

Qualifications and Duties of Nominees for Elder

Guidelines on making nominations

- Before nominating someone for a position, you should prayerfully read through the qualifications and duties. If you believe the individual you have in mind meets these, you should approach them and ask them if they are open to being nominated to the specific position. If they are agreeable to it, they can be nominated in writing using the attached form.

Qualifications for Elders

1. The minimum qualifications for Elders shall not be less than those listed in 1 Timothy 3:1-7 and Titus 1:6-9.
2. In addition to the minimum qualifications given in Scripture, Elders must be Members who:
 - a. Fully subscribe to the Congregation's Constitution and Bylaws;
 - b. Profess in good conscience Lutheran theology as outlined in the Doctrine of the Congregation;
 - c. Align with the ethos and values of this Congregation;
 - d. Have been a Member for at least twelve (12) months; and
 - e. Are actively involved in the ministry of the Congregation.

Duties of Elders

Subject to the will of the Congregation, the Elders shall oversee the ministry and resources of the Church. The Elders shall, in keeping with the principles set forth in the Scriptures, especially Acts 6:1-6; 1 Timothy 3:1-7; 5:17; Titus 1:5-9; James 5:14; and 1 Peter 5:1-4, undertake the responsibility of assisting the Pastor(s) in shepherding God's flock by devoting themselves to prayer and the ministry of the Word. They shall have particular authority to:

1. Assist the Pastor(s) in all spiritual duties pertaining to the spiritual wellbeing of the Congregation and Church staff;
2. Direct all the affairs of the Church to ensure that the mission is accomplished in a spirit of unity;
3. Oversee the provision of the physical facilities needed by Trinity San Antonio, including the buying and selling of real estate and securing real estate leases;
4. Be responsible for any construction project (The actual coordination of a construction project may be delegated to a Building Team);
5. Serve as a Pastoral Search Team in locating a new Pastor;
6. Prayerfully interview and appoint replacements for the Board of Elders;
7. Examine and instruct prospective Members;
8. Oversee the process of Church Discipline;
9. Examine and recommend candidates for all offices and positions;
10. Oversee the work of the Deacons/Deaconesses and the Church;
11. Hire, oversee, evaluate the performance of, and when necessary terminate paid Church staff;
12. Construct a proposed budget for approval by the Congregation; and
13. Take any other action which shall be necessary and proper for faithfully overseeing and shepherding the Church.

Terms: Elders shall be elected for three (3) year terms for up to two (2) terms. See By-Laws for additional term limits.

Nomination Form:

- This nominee demonstrates living faith in Christ and has a servant's heart.
- This nominee exhibits spiritual leadership within the Congregation.
- This nominee professes, without reservation and in good conscience, Lutheran theology as outlined above in the Doctrine of the Congregation.
- This nominee is actively involved in the ministry of the Congregation.
- This nominee fulfills the qualifications given in Scripture as found in 1 Timothy 3:1-7 and Titus 1:6-9 (Please read again with the nominee(s) in mind).
- This nominee could fulfill the duties listed above with excellence (Please read again with the nominee(s) in mind).
- This nominee is able to meet monthly with the Board of Elders and up to 6 times per year with the Board of Directors.
- I would willingly submit this person in matters of spiritual counsel.
- I have spoken to this nominee and they are willing to serve in this role.

Please give an example you witnessed of spiritual leadership: _____

Please give an example you witnessed of spiritual care: _____

Please write a short description of why you are nominating this person: _____

After prayerful consideration, I believe to the best of my knowledge these nominee(s) satisfy the above qualifications; are able and agreeable to carry out the duties, have spoken with them who is agreeable, and therefore nominate for consideration as a secretary candidate the following person(s):

Nominee(s): _____

Name: _____

Date: _____

Qualifications and Expectations of Nominees for Deacon/Deaconesses

Qualifications for Deacons/Deaconesses

1. They shall be Members who meet the qualifications set forth in 1 Timothy 3:8-13 and be chosen and fulfill the duties below.
2. Demonstrate a servant's heart in the particular area being nominated for.
3. Are actively involved in the ministry of the Congregation.

Duties of Deacons/Deaconesses

1. The Deacons/Deaconesses shall be responsible for assisting the Elders in the care of the Congregation, serving the physical needs of the Congregation, as well as the material affairs of the Congregation.
2. In keeping with the principles set forth in Acts 6:1-6, Deacons/Deaconesses shall not exercise a ministry of spiritual authority, but shall support the Elders' ministry of the Word, work to maintain the unity of the Church, and care for the physical needs of the Church.
3. The Church may recognize Deacons/Deaconesses to take responsibility for seeing that the sick, the sorrowing, the aged, and the infirm receive spiritual and physical comfort.
4. Fulfills the specific qualifications and duties of the area of ministry being nominated for below.

Deacon/Deaconess Openings Within the Congregation

1. Deacon/Deaconess of Children's Ministry

1. Shows a love of children and a gift for teaching them the faith.
2. Professes in good conscience Lutheran theology as outlined in the Doctrine of the Congregation.
3. With direction, collaborate with the Pastor on curriculum.
4. Organize and delegate a team of volunteers for the ministry.
5. Facilitate and maintain completion by volunteers of background checks and training.
6. Coordinate details pertinent for weekly Sunday school.

