

The Ministry of Circuit Elders

Job Description



PURPOSE

Circuit Elders assist District Superintendents/Chief Mission Strategists in ordering the life of the church, embodying the connection, and resourcing local congregations for missional effectiveness to churches/circuits to which they are assigned.

Circuit Elders are not supervisors and they do not have a role in the appointive process. Instead, the work of Circuit Elders is focused on creating vital congregations within the United Methodist Connection.

OUTCOMES OF A HEALTHY & VITAL CIRCUIT ELDER INITIATIVE

1. Local pastors and lay supply preachers will experience encouragement in their ministry.
2. Congregations and clergy will experience the richness of connectional relationships.
3. Circuit Elders will gain experience and equipping as leaders in their circuits and in their appointments.

ESSENTIAL FUNCTIONS/TASKS:

- 1. Collaborate with the District Superintendent to Order the Life of the Church by:**
 - a. Assisting pastors in preparing for charge conference and other connectional administrative responsibilities.
 - b. Presiding at called charge conferences as requested by the District Superintendent.
 - c. Communicating regularly with the DS regarding the ministry of the churches on the circuit.
- 2. Collaborate with the District Superintendent as Chief Missional Strategist by:**
 - a. Facilitating conversations with congregations and the pastors of the circuit around vital ministry and mission field engagement.
 - b. Facilitating strategic missional assessments in congregations as requested by the District Superintendent, including utilizing Discipline Paragraph 213 as a guide for conversation as directed.
- 3. Embody the United Methodist Connection by:**
 - a. Attending special events of the circuit as a representative of the connection as requested.
 - b. Providing pastoral care to the clergy and lay supply preachers in the circuit, and keep the District Office informed of situations of concern.
 - c. Providing support for pastors concerning questions of ministry practice.
- 4. Facilitate Clergy Development through Mentoring by:**
 - a. Serving as dCOM-assigned Clergy Mentors to local pastors in their circuits (who have not completed Course of Study).

CREATING VITAL CONGREGATIONS THAT MAKE DISCIPLES OF JESUS CHRIST, WHO MAKE DISCIPLES
EQUIPPED AND SENT TO TRANSFORM LIVES, COMMUNITIES AND THE WORLD.

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EXPECTATIONS OF STAKEHOLDERS

Circuit Elders

1. Attend Circuit Elders Training Programs and required meetings.
2. Fulfill essential functions of the Circuit Elder role.
3. Communicate with DS regularly (use of @arumc.org email is expected.)
4. Be readily available to the circuit pastors and circuit congregations.
5. Share appropriate information with the DS, and hold all conversations and circuit work as confidential with the congregations, pastors, and district superintendent.
6. Communicate regularly (monthly in most cases) with pastors in circuit.

Pastors and Assigned Supply Preachers in the Circuit

1. Attend Circuit gatherings.
2. Communicate regularly (monthly in most cases) with Circuit Elder.
3. Complete and submit reports by the appropriate deadline.

Congregations in the Circuit

1. Utilize the Circuit Elder as the initial contact for questions of practice, policy, and polity.
2. Complete and submit charge conference packets as required.

District Superintendent

1. Initiate quarterly contacts with Circuit Elders.
2. Be available for consultation on circuit matters.

Arkansas Conference

1. Assist in Circuit Elder training and resourcing.
2. Provide funding for Circuit Elder mileage