

# Leadership



## Handbook & Guidelines

Dear Ministry Volunteer,

The following leadership manual has been designed to serve as a guideline for all who are involved in ministry at Bethel Family Worship Center. The *expectations, standards and guidelines* are expected to be upheld without exception.

Leadership is very serious in the eyes of the Lord and those entrusted with Leadership must serve with *submission and faithfulness*.

**1 Corinthians 4:2** *“Moreover it is required in stewards, that a man be found faithful.”*

Godly leadership serves as an example. Jesus said in **Matthew 20:28** *“Even the Son of Man came not to be ministered unto but to minister and to give His life a ransom for many.”*

Jesus described leadership from a new perspective. Jesus’ mission was to serve others and to give his life away. *A real leader has a servant’s heart.* Servant-leaders appreciate others’ worth and realize that they’re not above any job. If they see something that needs to be done, they don’t wait to be asked.

As pastor of Bethel Family Worship Center, it is my desire to see each person who attends our church become a **GREAT** leader in one of our many ministries. Throughout this manual, you will become acquainted with the heartbeat of our leadership expectations and come to understand the importance of *“presenting our bodies a living sacrifice, holy, acceptable unto God, which is your reasonable service.”* - **Romans 12:1**

Shouldering the Cross together,

Russell & Beverly Hylton, Lead Pastors  
Bethel Family Worship Center

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## Where are we going?

This is a question I ask myself from time to time. I realize that without a sense of direction we can become frustrated and even confused. It is always my assignment to transfer that frustration into a strategic plan of action that will produce a spirit anointed picture for our congregation to see and understand.



**Habakkuk 2:2-3** <sup>2</sup>And the LORD answered me, and said, Write the vision, and make it plain upon tables, that he may run that readeth it. <sup>3</sup>For the vision is yet for an appointed time, but at the end it shall speak, and not lie: though it tarry, wait for it; because it will surely come, it will not tarry.

## What is the purpose statement of BFWC?

The purpose statement **declares** our objective to the world. In other words, when people think of BFWC they should get a clear thought of who we are and what we intend to do by the following statement:

- **Purpose Statement:** *Maturing in Christ; Reaching in Love.*

## What is the mission statement of BFWC?

The mission statement **defines** how we're going to fulfill our objective. It tells everyone who we are trying to reach and why we're trying to reach them.

- **Mission Statement:** *To bring people to Jesus and membership in His family, develop them to Christ-like maturity and equip them for their ministry in the church and life mission in the world in order to magnify God's name.*

## What is the vision of BFWC?

The vision statement **directs** our church to fulfill its intended goal. It puts “legs” on our mission statement, describing how the mission statement will be put into action and achieved.



- **Vision Statement:**

***It is the dream** of a place where the hurting, the depressed, the frustrated, and the confused can find love, acceptance, help, hope, forgiveness, guidance, and encouragement.*

***It is the dream** of sharing the Good News of Jesus Christ with the hundreds of thousands of residents in the Indianapolis area.*

***It is the dream** of welcoming 20,000 members into the fellowship of our church family—loving, learning, laughing, and living in harmony together.*

***It is the dream** of developing people to spiritual maturity through Bible studies, small groups, seminars & retreats.*

***It is the dream** of equipping every believer for a significant ministry by helping them discover the gifts and talents God gave them.*

***It is the dream** of sending out hundreds of career missionaries and church workers all around the world, and empowering every member for a personal life mission in the world. It is the dream of sending our members by the thousands on short-term mission projects to every continent.*

***It is the dream** of at least fifty acres of land, on which will be built a regional church for Central Indiana—with beautiful, yet simple, facilities including a worship center seating thousands, a counseling and prayer center, classrooms for Bible studies and training lay ministers, and a recreation area. All of this will be designed to minister to the total person—spiritually, emotionally, physically, and socially – set in a peaceful, inspiring garden landscape.*

## What are the core values of BFWC?

The core values *dictate* the principles that BFWC will hold; forming the foundation on which we perform ministry and conduct ourselves. Although our world is filled with many values, there are some that are so important to us that although society, government, politics, and technology change we still hold to a set of core values and we abide by them. The core values underlie our work, how we interact with one another and which strategies we will employ to fulfill our mission. The core values are the basic elements of how we go about getting the job done. They are the practices we use every day in everything we do.

