

INSTRUCTIONS FOR PROSPECTIVE ELDERS

Olive Drive Church

The following are step by step instructions for any man who is a member in good standing in Olive Drive Church who wishes to be considered for the office of Elder:

STEP 1: CONTACT US

- Please send an email expressing your desire to be considered for the office of Elder to elders@olivedrivechurch.com.

STEP 2: RECEIVE AND COMPLETE THE PROSPECTIVE ELDER APPLICATION PACKET

- We will send you the *Prospective Elder Application Packet* which will need to be completed within *two weeks* of receiving it.
- The packet will include further instructions along with the following documents:
 1. *Elder Application* form
 - This is a comprehensive application form to be filled out by the prospective elder. It is designed to be thorough and to give us an idea of where a prospective elder is in terms of his current and past ministry experience, his current and past community involvement, his current and past discipleship experience, and his current biblical/theological knowledge.
 2. Several *Elder Recommendation Forms*
 - *Elder Recommendation Forms* need to be filled out by the 10-12 people that are in close knit community with the prospective elder. These people can include adult family members, Life Group members, people the prospective elder is discipling, people the prospective elder is leading in different service areas in the church, etc. They can only come from *other believers* and preferably other members of Olive Drive Church.
 - The recommendation form is designed to give people connected to a prospective elder a quick and easy way to affirm their belief that the prospective elder should be given serious consideration by the current board, or to state that they do not think the prospective elder is ready to be considered for the office of Elder.
 - The recommendation form is also designed to pinpoint specific areas of concern that need to be addressed in any prospective elder's moral, social, and spiritual life.

STEP 3: TURN IN THE APPLICATION AND RECOMMENDATION FORMS

- The *Elder Application* should be completed by the prospective elder and his wife (if married) and returned to the church offices, completed online via the online form, or emailed to elders@olivedrivechurch.com.
- Recommendation forms are to be filled out by the individual without the prospective elder present, and should be returned by the individual to the church offices, completed online via the online form, or emailed back to elders@olivedrivechurch.com.

STEP 4: WAIT TO BE CONTACTED

- The current board will consider the prospective elder application and contact the prospective elder to:
 - 1.) affirm that he will begin the preparation phase of the *Elder Preparation and Appointment Plan*.
 - 2.) tell him he is not ready to be an elder, the reasons why they believe he is not ready, and the different options for him if he chooses to want to continue to be considered in the future for eldership.
 - 3.) ask for any additional information they need to help them determine the prospective elder's readiness to enter the preparation phase of the *Elder Preparation and Appointment Plan*.