

Elders and Advisors, Deacons and Assistants: Position Descriptions

Leadership @ Harbor City Church

We want all of our Servants and Leaders at Harbor to work by God's grace to 1) embody our Values, 2) live out our Mission, so we can 3) further achieve our Vision.

Harbor City Church Vision: A Renewed City, Through a Renewed People, To the Glory of God

Harbor City Church Mission: To make disciples who experience Jesus in every part of their lives, and share Jesus in every part of the city.

Harbor City Church Values:

1. **Gospel-Centered:** The Gospel is the glorious news that God loves us! He loves us so much that He came to rescue us and renew us so that we can now live lives of abundant blessing and purpose and significance. His love unleashes His power in our lives that renews everything. Jesus brings hope, forgiveness, acceptance, and growth. All we do as a church—Preaching, Music, Discipleship and Events—begins and ends with this inspiring story of God's sacrificial love and transforming power. By believing in Jesus, we experience Him and we begin to share Him with others. Our lives become chapters in His story.

Elders and Advisors share this gospel and apply it to the hearts of all our family.

Deacons and Assistants serve so that this gospel can be shown and shared to all of our family.

2. **Growing in Community:** We were created for community. We all need relationships that are honest, encouraging, and challenging. On Sundays, and in Life Groups and Discipleship we experience Jesus in community. We receive Jesus' grace and truth and share it with others. We experience people investing in us and in our growth, and we become the kind of people who invest in and care for others.

Elders and Advisors provide the loving community that comforts our people and challenges them.

Deacons and Assistants serve the church so that community can be created and deepened.

3. **Living on Mission:** When we experience Jesus, we share Him with others! Jesus is on a mission to renew people and cities. We join Him on mission through what we do (caring for and serving others) and in what we say (sharing the gospel and how it has changed us). Jesus' hope speaks to our deepest needs, and we look for opportunities to share this hope with others. The gospel renews us with a sense of purpose and a mission to become a blessing to others.

Elders and Advisors encourage our people to share their faith and their testimony with others.

Deacons and Assistants serve so that the lost can be found and our people can be equipped to share.

4. **City Positive:** God loves people *and* cities! We celebrate and serve our city, seeking its renewal spiritually, socially, and culturally. As people are renewed to follow and worship Jesus, the city is renewed spiritually. As people love and honor their neighbors at work, home, and in neighborhoods, the city is renewed socially. As people embrace God's purposes for work, art, and community, the city is renewed culturally. We experience Jesus in what's right with our city. We share Jesus when we seek to heal what is wrong.

Elders and Advisors help our people to see and celebrate God's image in all life.

Deacons and Assistants serve so that our people are moved to serve what's broken in all of life.

5. **Equipping Leaders:** Renewing the city takes leadership. The city needs leaders who experience and share Jesus. From volunteers to staff, we invest in people. We help people to lead by providing training and resources so they can use their gifts to bless others. We will equip people to be Gospel-Centered, Grow in Community, Live on Mission, and to be City Positive. Developing and equipping leaders is a crucial part of growing our church and multiplying our part to bless our city.

Elders and Advisors provide leadership so that people can grow and be developed.

Deacons and Assistants serve the ministries of the church so that people can grow and be developed.



Elders & Elder Advisors at Harbor City Church Position Description

Term: Elders and Elder Advisors are able to serve as long as they are part of our church family. We are currently discussing having them serve for a 3 year term, and then breaking for a year. But family or life demands may also move them to step back from serving in this role.

In addition to being present for Sunday Service and in their Life Group, **being an Elder typically requires 3-5 hours/month**. Below is a list of responsibilities covered by the Elders. Not every elder fulfills every responsibility.

RESPONSIBILITIES of Elders and Elder Advisors

- 1. Be an Example of the Gospel to the Church (1Timothy 4:12; Titus 2:2-8)**
 - Embody the church's five values in your relationships at home, church, work, in your neighborhood. Not perfectly, but growing through the grace of God.
- 2. Shepherd the people of our church (1Peter 5:1-4; Psalm 23; John 10; Acts 20:16-38; 1Corinthians 5; Matthew 16:19; 18:15-20; 1Corinthians 5)**
 - Care for and Visit people in need—Listen, advise, and pray
 - Many of our Elders lead a Life Group
 - Conduct Membership interviews and exit interviews
 - Work in conjunction with the Deacons so peoples' spiritual and physical needs are met
 - Participate in cases of church discipline
- 3. Oversee the Health of the Church (Exodus 18:8-27; Titus 1:7; 1Timothy 3:1)**
 - Goals and Metrics: Is our church healthy? Are we moving toward our Vision/Mission/Values?
 - High Level Governance of Pastor/Staff over Finances, Missions, Discipleship

QUALIFICATIONS

Spiritual Maturity for Elders

We are not looking for perfect men, we are looking for men who have a mature relationship with Jesus. You can see Jesus in them and you experience Jesus through them. They are able to fulfill the responsibilities in the description above. Below is a summary and brief description of the character qualifications for elders. These define spiritual maturity. Again, no one is perfect in any of these areas, but it should be evident that these men follow Jesus, are being changed by Jesus, and are committed to the mission of Jesus (see Acts 4:13).

