



JOB PROFILE – ELDER

Document To Be Reviewed By:	Elder Body
Frequency of Review:	2 Years
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Date of Update	Nature of Update
12/1/2021	Initial Document Creation
8/28/2025	Updated Church Logo
9/3/2025	Added note under “Qualifications & Requirements” Must be a member of WMC.

ROLE TITLE:	Elder
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TYPE OF ROLE:	<input type="checkbox"/> Full Time <input type="checkbox"/> Part Time <input checked="" type="checkbox"/> Lay
JOB TITLES:	Elder

ORGANIZATIONAL STRUCTURE:	
This role reports indirectly to:	Elder Body
Titles of roles reporting directly to this role:	Lead Pastor and Campus Pastor when acting as Elder Body
Titles of roles reporting indirectly to this role:	None

Note: This Job Profile provides a generic description of this role and the associated work complexities. It describes the way in which the performance of any individual in this role will be measured, and provides person and job specifications of the role for recruitment, selection and talent development purposes. It does not detail specific activities performed in carrying out tasks associated with this position. Further to the information in this Job Profile, employees are expected to comply with all applicable state and local laws, church policies, work collaboratively, and exhibit a good work ethic.

I. POSITION SUMMARY

The Elder shall be responsible, under the direction of the Elder body for exercising oversight organizationally, fiscally, and spiritually of Woodburn Missionary Church. This position has direct accountability before God as laid out in the New Testament.

II. JOB RESPONSIBILITIES

- Oversee both the Campus Pastor and the Lead Pastor as an Elder body
- Ensure alignment of WMC with biblical principles
- Fulfill the biblical charge of Elder as found in the New Testament
- Ability to teach
- Protect and shepherd the congregation of WMC

III. GENERAL RESPONSIBILITIES

- Be a part of the worshiping community of Woodburn Missionary Church on a regular basis
- Attend regular Elder meeting, business meetings, or any other meetings necessary to perform the Elder function
- Meet regularly with Lead and Campus Pastors
- Provide for the keeping of administrative records (requested by the Executive Team, Elder Body, and Campus Pastor) needed for future planning as needed

IV. WORKING CONDITIONS

The position of Elder requires great flexibility in hours available for work, meetings, and one-on-one encouragement of the body including evenings and weekends. The position is a lay volunteer position and is an important role in being a servant of the body at Woodburn Missionary Church.

V. QUALIFICATIONS AND REQUIREMENTS

Since the Elder position is a lay position and is important to the ongoing health and leadership of the Church, Woodburn Missionary Church seeks a person who:

- Meets the qualifications expressed in I Tim. 3 and I Peter 5
- Is seen as a spiritual leader as implied in Acts 6 with emphasis on using written Word of God and prayer.
- Must be born male
- Agrees with Woodburn Missionary Church's Beliefs and Core Values and commit to exhibit a lifestyle that is consistent with the same
- Although flawed, seeks to conform to the likeness of Christ more every day
- Has the desire to serve the Woodburn Missionary Church body
- Generates new ideas and programs
- Values a team concept of ministry
- Has the ability and desire to work with other people
- Has good organizational skills
- Feels the calling to serve as an Elder of Woodburn Missionary Church
- Is a member of Woodburn Missionary Church

VI. EXPECTATIONS

- To regularly attend WMC worship services and spiritual activities - It is important for our people to see our Spiritual leaders supporting the ministry through their attendance
- To be prepared for meetings and to follow up and follow through on tasks assigned at meetings
- To be growing in personal relationship with the Lord and be deepening in knowledge of the Scriptures in order to give Biblical guidance in the direction and decisions within the church
- To intentionally pray for the ministry, outreach, mission, leadership, staff and body of WMC
- To faithfully attend regular monthly meetings and any other called meetings as needed and notify the other Elders if for some reason an Elder is going to miss a meeting
- To maintain a high level of confidentiality regarding information discussed at Elder Body meetings or through other communication paths
- To speak thoughts, opinions and insights in the Elder Body meetings and to support ALL decisions that are made
- To respond and interact to all correspondence in a timely and efficient manner
- To generously support the mission and ministry of Woodburn Missionary Church with both time and finances
- To exercise leadership gifts within the body of Woodburn Missionary church with a servant's heart
- To make a point to provide encouragement to the Vocational Pastors and Executive Team
- To keep a pulse on the spiritual needs and opportunities that exist within the church body
- To be willing to assist in the spiritual and physical care of congregants of our church when and as needed
- To be available to listen and initiate spiritual conversations with people in our congregation

- To give spiritual wisdom, guidance, and counsel in all matters regarding the vision and ministry of WMC
- To prayerfully consider leading or participating on a WMC mission team/trip from time to time
- To invest your life in the life of someone else - To help us in our commitment in being a disciple making disciples congregation
- To give oversight to the core values of WMC and ensure that the church does not lose its spiritual distinctiveness and calling
- To believe God and exercise faith for “greater things” at Woodburn Missionary Church (John 14:12)
- To serve the Lord and this community with joy and gladness (Dt. 28:47)