

PBF POLICY MANUAL

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Overview

This document serves as policy for Peninsula Bible Fellowship as established by the Elder Board. Its purpose is to clarify the intent of the by-laws and provide clarity for expectations that the elders and senior pastor hold for each other and for the overall operation of the organization. It should be provided as a resource to new and prospective elders.

This document will necessarily need to be supplemented by employee, volunteer, and ministry policies and procedures, but provides an overall framework for development of such.

These policies and processes should be regularly revised and updated by the Elder Board as changing circumstances or understanding of the best way to implement scriptural principles is understood.

PBF Mission

Equip people to apply the gospel through Christ-centered relationships.

PBF Vision

People who are truly "ALIVE" ...

... that is, experiencing life in the fullness for which Jesus came – *John 10:10b*

We believe the following attributes characterize the person who is "ALIVE: "

Experiences life fully - intellectually, emotionally, spiritually and physically - in the present

- Is passionate, primarily about knowing God personally - (John 17:3)
- Manifests humility and acknowledges a healthy dependence on God. - (John 15:5; Rom. 12:3)
- Demonstrates contentedness and stability, joy and delight - (Phil. 4:11b-12; I Tim. 6:6-8)
- Understands himself or herself as one who possesses a unique set of gifts, strengths and weaknesses. (Psalm 139)
- Able to think clearly and to experience emotion - (John 11:33-35 and II Cor. 10:5)

Maintains situational awareness, sensitivity and understanding of how God, others and themselves mutually impact and relate to one another

- Seeks Godly wisdom and counsel- (Prov. 3:5 & 6)
- Pays more careful attention to "invisible, eternal reality" than to merely "visible, temporary reality" - (II Cor 4:16-18)
- Hears and responds appropriately to God in love and obedience, and repentance with minimal coercion - (John 14:21 & 23)
- Demonstrates empathy that leads to appropriate action - (John 11 :33-35)
- Effectively engages with other people without being preoccupied by him/herself - (Phil. 2:3-4; Heb. 10:24-25)

Demonstrates a sense of Purpose and Vision

- Understands their own "story" (how their "itches" and "wounds" enable God's plan for their lives) - (II Cor. 12:7-10)
- Stimulates a view of what God desires to accomplish regardless of life's experience - (Heb. 11: 13 16) . .Demonstrates confidence in God through boldness - (Jer. 17:7)
- Recognizes that they are dead to domination of sin - (Rom. 6: 11; I Pet. 2:24)
- Pursues dreams with commitment and endurance - (Acts 20:24; Phil. 3: 13-14)

PBF Values

We will depend on God's grace; apply the gospel to all people;
and develop honest relationships with one another.

Elder Board

Participants:

The Elder Board is composed of the lay elders and the Sr. Pastor. Associate Pastors or other staff members may not be elders but may be invited to participate with the elders in strategic planning. Lay elders will serve terms of 4 years and may serve up to 2 consecutive terms without interruption, after which 2 years must transpire before they may be re-nominated and approved by the church body. Lay Elders who desire to serve a 2nd term shall be approved by the other elders. A lay elder's service as an elder may be discontinued at any time by his own decision, or by the majority decision of the other elders.

Expectations:

1. We will focus on leading the church into the future not on details of business or ministry or the past.
2. We will strive for relationships of trust with each other.
3. Our predisposition will be to be responsive to the Senior Pastor and his vision (designing), and his will be to listen carefully to our comments (evaluating).
4. We will observe strict confidentiality with regard to sensitive meeting discussions.
5. We will honor one another and the decisions we make, even when we disagree.
6. For controversial issues we will discuss and decide upon "talking points" in order to communicate a common message outside the meetings.
7. We will set aside time personally and corporately to seek knowledge and wisdom from the Lord.
8. We will give each other an opportunity to be heard through courteous interactions and active listening, and speak openly what we feel, perceive, and experience.
9. We will strive for consensus when possible, but decisions will normally be by majority vote, with a commitment to the group/church above personal differences/desires.
10. We will develop agendas enough in advance to enable prior processing, streamlined discussions, and 2-hour business meetings.
11. When meeting expectations are not being met, we will stop and address the situation.
12. We will strive to recognize when polarization is occurring, and will identify other options to resolve issues.

Elder Board Responsibilities:

1. Provide direction for PBF and evaluate ministry alignment
2. Evaluate and promote PBF's spiritual health especially its unity and purity.
3. Strategize to accomplish Vision and Purpose of PBF
4. Provide oversight, accountability for performance, and care for the Senior Pastor, and other pastoral staff, to assure their well-being.
5. Approve hiring and termination of ministry staff
6. Oversee policy, budget, and church discipline
7. Pray for the church and its members
8. Communicate regularly with members regarding activities, thinking, decisions, actions, etc.