Character – He knows and shows the character qualifications of an Elder in the bible. He is aware of his personal battle with sin. He is growing more like Jesus by preaching the gospel to himself and being accountable to others. Here is a summary of the Bible's qualifications for Elders from 1Tim 3:1-7 & Titus 1:6-9.

- **Blameless/Above Reproach**—Has a reputation for integrity; is respected by those in the church and outside.
- **Husband of one wife/Manages household well**—Not promiscuous (if married or single). Has an ordered life. Faithful as husband and father (if married).
- **Self-controlled/Not enslaved to drunkenness or greed**—Able to order his life under God's authority. Not ruled by addiction.
- **Hospitable**—Welcomes outsiders and insiders into the church community. Uses home as a place for ministry.
- **Not quarrelsome**—Isn't argumentative. Disagrees well. Is full of grace & truth. Speaks the truth in love.
- **Gentle; not overbearing, violent or quick tempered**—Approachable by all kinds of people; not easily angered
- **Upright, Holy and Disciplined**—Has a proven track record of gospel change and spiritual fruit.
- **Able to teach:** Helps people understand the gospel, makes disciples who follow Jesus, are changed by Jesus, and are committed to Jesus' mission in their lives.

Theological Knowledge

Elders must subscribe to the Westminster Standards, which will be covered in the training. In addition, Deacons must enthusiastically support the Vision, Mission, and Five Values of Harbor City Church.

ELDER ADVISORS

Elder Advisors should strive toward the spiritual maturity and theological knowledge required of an Elder. They are chosen because of their fruitful ministry in the congregation, and because they generally represent the theological knowledge and skills of Elders.

Deacons & Deacon Assistants at Harbor City Church

Position Description

Term: Deacons and Deacon Assistants are able to serve as long as they are part of our church family. We are currently discussing having them serve for a 3 year term, and then breaking for a year. But family or life demands may also move them to step back from serving in this role.

In addition to being present for Sunday Service and in their Life Group, **being a Deacon typically requires 2-5 hours/month**. Below is a list of responsibilities covered by the Deacons. Not every Deacon fulfills every responsibility.

GENERAL RESPONSIBILITIES for Deacons and Deacon Assistants

1. Be an Example of the Gospel to the Church (1Timothy 4:12; Titus 2:2-8)

- Embody the church's five values in your relationships at home, church, work, in your neighborhood. Not perfectly, but growing through the grace of God.

2. Be the chief servants in the Church

- Look for ways to help others and improve the church.
- Free up the elders and staff so they can to focus on Teaching, Prayer, Shepherding, and Oversight.
- Help connect the skills/expertise of our people to meet the needs of others.
- With Staff coordinate work days on the facility/office space when needed.
- Oversee the Financial Care Team

QUALIFICATIONS

Spiritual Maturity for Deacons

We are not looking for perfect men, we are looking for men who have a mature relationship with Jesus. You can see Jesus in them and you experience Jesus through them when you interact with them. You should see evidence in their life and relationships that they are able to fulfill the responsibilities in the description above. Below is a summary and brief description of the character qualifications for deacons. Again, no one is perfect in any of these areas, but it should be evident that this man follows Jesus, is being changed by Jesus, and is committed to the mission of Jesus (see Acts 4:13).

Character - He knows and shows the character qualifications of a Deacon in the bible. He is aware of his personal battle with sin. He is growing more like Jesus by preaching the gospel to himself and being accountable to others. Here is a summary of the Bible's qualifications for Deacons from 1Tim 3 8-12 & Acts 6.

- **Respected** – Has a reputation for honor and integrity, is respected by those in and outside of the church.
- **Husband of one wife/Manages household well (if married)** - Faithful in responsibilities as a husband and father
- **Self-controlled, not given to drunkenness or greed** – Not erratic in beliefs or behavior, not ruled by addiction.
- **Proven Faithful** – Has served fruitfully & faithfully in serving others
- **Firm faith in the gospel** - Wholeheartedly submits to Jesus and the Bible.

Theological Knowledge

Deacons must subscribe to the Westminster Standards, which will be covered in the training. In addition, Deacons must enthusiastically support the Vision, Mission, and Five Values of Harbor City Church.

DEACON ASSISTANTS

Deacon-Assistants should strive toward the spiritual maturity and theological knowledge required in an Deacon. They are chosen because of their fruitful ministry in the congregation, and because they generally represent the theological knowledge and skills of Deacons..