2. Deacon/Deaconess of Music Ministry

1. Shows a gift for music and the ability to perform beautifully.
2. Able to organize and delegate a team of volunteers for the ministry.
3. Skilled at gently leading and improving the performance of volunteers.
4. Aligned with the ethos and values of Trinity's theology of music.
5. Familiar with and able to set up, run, and improve equipment for live performance.
6. Coordinate details pertinent for weekly Sunday music.

3. Deacon/Deaconess of Hospitality

1. Shows a gift of hospitality and a genuine compassion for people.
2. Able to organize and delegate a team of volunteers for the ministry.
3. Shares and spreads the purpose and vision of hospitality.
4. An eye for beauty, detail, and ability to craft a welcoming space.
5. Coordinate details for weekly Sunday Hospitality team and setup.

4. Deacon/Deaconess of Physical Needs

1. Shows a gift and care for the sick and sorrowing, poor and needy.
2. Make visits as needed to those absent or apart from the Congregation.
3. Able to offer physical care (e.g. basic repairs, lawn care, moving)
4. As needed, coordinate volunteers to assist in the ministry.

Terms: Deacons/Deaconesses will serve a term of one (1) year for up to three (3) terms. See By-Laws for additional term limits.

Nomination Form:

- This nominee demonstrates living faith in Christ and has a servant’s heart.
- This nominee fulfills the qualifications and description given in Scripture as found in 1 Timothy 3:8-13 and Acts 6:1-6 (Please read again with the nominee(s) in mind).
- This nominee is actively involved in the ministry of the Congregation.
- This nominee displays a clear gift for the particular area of ministry.
- This nominee meets the qualifications for the particular area of ministry.
- I have spoken to this nominee and they are willing to serve in this role.

Please write a short description of why you are nominating this person: _____

After prayerful consideration, I believe to the best of my knowledge these nominee(s) satisfy the above qualifications; are able and agreeable to carry out the duties, have spoken with those who are agreeable , and nominate the following person(s) for consideration as a deacon/deaconess candidate (please indicate the particular diaconate):

Nominee(s): _____

Name: _____

Date: _____

Qualifications and Expectations of Nominees for Treasurer

Qualifications for Treasurer

1. The Treasurer shall be a lay (not paid staff) Member of the Congregation.
2. The Treasurer shall not also be an Elder.
3. The Treasurer shall be someone with the gift of numbers and basic accounting. They should be detail-oriented.

Duties of the Treasurer

The Treasurer shall:

1. In concert with the Elders draft a budget annually.
2. Keep track of expenses against and maintain a full accounting of the budget.
3. Advocate sound financial wisdom and spending within the Congregations means and budget.
4. Ensure that any officer, employee, or other designated person authorized to spend funds handles that responsibility appropriately and with integrity.
5. Ensure all funds and securities of the Congregation and their corresponding financial institutions are well managed.
6. Prepare reports as needed for the Elders and the Congregation.
7. Serve on the Board of Directors of the non-profit corporation of the Congregation under the laws of the State of Texas.

Terms: The Treasurer shall be elected for renewable two (2) year terms. This position is not term-limited.

Nomination Form:

- This nominee demonstrates living faith in Christ and has a servant's heart.
- This nominee displays a clear gift for numbers, accounting, and financial wisdom.
- This nominee knows how to record and itemize expenses as part of a budget.
- This nominee would be able to gently confront someone in error surrounding the handling and spending of money.
- This nominee displays clear organization and is on top of details and affairs.
- This nominee could faithfully prepare a budget and financial reports.
- This nominee is available to meet up to 6 times per year with the Board of Directors and discuss and vote on pertinent matters.
- I have spoken to this nominee and they are willing to serve in this role.

Please write a short description of why you are nominating this person: _____

After prayerful consideration, I believe to the best of my knowledge these nominee(s) satisfy the above qualifications; are able and agreeable to carry out the duties, have spoken with those who are agreeable, and therefore nominate the following person(s) for consideration as a treasurer candidate:

Nominee(s): _____

Name: _____

Date: _____

Qualifications and Expectations of Nominees for Secretary

Qualifications for Secretary

1. The Secretary shall be a Member of the Congregation.
2. The Secretary shall be someone with the gift of notation and organization.

Duties of the Secretary

The Secretary shall:

1. Record the minutes of all Congregation Meetings.
2. Keep an accurate roll of the Congregational Membership and provide upon request.
3. Prepare reports as needed for the Elders and the Congregation.
4. Serve on the Board of Directors of the non-profit corporation of the Congregation under the laws of the State of Texas. As part of this they will need to meet 1-6 times with the Board per year.

Terms: The Secretary shall be elected for renewable two (2) year terms. This position is not term-limited.

Nomination Form:

- This nominee demonstrates living faith in Christ and has a servant's heart.
- This nominee displays clear organization and is on top of details and affairs.
- This nominee could faithfully notate meetings and prepare reports.
- This nominee is available to meet up to 6 times per year with the Board of Directors and discuss and vote on pertinent matters.
- I have spoken to this nominee and they are willing to serve in this role.

Please write a short description of why you are nominating this person: _____

After prayerful consideration, I believe to the best of my knowledge these nominee(s) satisfy the above qualifications; are able and agreeable to carry out the duties, have spoken with those who are agreeable, and therefore nominate the following person(s) for consideration as a secretary candidate:

Nominee(s): _____

Name: _____

Date: _____