### Witness

- Every person a **messenger** of God's Love (Acts 20:24; 2 Corinthians 5:19-20)

### Worship

- Every person a **magnifier** of God's name (Psalms 34:3; Exodus 20:3)

### Relationships

- Every person a **member** of God's family (1 Peter 1:3; Ephesians 2:19)

### Walk

- Every person a **model** of God's character (1 Peter 2:21; 1 Timothy 4:12)

### Work

- Every person a **minister** of God's grace (1 Peter 4:10; Ephesians 2:10)

## What is the culture of BFWC?

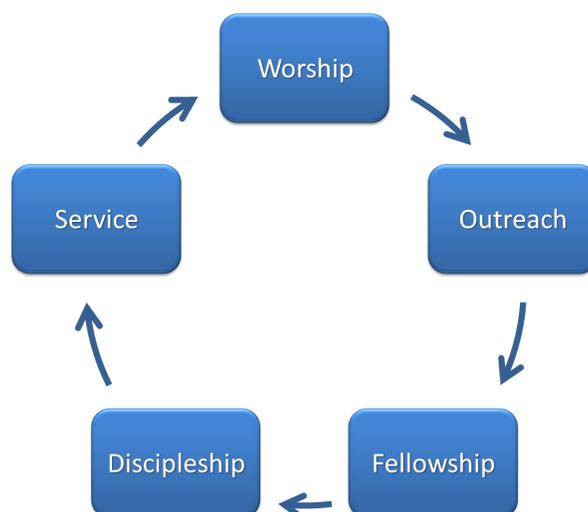
Culture is defined: the ways of living built up by a group of human beings and transmitted from one generation to another. The culture of BFWC **determines** the type of Christians we will reproduce. I believe if we sustain a climate long enough, then we will produce the type of culture we want to produce.

### BFWC Culture:

- Forward thinking people
- Manifestation without weirdness
- Punctuality
- Participatory services
- Acceptance that releases freedom
- Embrace order and resist chaos
- Increase with integrity
- Generationally minded saints who want to possess the land
- Identifiable leadership
- Ministering members

## What are the purposes of BFWC?

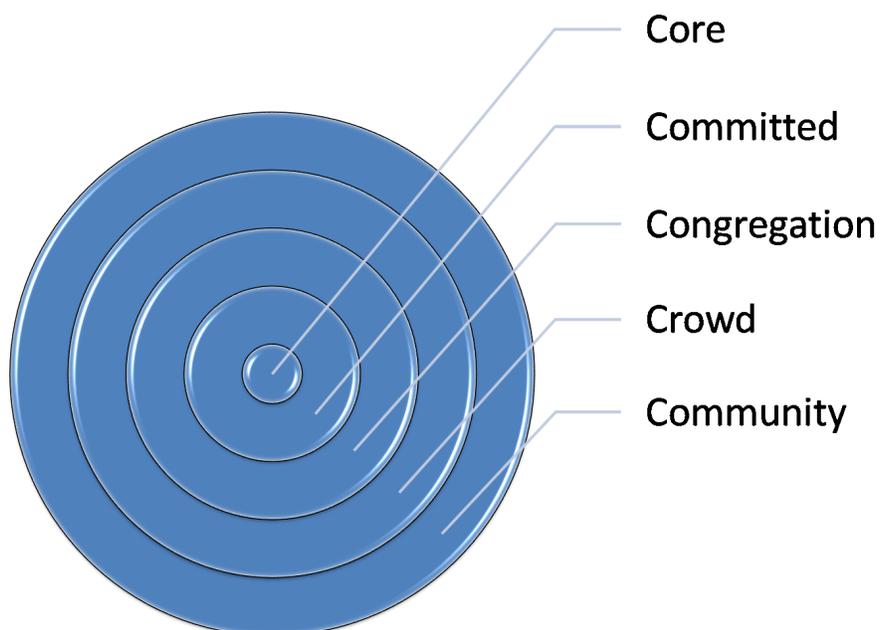
Having a purpose **drives** us toward our intended goal and keeps us from becoming side tracked. BFWC is committed to a five-fold purpose. Every ministry comes under one of these purposes.