Senior Pastor Job Description:

1. Develop and Implement the vision of the church, with counsel and support from the Elder board.
 - A. Discern, craft, and recommend to the Elder board ministry direction and long-range planning for the church. Implement plans and programs agreed to by the Elders.
 - B. Mentor existing leaders.
 - C. Train leaders in vision, ministry direction, and long-range planning.
 - D. Communicate Vision and Direction to the body.
2. Lead and shepherd the elders
 - A. Lead meetings and oversee follow-through of decisions.
 - B. Work with moderator to prepare agendas to focus on the general spiritual welfare and the future of the church.
 - C. Prepare elders in person and in print for agenda items before meetings.
 - D. Develop system for recruiting and training future elders.
3. Lead and shepherd the staff.
 - A. Lead in staff meetings.
 - B. Mentor the Associate Pastor(s), clarify their roles, provide accountability on performance.
 - C. Communicate weekly with Associate Pastor(s) on staff issues.
 - D. Develop staff members through encouragement, training, and correction.
 - E. Instill an equipping mentality among staff.
 - F. Directly or indirectly, supervise full and part-time employees.
 - Ensure job descriptions are accurate and annual evaluations are conducted.
4. Lead in planning and execution of worship services and at Congregational gatherings.
 - A. Plan with Worship Leader and relevant others to provide God-centered worship services.
 - B. Preach the Word of God with passion and grace.
 - C. Oversee all worship services and communicate plans with elders and staff.
 - D. Develop future leaders to preach and lead worship.
 - E. Plan for (directly or indirectly) Congregational meetings and gatherings.
5. Oversee Finance and Missions Committee chairmen (presently serving as Missions chairman).
6. Maintain an assimilation strategy.
 - A. Develop and implement plans to ensure care and assimilation of new people.
 - B. Search for and develop a staff person to delegate this ministry to.
 - C. Develop a plan for how to contact and visit with people desiring to leave PBF, or conduct an “exit interview” with people who have made their decision to leave.
7. Perform miscellaneous duties as needed: weddings, funerals, counseling, representing PBF, etc.
8. Personal Development

Moderator:

A moderator for the board of elders shall be chosen annually. The Board Moderator:

- . Makes sure the Board adheres to its policies.
- . Prepares the Board's agenda with oversight from the Senior pastor and input from Board Members.
- . Calls and chairs scheduled and unscheduled meetings of the Board.
- . Guides the Board's discussion by keeping on topic and summarizing issues
- . Continually evaluates the effectiveness of the Board's decision-making process
- . Administers the process Elder Board self-evaluation
- . Recognizes Board Members' contributions to the Elder Board's work
- . Assures congregational communication
- . Coordinates annual selection of new elders
- . Orients new Board Members organizationally.

Recorder:

The role of the Board Recorder is:

- . Maintains updated copies of the constitution, bylaws, and policies
- . Keeps accurate notes of meetings
- . Records decisions from meetings
- . Distributes copies of minutes to Board Members promptly after meetings

Decision-Making:

The primary objective of the elders in the decision making process is to seek direction from Jesus Christ, the Head of the church, and when direction is absent to make the wisest decisions we can. We will strive for consensus when possible, but decisions (as our by-laws indicate) will normally be by majority vote, unless to do so would jeopardize unity. Consensus means that everyone in the group is either in agreement or acquiesces to the leading perceived by others.

The elders will also engage the church in prayer during times of major decision.

Standards of Conduct for Elders and Senior Pastor:

1. Be honest and truthful in relationships with others;
2. Honor wife and family;
3. Treat all persons with equal respect and concern;
4. Maintain a healthy balance in regard to vocation, ministry, commitments to family, and need for spiritual, physical, emotional, and intellectual renewal;
5. Refrain from sexual immorality;
6. Refrain from gossip and discrediting others;
7. Be financially responsible;
8. Obey the law;
9. Avoid addictive behavior;
10. Refrain from exploiting relationships within the community of faith for personal gain or gratification;
11. Confess severe or recurring violations of these standards of conduct to the other elders when they occur and submit to their guidance.

