



## Elected Leadership Recommendation Form

The Village Church Nominating Committee is seeking your input for potential candidates to serve in elected leadership positions within the church: **Elder, Executive Committee Member (Financial Committee), Trustee, Deaconess, and Nominating Committee.**

Use this form to recommend a member of our congregation to serve in one of these elected positions. *Please note that leadership positions are **open to official church members only**. Also note that the nomination of candidates is the privilege and responsibility of official members of Village Church.*

Upon completion, email this form to [village.church@vcgurnee.org](mailto:village.church@vcgurnee.org) or mail it to the church (1319 N. Hunt Club Rd. Gurnee, IL 60031). This form is also available on the website at [vcgurnee.org/forms](http://vcgurnee.org/forms).

Recommendations must be received by **Sunday, April 26.**

Your Name:		Member? <input type="checkbox"/> YES <input type="checkbox"/> NO	<b>Position:</b> (check one) <input type="checkbox"/> Elder ( <i>Men only</i> ) <input type="checkbox"/> Deaconess ( <i>Women only</i> ) <input type="checkbox"/> Executive Committee <input type="checkbox"/> Trustee <input type="checkbox"/> Nominating Committee
Name of Recommended Candidate:			
Has individual been informed of this recommendation?		<input type="checkbox"/> YES <input type="checkbox"/> NO	
Is candidate able to attend a one-time training to learn more?		<input type="checkbox"/> YES <input type="checkbox"/> NO	
Tell us why you believe this person would be a good candidate to serve in this position. (Particularly note giftedness, skills, or experience relevant to position.)			
Explain how you have witnessed this person grow spiritually, connect with others in the church family, and reach others for Christ; and has helped others do the same.			
List involvement and key contacts who would be familiar with candidate's work in that ministry.			
Village Church of Gurnee   1319 N. Hunt Club Rd. Gurnee, IL   847.244.6606   <a href="http://vcgurnee.org">vcgurnee.org</a>			

# Responsibilities of Elected Leaders at Village Church

## ELDER CORE TASKS

### *Spiritual Oversight*

- Pray for church members
- Cultivate a culture of outreach, discipleship and prayer within the church
- Oversee the distribution of the Congregational Care fund
- Instruct and examine baptism and membership candidates
- Perform pastoral care for the sick, homebound, and grieving
- Preside over the serving and celebration of the Lord's Supper
- Administer church discipline and pastoral intervention in partnership with the lead pastor
- Partner strategically with deaconesses, women's ministry team members, etc. in caring for women

### *Doctrinal Oversight*

- Uphold Village Church/Missionary Church beliefs
- Lead Pastor: Oversee the preaching ministry of Village Church
- Share in the teaching of various classes (membership, baptism, etc.)
- Guard from false doctrine, teachers, and divisiveness both inside and outside the church

### *Directional Oversight (80/20 Rule: 80% future and 20% past)*

- Provide wisdom for and evaluation of the lead pastor
- Oversee finances and facilities of the church via the Executive Committee and Trustees
- Train a "pool" of elder candidates from which Elders are prayerfully chosen then oriented
- Update and make available bylaws, policies, position papers, and annual reports consistently
- Oversee the development then celebrate by example Village church's mission, vision, and values
- Affirm the boundaries (yearly) in partnership with the lead pastor within which the staff operates (sandbox: mission/vision/values, ministry budget, job descriptions, and goals)

### *Commitment of the Elders*

- Spiritually encourage and pray for the staff.
- Care for the well-being of the lead pastor and his family.
- Maintain character qualifications for eldership, being willfully accountable or voluntarily stepping aside if qualifications are no longer met (1 Timothy 3:1-13; Titus 1:5-9; and 1 Peter 5:1-4).
- Abide by the doctrinal statement, by-laws, philosophy, style of ministry, and governance; and regularly attend, serve and give to the ministry of Village Church.

## EXECUTIVE COMMITTEE MEMBER CORE TASKS

- Help the church treasurer and staff formulate an annual church budget consistent with the approved ministry strategies, goals and objectives
- Ensure that a regular audit process takes place, reviewing the handling of monies and the recording of receipts and disbursements of all organizations within the church
- Make recommendations to the Board of Elders regarding the purchase or sale of property, the borrowing of money, and the establishing of special offerings or funds
- Maintain adequate insurance coverage for church ministries and for the church property
- Serve as the corporate officers of the church in legal matters
- Oversee the work of the Board of Trustees
- Keep the Board of Elders and congregation informed regarding the financial status and/or needs of the church

## **TRUSTEE CORE TASKS**

- Responsible for the maintenance of the church's buildings and grounds for ministry purposes
- Directly accountable to the Executive Committee
- Attend a trustee meeting every other month to discuss maintenance & grounds issues while being prudent with the church's building and maintenance budget
- Attend an occasional work evening (off month of the regular meeting) to perform maintenance around the church's building and grounds
- Be a member and leader of one of the 4 snow and lawn teams. Individual teams are required to perform duties every 4th week
- Be a *Trustee on Duty* for Sunday services on a rotational basis (about once every 8 weeks). Duties include making sure the church is ready for services, unlocking/locking doors, turning on/off lights, being available for any cleanup or maintenance issues that can occur, being available for escorting ushers with the offering to the safe, helping with any set-up or security issues that may arise
- Attend the Spring and Fall work day.
- Formulate and enforce policies governing the use and care of church property
- Make recommendations to the Executive Committee regarding major repairs and improvements

## **DEACONESS CORE TASKS**

- Providing counsel and prayer support to women with special needs
- Visiting the women of our congregation who are "shut in," or in the hospital
- Preparing the elements for the corporate observance of the Lord's Supper
- Assisting female baptism candidates at baptism services
- Participating regularly and actively in the women's ministries of the church, thereby seeking to model and promote spiritual growth and maturity among the women

## **NOMINATING COMMITTEE MEMBER CORE TASKS**

- Be responsible to prepare ballots for election to be posted two (2) weeks before the election
- Oversee the process for recommendation of candidates for leadership positions from the membership
- Contact potential candidates for attending training/orientation program
- Review recommended candidates and create a pool of trained candidates who are suitable and willing to serve
- Work with leaders of Elder Board, Executive Committee, Deaconesses, Trustees to facilitate getting to know candidates and to finalize nominees
- Gather bios of nominees for distribution to the membership
- Create ballot for membership meeting