

**Bonnors Ferry Seventh-day Adventist Church**  
**Job Description: Head Elder**

In addition to the responsibilities which apply to all Elders, the Head Elder shall be responsible for the following:

1. Organize the Board of Elders.
  - a). Meets once a quarter.
  - b). Discusses plans and work of Elders.
2. Assign Elders for platform duty.
3. Assign Elders for Communion Service.
4. Assign Elders for Communion with shut-ins.
5. Conduct training meetings for Elders.
6. Carry out assignments made by the Church Board and Pastor.