## Five-fold purpose explained:

Purpose	Task	Acts 2:42-47	Objective	Target	Life Component	Basic Human Need	The Church Provides	Emotional Benefit
Outreach	Evangelize	"...added to their number daily those who were saved."	Missions	Community	My Witness	Purpose to live for	A Focus for Living	Significance
Worship	Exalt	"They devoted themselves to...breaking of bread and prayers...praising God."	Magnify	Crowd	My Worship	Power to Live on	A Force for Living	Stimulation
Fellowship	Encourage	"...devoted to the fellowship.. all the believers were together.. they ate together."	Membership	Congregation	My Relationships	People to Live with	A Family for Living	Support
Discipleship	Edify	"They devoted themselves to the apostles teaching"	Maturity	Committed	My Walk	Principles to Live by	A Foundation for Living	Stability
Service	Equip	"They gave to anyone as he had need."	Ministry	Core	My Work	Profession to Live out	A Function for Living	Self Expression

## Five-fold target explained:

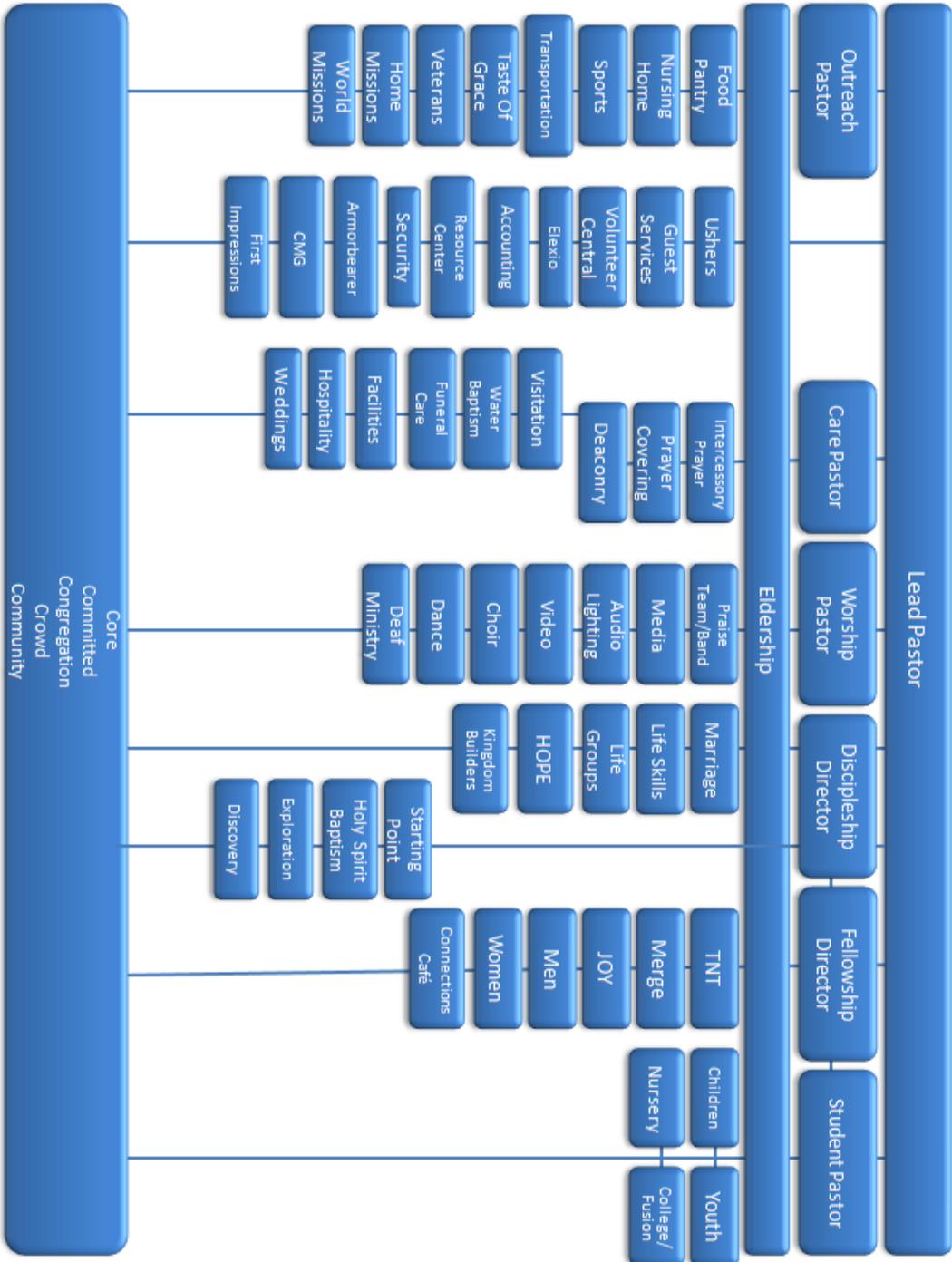


- **Community** - The community is our starting point. It represents the largest group of people any local church can reasonably target for ministry.
- **Crowd** - The crowd includes everyone who shows up for our services/ events.
- **Congregation** - The congregation represents the official members of our church. Those who make BFWC their home.
- **Committed** - The committed are not content to just be members of the congregation; they want to contribute to the ministry of the church.
- **Core** - The core are those who have the deepest level of commitment; that of personally ministering to others.

## What is the structure of BFWC?

Our structure ***demand***s the order in which ministry flows inside our fellowship. BFWC operates under the Biblical leadership structure of an eldership.

# Structure explained:



## Basic Requirements for Leadership

1. Born again experience—Salvation.
2. Be filled with the Holy Spirit Baptism according to Acts 2:4 or actively pursuing this Baptism.
3. Faithful in attendance to **ALL** weekly services (With the exception of extenuating work circumstances & sickness).
4. Consistent in tithes and offerings (10% of first fruits and regular giving).
5. Have completed Starting Point Class or be in process of completing.
6. Actively involved and a participant of church activities.
