



New Elders and Deacons

As we look to add new Elders and Deacons and Assistants to both, it is important that we begin by rehearsing the Vision, Mission, and Values of Harbor City Church. These new Servants and Leaders should be chosen to help us further achieve our Vision, fulfill our Mission, and bring to life our Values.

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 renews everything about us, our neighbors, and our city. Jesus reveals the story of a God who loves the world and is working to bring hope, forgiveness, acceptance, and growth. All we do as a church—from Preaching and Music to 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.
2. **Growing in Community:** We were created for community. We all need relationships that are honest, encouraging, and challenging. Through Sundays, Life Groups, and Discipleship we experience Jesus in community. We receive and share Jesus’ grace and truth with others. As we experience relationships where people invest in us and in our growth, we become the kind of people who invest in and care for others.
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.
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 believe we experience Jesus in what’s right with our city. We share Jesus when we seek to heal what is wrong.
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.

The Process From Nomination to Election

June – July:	Sermon Series —defining the roles and qualifications. Nominations —for Elder, Deacon, Assistant to Elders, Assistant to Deacons. Initial Interviews —Each nominee will be interviewed by the current Elders and evaluated in the areas of Character, Availability, and Desire.
July – November:	Training —Theology, Leadership, functioning as Elders, Deacons, and Assistants.
November:	Exams —Written and oral examinations will be given by the Elders. If a nominee does not pass, they will not be put forth for election.
January:	Presentation of Candidates —Those who pass the exams will have their biographies and spiritual testimonies distributed to the church so that the church can get to know them better. Election —During a congregational meeting, all members will vote on to elect any or all of the nominees. Ordination and Installation Service —those who are elected will be ordained and installed to begin serving in a special Sunday service.



Elder—Position Description

Term: Ruling Elders at Harbor will be ordained and will serve as long as they are part of our church family, unless family and/or life demands cause them to need to step back from responsibilities.

Description/Responsibilities: In addition to being present for Sunday Service and in their Life Group, being an Elder typically requires **10 hours/month**. Below is a list of responsibilities covered by the Elders. Not every elder is required to be an expert in every responsibility.

- 1. Shepherd the People of our church (1Peter 5:1-4; Psalm 23; John 10; Acts 20:16-38)**
 - Teach and care for people so that are growing as disciples of Jesus.
 - Provide high-level leadership so the whole church is making disciples who make disciples.
 - Embody the five values of our church in all relationships.
 - On Sundays: care for people, welcome newcomers, and connect people to Life Groups.
 - Support the Care Team & Prayer Team when they require wisdom and support.
 - Rotate to cover shepherding needs (assist in short-term counseling, prayer, hospital visitation).
 - Teach classes and workshops as planned and needed.
 - Conduct Membership interviews and exit interviews.
- 2. Oversee and Lead the Church (Matthew 16:19; 18:15-20; Exodus 18:8-27; 1Corinthians 5)**
 - Determine and evaluate the strategic direction of the church
 - Approve and manage the church's budget
 - Oversee the Deacons
 - Lead in cases of church discipline

Set Meetings

- Monthly Session Meeting for prayer, discussion, planning
- Annual Planning Retreat
- Budget meetings

Qualifications

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 elders. 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).

- 1. 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**—Faithful in responsibilities as husband & father (if married)
 - **Self-controlled/Not enslaved to drunkenness or greed**—Not erratic in beliefs or behavior; nor ruled by addiction
 - **Hospitable**—Welcomes outsiders and insiders into the church community; uses home as a place for ministry
 - **Not quarrelsome**—Isn't argumentative. Blends grace & love with the truth of the Bible.
 - **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.
- 2. Availability** - He is willing to make the time needed to serve. His family is willing to sacrifice its time with him, knowing that He will be serving God and the church.
- 3. Desire** - He wants to serve God and the church as an Elder.



Deacon—Position Description

Term: Deacons will serve as long as they are part of our church family, unless family and/or life demands cause them to need to step back from their responsibilities.

Description/Responsibilities: In addition to being present for Sunday Service and in their Life Group, being a Deacon typically requires **10 hours/month**. Below is a list of responsibilities covered by the Deacons. Not every Deacon is required to be an expert in every responsibility.

1. Be the chief servants in the Church

- Look for ways to help others and improve the church.
- Free up the elders so they can focus on Teaching, Prayer, Shepherding, and Oversight.
- Equip the church to serve, connecting the skills/expertise of people to meet the needs of others.

2. Care for the practical needs of our people

- Minister to people with needs in the church, providing encouragement, prayer, and spiritual support.
- Provide service to the support the Care Team's ministry when needed.
- Assist in planning funerals, coordinating details for the service.
- Arrange transportation to worship services for elderly, infirmed, or those who need it.

3. Care for the practical needs of our Facilities (Church Offices and Worship Space)

- Arrange for repairs and upkeep when needed (signage, equipment, furniture, etc.).
- Coordinate work days.
- Encourage members of the church to help in the work when it makes sense.

Set Meetings

- Monthly Deaconate meeting.
- Additional meetings as needed by the subcommittees of the Deacon Board.

Qualifications

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).

1. 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.

2. Availability - He is willing to make the time needed to serve. His family is willing to sacrifice its time with him, knowing that He will be serving God and the church.

3. Desire - He wants to serve God and the church as a Deacon.

Men & Women Assistants to the Elders or Deacons

The *Book of Church Order* for our denomination states that we may appoint men and women who aren't ordained or elected to assist the leaders of our church. These are men and women who are not eligible to be ordained to the office, but their experience, gifts, and character make them fit to help the elders and deacons with their work. The Elders will appoint men and women from among those nominated to be Assistants, based on their availability, skills, and experience.