Self-Evaluation:

The elders will anonymously evaluate themselves semi-annually based upon the below criteria and establish group or individual goals that they believe will reflect health:

- . Pursuit of regular personal quiet time for private worship, prayer, and meditation
(None, Monthly, Weekly, Daily)
- . Involvement as a learner in a mentoring relationship w/formal accountability
(None, Monthly, Bi-weekly, Weekly)
- . Engagement as a teacher, mentor, counselor, exhorter, encourager in mentoring relationship(s)
(None, Monthly, Bi-weekly, Weekly)
- . Pursuit of personal growth through regular, structured study of the Bible.
(None, Monthly, Weekly; Daily)
- . Involvement in a formal role of service within the PBF body.
(None, Monthly, Weekly, Weekly)
- . Engagement in relationship-building and outreach beyond the PBF body.
(None, Monthly, Weekly, Daily)
- . Involvement in a formal role of service outside of the PBF body.
(None, Bi-monthly, Monthly, Weekly)
- . Participant in formal PBF Care Group.
(None, Monthly, Bi-weekly, Weekly)
- . Regular financial contributor to the cause of the Gospel
(None, Occasional, Regular Giving, Sacrificial Giving)

Monitoring of Performance:

The board will monitor:

- . Small Groups - Number of PBF small groups with trained leaders trained in applying the gospel through relationships (include youth and children's groups). Data collected by staff from Care Group, Men's and Women's ministries.
- . Attendance - Number of people attending PBF weekend services where the gospel is being clarified. Numbers provided by sound technicians.
- . Baptisms - Number and age of people declaring their commitment to Christ.
- . New Members - Number of people declaring their commitment to the mission and vision of PBF. Numbers provided by office staff.
- . Children - Number of children attending weekend services and # of visiting children exposed to the gospel.
- . Youth - Number of youth are involved and # of youth from outside the church attend? Financial: Giving versus expenditures and giving and expense trends.

Selection of New Lay Elders:

As the church continues to grow, so does the need for lay Elders. Twice a year, we accept nominations for the office of lay elder. Church members may submit nominations for lay elder during the entire month of April and October every year, provided the person being nominated has been contacted and is willing to serve.

1. One nomination from a church member is sufficient to place them in consideration.
2. The nomination committee, consisting of one lay elder and at least two members of the congregation, will receive the nominations. In the weeks that follow, the committee will begin the initial screening process by verifying *years of PBF membership*.
3. The committee will present the eligible nominees to the elder board by end of April or October.
4. The elder board will review the nominees and within 2 weeks give a report back to the committee on which nominees will continue on the lay elder track and which nominees they would like to see in the leadership track.
5. The committee will send a letter or email to each nominee informing them of their nomination, a copy of the lay elder qualifications and responsibilities, and an invitation, for them and their wife, to attend an information meeting with the committee. The information meeting may have multiple nominees present. The committee will screen the nominees:
 - a. confirm how long they have been a Christian
 - b. to assure their understanding of the qualifications and requirements,
 - c. to measure their desire to serve as a lay elder, and
 - d. give an opportunity to ask questions concerning the lay elder role.
6. If a nominee wishes to continue in the nomination process, they will be given a questionnaire that is required to be filled out and returned within a week. Two recommendation letters are also required to attest to the person's spiritual maturity and leadership/service experience within 2 weeks.
7. Once the questionnaire is completed, a personal interview will be set up with the nominee and at least two elders (or elder board, depending on numbers) to discuss the appropriateness and timing of their nomination.
 - a. This meeting will cover the questionnaire.
 - b. Discuss the 5 C's in the qualifications to consider below.
 - c. Explore alignment with PBF's doctrine, purpose, and practices.
8. If the elders determined that the nominee should proceed, they will begin training immediately.
 - a. See training below.
 - b. Recommended training to be concluded by the end of July or January.
9. After the training, the candidate will meet with the elders to confirm alignment with PBF's doctrine, purpose, and practices. Compatibility and Comprehension are especially the issue now. The elder board then votes on each nominee candidate. All nominees that are approved to stand for election will then be voted on by the congregation at the next Congregational Meeting (Oct - May).
10. At least a week prior to the Congregational Meeting, the candidate will be available, following each weekend service, to meet with members of the congregation to ask questions and get better acquainted.
11. When a nominee is elected, they are installed and serve for an initial four years.

Lay Elder Nominee Qualifications :

At the time of nomination, a lay elder nominee should have been a Christian for at least five years and a PBF member for at least three years.

Qualifications to Consider During Meeting with Elders:

The following guidelines, though they are not the final word on the matter, ought to help the nominee and the Elders evaluate. Qualifications fall into five categories: calling, character, competency, compatibility and comprehension.

- **Calling:** Calling is both inward and outward. A candidate should desire to serve and be recognized by others as possessing the gifts and graces necessary for the task.
- **Character:** Though no leader can expect to be perfect, he or she must be exemplary, modeling in a consistent way the character of Christ. 1 Timothy 1-3 and Titus 1 :5-9 offer a useful summary of the character qualifications
- **Competency:** God calls elders to serve in distinct and varying ways. A candidate should evidence the inclination and ability to fulfill that particular biblical role.
Lay Elder candidates should be able to equip and care for people spiritually and should know their way around the Bible and be able to teach it. They should be comfortable praying with people in need and should be good managers. (We are not saying they need to be gifted in these areas.)
- **Compatibility:** Candidates need to understand and fit into the PBF life and vision.
- **Comprehension:** Candidates need to understand and accept PBF's convictions about theology and church government.