7. Free of habits, addictions & indecency, such as but not limited to tobacco in any form, drugs, alcohol, pornography, inappropriate language and dress.
8. Willing to abide by guidelines set forth in this manual.
9. Loyal to the pastoral leadership of Bethel Family Worship Center.

## Three Standards of Service

### 1. The Spiritual Standard - *First Things First*

- We are Christians first and Christian workers second. Problems arise when this basic principal is forgotten. The church is not just a business-- it is the Lord's business and He must be first in the lives of those working in His Kingdom. The spiritual level of the staff directly affects the spiritual condition of the church. Each person must make maintaining their own spiritual life priority one. This can only be done by spending sufficient time in prayer and the Word of God. Our staff must always keep first things first. (Matthew 6:33) "*Seek ye first the Kingdom of God and His righteousness.*"

### 2. The Attitudinal Standard - *Loyalty to the Leader*

- THERE MUST ALWAYS BE A LEADER. Anything without a head is dead; anything with more than one head is a monster. The scriptures

present the Pastor as that necessary head. He is the shepherd of the flock and overseer of the local church. He has a special place in the Lord's hand and must always be given the highest respect. The attitude of those working closest to the Pastor affects, more than anything else, the attitude of other people toward him. Loyalty, or disloyalty, is an attitude that can be read even when not spoken. Loyalty is within one's spirit. Ministries placing an emphasis on ethics and loyalty experience smooth running. (Ephesians 4:11-16; Revelation 1:20)

### **3. The Performance Standard - *Every Effort for Excellence***

- Christian living is the highest quality of life available to man. God receives glory by our good works. Others judge us by the quality of our lives and works. Every aspect of the church should reflect the quality of an abundant life. Every job, from the least to the greatest, deserves our best efforts. The Lord's work should always be done as unto Him. He is worthy of nothing less than the best. Excellence should be the goal of every member and every effort they make in Christian service. Our methods and mechanics must have standards of ethics and excellence. Let it never be said we could have done better; let all we do be our best! We are in the constant pursuit of excellence.

