the non-English worshipping communities at MDPC. The purpose of the position is to assist in the strategy and evaluation of the mission of MDPC's non-English worshipping communities as MDPC seeks to grow numerically and culturally. Administratively, this elder is responsible for making sure that the ministries are adhering to the agreed mission goals. The Intercultural elder should be willing to be active in the mission and willing to participate in the outreach events aimed at encouraging individuals to the path of a relationship with Christ. This elder communicates regularly with the Spanish and Portuguese language pastors and congregations and works in conjunction with the pastoral and lay leadership of the respective ministries to develop the annual budget and present recommendations to the Finance and Outreach Committees for approval. He or she will assist the pastors and staff in developing volunteers to help and lead in the respective ministries.

Outreach Elders serve MDPC by being advocates for our outreach partners, working with the committee with a vision to equip congregants for global ministry, educating the congregation on missions and ways we can join God in His work of lifting the name of Jesus around the world. The Outreach elders work together with committees to evaluate partnerships and funding requests from faith-based partners. They also work with mission trip leaders to plan and coordinate trips, interview participants, and provide vision for connecting our ministry partners with individuals and groups within MDPC. Together with the committee they plan partner visits, vision trips, prayer meetings for partners, and act as spiritual leaders for the committee and voices for global ministry to the congregation. They report to Outreach committee

on recommendations from the assigned Sub-Committees. As members of Outreach, advises, deliberates, and votes on all matters before the Outreach Committee and Session.

Personnel Elder serves as part of the elder team for the Personnel Committee and works in collaboration with the COO and the HR Director to ensure MDPC can hire, retain and reward MDPC employees, set Personnel policies, and assist in any Personnel-related issues as they arise. The Personnel elder also provides counsel and encouragement to the Senior Pastor, the COO and to the Human Resources Director on the wide variety of matters that relate to all aspects of personnel management, motivation, and evaluation. The Personnel-elect-elder serves on the Personnel and Outreach and Budget Committees.

MDPC has established a leadership chain to ensure continuity for the positions of Treasurer, Clerk and Personnel Moderator. As the elder advances, committee assignments will vary from year to year to establish a working knowledge of MDPC's ministries by these elders.

Relationships (Women's) Elder desires to encourage other women in their lives and cultivation of faith. This Elder is responsible for directing the implementation of the MDPC Women's Ministry mission of connecting women with Jesus and with others. This Elder works alongside the Relationships Pastor, the Relationships Director, the Relationships Coordinator and Women's Committee to produce women's programming. She serves as Chair of the Women's Ministry Committee, including preparation of the agenda of Women's Ministry meetings as well as minutes. She ensures Women's Ministry activities are consistent with the overall MDPC mission and nurtures, recruits, trains and empowers lay leadership in the Women's Ministry area, including members of the Women's Ministry Committee, Retreat guest/speakers, volunteers, class leaders and any other small group leaders. She will strategize with other ministry areas and elders to share event responsibility or create new programming.

Treasurer(s) work in collaboration with the Executive and Finance staff to provide lay oversight and accountability to the finances of MDPC. As integral members of the MDPC financial team, the Treasurer Chain brings the perspective of fiscal disciplines in balancing expenditures with receipts expected in the current and coming budget years. Works in partnership with the COO and Finance Director to ensure adequate financial resources and controls throughout the current budget year. He or she shares responsibility with the Treasurer-Elect for recruiting and scheduling volunteers to count and deposit Sunday cash contributions and scheduling Clerk elders to sign checks weekly. The Treasurer serves on the Advisory Council, Budget, Finance, Outreach, and Audit Committees.

MDPC has established a leadership chain to ensure continuity for the positions of Treasurer, Clerk and Personnel Moderator. As the elder advances, committee assignments will vary from year to year to establish a working knowledge of MDPC's ministries by these elders.

Worship & Music Elder partners with the Pastors, Worship and Music staff, and other MDPC staff members, and volunteers to provide for the Worship life of MDPC and to support the mission and vision of the church. First-year elder duties include participating in monthly worship committee meetings, worship evaluation and planning sessions, assisting with communion preparations, and organizing the sacrament of baptism. Generally, at least one Worship and Music Elder should attend one of the English language services each Sunday, attend special Worship services to monitor the order of Worship, provide leadership during the sacraments, and count the number of worshipers at the English language services, special worship services, and concerts. He or she works closely with volunteers and staff to recruit Communion servers and develop plans for administering the Sacrament to enhance the worship experience as well as ensure that it runs efficiently. This elder assists with oversight of and organization of baptism arrangements while ensuring that baptisms are conducted according to MDPC Policies and Procedures and

that baptism families are given the full care and compassion of the MDPC family. Candidates must be regular worshipers, have musical interests, and have volunteer experience at MDPC.

Youth (Discipleship) Elder partners with the Youth Staff to foster an environment at MDPC where middle and high school students and their families learn to Connect in Christian Community, Encounter the Living God, Grow as Followers of Jesus, Impact others in Word and Deed, and Embrace God's Mission in the World. This elder has contact with the Discipleship Directors to support the staff and volunteers in implementing the vision on a weekly basis via Connection or Life Group. The elder will attend monthly Youth Committee Meetings with the other Youth Elders., participate in the Middle School or High School Connection program on Sunday mornings (as-needed basis) and attend other youth events throughout the year. He or she will work with the staff to execute discipleship-specific Youth Ministry events by joining the planning and implementation process and assist the Youth Staff in prayerfully discerning the direction that the Holy Spirit is leading the Youth Program at MDPC.