## **Giving**

### **1. A DIVINE PLAN**

- The Plan and Pattern of the Bible is for the church to be supported by the voluntary tithes (tenth) and offerings of its members. The scriptures are packed with the principles of giving. Tithing which began before the Law is continued in the New Testament. Regular financial support was the norm in the New Testament churches. Giving of the tithes and free-will offerings is the means to provide for the "House of God". A church will not be in "need" when its people honor God.
- God considers withholding the tithes and offerings to be robbery. He promises consequence for disobedience and blessing for obedience. God has promised to rebuke the devoured and open the windows of

Heaven for those who out of a pure heart honor Him in tithes and offerings.

## **2. A DIVINE LAW**

- The scriptures reveal the Principle of Sowing and Reaping. Giving is like planting seeds...the more planted, the larger the harvest. A spirit of generosity blesses a church. A tight, overall frugal, attitude limits the effectiveness of ministry. Wherever there are "Great" ministries there are "Generous" people. Giving opens the channel for receiving more.

## **3. GENEROUS GIVING DOES FIVE BASIC THINGS**

- Provides a witness to the world.
- Reflects our true level of commitment.
- Provides the means for the ministry.
- Rebukes the devoured of our resources.
- Rewards with a greater return.

To discover the blessings of giving, a person must be a giver. In light of all He has given, how could anyone who loved Him withhold something as insignificant as money. In fact, money is an earthly test to see whether or not God can trust someone with true riches. A man's attitude about money reveals much about his character. Giving is a great evidence of our Faith and Love.

All ministry staff leaders & members are to abide by the scriptural plan of giving to the support of Bethel Family Worship Center and should encourage others to do the same.

## **Golden Guidelines**

These seven principles set the standard for the method and manner the Pastor intends our ministry to function. Every department and all personnel should hold to these guidelines

### **1. UNTO THE LORD**

- We are employed by the Master of men, the Lord of Glory! All that we do must be unto Him. Eternity will not short change us for labors that were for Him. He saved us for service. Our labor is to Him who GAVE ALL for

us. We work best when we feel called to the job. If we do it for men, we will be let down when men do not praise us.

**2. A LABOR OF LOVE**

- No task is so hard as one lacking love. All of our labors must be out of a heart of love for Christ and others. We will not come to resent duties done in love. Love is the highest motivation!

**3. ORDERLINESS IS IN ORDER**

- God is methodical and explicit in detail. His work should reflect the order of His creation, not the chaos of the deluge. Keep everything in order - equipment, files, etc. The appearance of our facilities reflect our character. (Nursery duty, straighten classroom for teachers and around your pew, etc.)

**4. PLAN AHEAD**

- Every event, activity, and service must be planned and prepared. All preparation should be done BEFORE, NOT DURING. Every gathering should reflect complete planning and preparation. Being organized cuts the work in half.

**5. ACCOUNTABILITY**

- Each person will have an assigned area of responsibility. It is important to know what your duties are and what they are not and fulfill them accordingly. Everyone will be accountable to someone for their work.

**6. DRESS THE PART**

- People respond as they assume you to be. People's assumptions are based on what they see. Dress your role. People who represent the church should make themselves attractive. Holiness is not sloppy - it's the nature of God, whose throne room glows with beauty.

**7. ATTITUDE ABOVE ALL**

- Attitude reflects our true spirit. The personality of the church is determined by the attitude of those actively involved. EVERYTHING IS AFFECTED BY ATTITUDE. A good attitude is the highest attainment.

## **Assignments & Accountability**

### **1. STAFF RESPONSIBILITY**

- Each staff member has a clearly defined area of service and they are to assume sole responsibility for supervision of that area. Should assignments overlap, the Pastor will, when made aware, redefine roles accordingly.
- Should any staff person have any doubts regarding the extent or limits of their responsibility, they should ask the Pastor for clarification.
- It is very important that each person carries their full load and stays on top of everything pertaining to their area of ministry and service.

### **2. STAFF ACCOUNTABILITY**

- All responsibility demands accountability. Each staff person will be accountable to someone and all are accountable to the Pastor. Staff members can only “free lance” within the boundaries the Pastor has set.

### **3. STAFF PARTICIPATION**

- While each person is solely responsible for their area, all are expected to show interest in the overall ministry of the church. To truly “share our vision” to be a “lighthouse”, everyone must be willing to participate in ministries beyond their immediate role or assignment.
- Staff and employees are expected to attend and enthusiastically participate in ALL WORSHIP SERVICES. Social activities and fellowships should also be attended. Bible teaching and other training meetings are opportunities for all to grow and participation sets a good example.
- Team effort is required to have ministries that are effective. The team approach is the only way to win the game. Picture each ministry or unit as part of bigger whole. Individuals and departments are effective only to the degree that they “edify the whole body”. Let’s play like a winning team!
- Be committed to the success of the whole church, not just your particular area.

## **Communication**

The church staff will be effective to the degree that there is consistent and clear communication. The method and manner of communication is important to ensure proper understanding.

Remember....

**“IT IS NOT WHAT WE ARE SAYING  
BUT WHAT OTHERS THINK WE ARE SAYING”**

## **Basic Communication Guidelines**

1. Communications are best handled in writing. (i.e., email, memos, etc.)
2. Written memos are best even with personal contact.
3. Accurate records and files must also be kept and policies and regulations presented in printed form.
4. All events must be scheduled on the CHURCH CALENDAR and through the Pastor's secretary. No scheduling is confirmed until cleared.
5. All scheduling and announcements must be into the office by Wednesday of each week. Major events must be scheduled 3-12 months in advance. See Pastor's Secretary.
6. All scheduling should be done by Ministry Coordinators only. Ministry Coordinators should communicate through Pastoral leaders.
7. Make sure ALL announcements include ALL details - where, when, who, how, why, etc.
8. Administrative policies and decisions must be clearly and accurately communicated down to all levels affected.
9. Ministry needs and problems must be clearly communicated up to the necessary level of administration.
10. Always follow the "Chain of Command".

11. All scheduled absences need to be communicated at least two weeks prior for proper coverage to be obtained.
12. In the event of an emergency, sickness, or an unplanned work please call your perspective pastoral staff member. (No emails or text messages.)

## Pastoral Staff/Leadership Relationship

- An excellent Pastor-staff/leadership relationship is expected to be “PRIOROTY PLUS” for staff/leadership members of Bethel Family Worship Center. A positive working relationship is absolutely essential to having Spirit-anointed ministry. Nothing will strengthen a Pastor more than a loyal and cooperative staff. Nothing will strain a Pastor more than disloyal or disruptive staff/leadership members.
- Spiritually, the Pastor is the “shepherd of the flock”, appointed by God. Administratively, the Pastor is the chief executive officer. All staff/leadership members are required, without exception, to observe the following guidelines and maintain a positive and supportive attitude toward the church shepherd and overseer.

Remember....

***Nothing affects the congregation and community's image of a Pastor more than the attitude displayed by those working close to him.***

## Staff/Leadership Expectations

### 1. Confidentiality is a must in the ministry!

- Working in leadership and near the Pastor puts people in touch with confidential information from time to time. The church expects a staff/leadership the Pastor can trust to share things with. Do not reveal to anyone at any time the confidential information that is gathered from being around the church office or the Pastor. Who has counseling appointments or prayer requests shared with staff, etc., are ALWAYS confidential. ASSUME EVERYTHING TO BE CONFIDENTIAL!

**2. If it is to be announced, it will be announced publicly!**

- Often ideas are discussed with the staff/leadership in developmental stages. Things of this nature are not to be shared until the Pastor chooses to share them publicly. If he doesn't announce it, don't talk about it.

**3. The Pastor speaks for himself.**

- Occasionally, someone within or outside the church will inquire of staff/leadership the Pastor's opinion on something. **DO NOT SPEAK FOR HIM. REFER ALL SUCH PEOPLE TO HIM.**

**4. Be protective of the Pastor.**

- Be protective of his time and privacy. Do not send unnecessary or petty problems to him. Do not use his personal time for church related business. Be protective of his office. Do not enter without knocking and being invited in. Do not rummage through his desk or pick things up from his desk or book shelves to read, unless given permission.

**5. Keep the Pastor informed.**

- Do not withhold information that the Pastor should know. If you can know it, he certainly can know it. The rule is --- **KEEP NOTHING FROM HIM, BUT KEEP EVERYTHING WITH HIM!** Information should flow in, not out!

**6. Call the Pastor when he is needed.**

- If there are major problems or emergencies, always take the liberty to contact the Pastor.

**7. Clear things first!**

- Policies, rules, major events, unprecedented issues, new ideas, purchases, logos, manufacturing or producing anything with the church's name or ministries, etc., discuss things of this nature first.

**8. Confirm appointments prior to making them!**

- When appointing church members to key roles, check with the Pastor first BEFORE discussing it with the individual.

### 9. Stay in tune.

- Keep close to the Pastor's heart...Know him. Share his vision and goals and stay under authority.

## Problem Policy

Our goal is to function as problem-free as possible. The key to smooth operation is preventing problems, before they arise and proper handling of problems when they do arise. A positive attitude and following scriptural principles is necessary for effective problem solving.

When problems do occur, remember....

***“There is no problem that cannot be solved, provided it is approached in the right spirit, at the right time, in the right place, by the right person.”***

- The ***Right Spirit*** is always peaceable, teachable, and truthful. (Galatians 5:22,23; James 3:17)
- The ***Right Time*** is usually by appointment. (Not before performing a ministry, etc.)
- The ***Right Place*** is most usually in private.
- The ***Right Persons*** are those involved, or the person higher in the “Chain of Command”.

## Guidelines For Dealing with Difficulties

### 1. Is it your problem?

- If not, leave it alone.

### 2. Do not over react!

- Proper reaction is more important than the original wrong action.

### **3. Clearly define the problem!**

- Get the whole picture. Look for root causes. Watch for your own blind spots.

### **4. Focus on solutions!**

- Problems multiply when over emphasized. Look for answers and place emphasis on the solution.

### **5. Follow the Book!**

- God's Word contains guidelines for dealing with problems. Know and follow them. Practice the Matthew 18 principle. Guard your words.

### **6. Clearly communicate!**

- Vague communication complicates. Specific communication to the people involved is absolutely necessary. Do not invite those who are not already involved.

### **7. Keep a positive attitude!**

- Good things come out of problems. Do not take things personal. Remember, attitude above all.

## **Staff/Leadership Personal and Social Life**

### **1. BE AN EXAMPLE**

- Those called into the ministry and working for a ministry will always feel some "glass house pressure". This is God's plan. Those preaching must be practicing. We teach more by actions than by words. It is important that all of our staff walks properly within and without the church.

***No one is ever off-duty from being a good example!***

## 2. SOCIAL ACTIVITIES

- The church does not wish to constrict staff members from the peace and pleasures of their own personal social life, but does expect these most basic rules to be followed:
- Social must NOT take precedence over church work.
- Saturday nights should be reserved for preparation and rest. (Recommend early to bed). “LATE NIGHTS” ON SATURDAY HINDER “GREAT MORNINGS” ON SUNDAY.
- The church standards should be respected in all activities (church and personal activities alike).
- Social Networking Etiquette (facebook, Instagram, twitter, etc.)
  1. Use good judgment. Remember that what you write is public. You should always assume that it will be read by your boss, your co-workers, your pastor, church volunteers and attendees, other church leaders, your parents, your children, your spouse, and the attorney for the person who doesn't like you. Ask yourself if you are comfortable with all of these people reading what you plan to post.
  2. Be careful that what you write would not impair your ability to work with your church team, both staff and volunteers, speak with credibility to other churches, or represent Bethel Family Worship Center in the community. Remember that frustrations are best expressed in person. Sarcasm does not usually translate well, so be careful how you use humor.
  3. Be accurate in what you write and ensure that you have all the facts about your subject. If you make a mistake, admit it and be quick to correct it.
  4. Respect your audience. Be thoughtful. Don't refer to people by name without their permission. Don't use ethnic slurs, personal insults, obscenity, slang, or engage in any conversation that would not be acceptable in our church or anywhere else for that matter.
  5. Choose your topics wisely. There are some ideas that are best discussed in a personal conversation rather than a public forum.

These might include political views and the church's stance or policy on certain topics. Don't allow your posts to hinder someone's spiritual growth.

6. Remember that what you write, even if retracted, is archived and can be with you longer than you might expect. Do not post anything that will compromise your testimony.
7. If you upload pictures, please keep them in good taste and ensure that they were taken in proper locations. Refrain from posting pictures of yourself that appear to be sensual and sexually suggestive.

### **3. PERSONAL FRIENDSHIPS**

- The Pastor does not expect staff to live without friends. Relationships with other church staff and laity are expected and encouraged, but must always be evaluated on the following basis:
- Positive effect! All friendships should have a positive spiritual and attitudinal effect on both the staff persons and members of the congregation.
- Discretion! "Too close" or "unhealthy" relationships should be guarded against.

## Principles of Purity

If we are to truly serve the Great Kingdom of God, we must have scriptural Principles of Purity. Without an accepted standard of behavior, our words become meaningless noise to a dying world. We believe Holiness of heart and life is set forth in the infallible Word of God.

### A TRIPLE “A” CHRISTIAN

#### 1. ATTITUDE

- Holiness is a condition of the heart that affects all parts of our life. Our attitudes reveal our true relationship with God. Our temperament should be Spirit controlled, producing these fruit: *Love, Joy, Goodness, Peace, Meekness, Longsuffering, Faith, Temperance and Gentleness.*

#### 2. ACTIONS

- We are the only Bible some people will ever read. Wrong actions bring defeat and condemnation to ones self and discouragement and confusion to others. We must abstain from:
  - Alcohol, listening to wrong music, pornography, gambling, viewing wrong TV, videos & movies, tobacco, drugs
  - Any practice that violates Biblical separation. The scriptures name specific actions and attitudes that are wrong:
  - **Romans 1:29-32; Galatians 5:19-21; Colossians 3:5-10**

**Priority on the “DO’s” leaves no time for the “DON’Ts”**

#### 3. APPEARANCE

- Outward appearance does matter to God and affects our life and testimony. According to the Word of God, we are to dress modestly, moderately, and with distinction of sexes.

## MODESTY GUIDELINES

- **MEN:** Are to dress modestly, neatly and discreetly. No effeminate or indecent apparel. It is preferable that men wear dress attire for church services—dress shirt & slacks, suit, tie, khakis, nice jeans (no holes) polo, etc. (No shorts or sleeveless shirts) Men should be careful not to wear shirts that are buttoned low and expose chest hair. Also, men should make sure that their pants are pulled up to their waste line and that their underwear is not exposed if they raise their hands or are bent over.
- **LADIES**—Are to dress modestly, neatly, and discreetly. No indecent apparel. No body piercing other than normal earrings. It is preferable that ladies wear dress attire for church services—dresses, skirts, blouses, slacks, nice jeans (no holes) etc. (No shorts)
  - Sleeveless or spaghetti strap shirts can only be worn with a sweater or jacket.
  - Shirts should not be low-cut or too tight. No bellies showing when lifting hands to worship. No revealing of cleavage or armpits.
  - Slacks need to be a fuller cut dress pant, no crop or Capri pants.
  - Skirts and dresses need to be of a modest length.
  - Shoes should be “church dress” footwear. No flip-flops or tennis shoes.
- **All**—We do not approve of halters, miniskirts, tank tops, sleeveless garments or other indecent attire. Knee length shorts may be worn to church events which are not church services, provided they are not too short, tight or revealing.