Lay Elder Nominee Training Schedule:

Customized training begins in January depending on the needs of the candidate in the areas of:

- Theological/doctrinal readings (to be determined) followed up with periodic follow-up discussion groups.
- Practical skills training class. This class or classes will be an orientation on what to expect when engaged in the following activities:
 - Personal Counseling
 - Visitation
 - Intercessory Prayer for the Body
 - Personal study & devotions
 - Evangelism
 - Individual Mentoring & Disciple-making

Lay Elder Nominee Deferments:

If a nominee is unable to continue with the nomination process due to time constraints or other life circumstances, they may defer their nomination for up to 1 year. The Elder Moderator should be contacted and a deferment requested. If the nominee is unable to move forward with the process within the year, they will need to be re-nominated at a later date.

Annual Calendar:

Jan-Feb - Review Elder Policies

Jan-Feb - Choose Moderator and Recorder

Jan-Feb - Meeting w/Former Elders

Jan-Feb - Meet with Ministry Leaders

Mar-May - Leadership training for growing future leaders

Mar-May - Cong Update/Meeting

Mar-May - Review expiring elder terms and convene elder nominating committee

May - Finance Committee Begins Budget Process

Jun - July - Elder Self-Evaluation

Jun - July - Elders Facilitated Strategic Planning

Jun-July - Cong Communication

Jun-July - Semi-Annual Metrics Review

Jun-July - Review elder policies

Sep-Oct - Cong Update

Sep-Oct - Next year Budget Approval

NOV - Dec - Perform Sr. Pastor Evaluation

Nov - Dec - Cong Meeting (Confirm new elders and "endorse the vision")

Nov - Dec - Quarterly Metrics Report

Standard Agenda:

1. Prayer
2. Brief review of minutes from last meeting to discover progress made and unfinished business.
3. Study, prayer, mutual encouragement and overall spiritual growth.
4. Vision Casting, Strategic Planning, Mission Refinement.
5. Updates/status of issues:
 - . Pastoral - Feedback from the body; special needs; pulpit ministry; discipline
 - . Protection - Doctrinal issues; senior pastor(s)? accountability and support.
 - . Processes - Ministry effectiveness, alignment issues, progress
 - . Administrative - Policy, budget, strategic leadership.
 - . Personal Ministry - visits, counseling, prayer, evangelism
6. Meeting evaluation
7. Closing prayer

Ministry Leaders' Roles & Responsibilities

Ministry Leaders hold the team true to their responsibilities and ensure progress for accomplishing the team's job products. The Ministry Leader's responsibilities are as follows.

- Provides leadership to the Ministry Team
- Makes sure the Ministry Team adheres to its chartering policy
- Keeps the Ministry Team's actions focused on the organization's mission, vision and values
- Develops specific annual Ministry Team Goals consistent with the strategic direction
- Prepares the Ministry Team meeting agendas with input from team members staff
- Chairs the Ministry Team meetings
- Recruits and encourages team members to participate in meetings and strategic progress
- Keeps the Ministry Team's discussion on topic by summarizing issues
- Evaluates the effectiveness of the team's decision-making process
- Proposes new long and short range Sub-ministries as necessary and recruits leaders to optimize ministry progress
- Orients all new Ministry Team Members
- Recognizes Ministry Team Members' contributions to the Ministry Team's work
- Assures financial and budget inputs are prepared in a timely manner
- Assists the Sr. Pastor in identifying, grooming, and orienting a successor

Constraints for PBF Employees and Volunteers

The Elder Board has the desire to maximize the empowerment of staff and volunteers to have freedoms to accomplish goals and actions that optimize the progress toward the vision. The following are general constraints that define the boundaries under which all stakeholders are to adhere:

PBF DISCIPLINE POLICY

Purpose:

When people join themselves with Peninsula Bible Fellowship (PBF) they agree to join together in each other's spiritual care. The Bible teaches us that it is the responsibility of fellow believers in Jesus Christ to encourage, exhort, and help each other grow in faith. This includes the responsibility to instruct, warn, and counsel those who profess Christ but are living in clear violation of, or rebellion against, biblical truth (Hebrews 3:12-13).

The holiness of God and the testimony of God's church sometimes demand that confrontive and corrective measures be taken by individuals, church leaders, or the congregation. Generally any action which is spiritually harmful to the individual or the congregation or is publicly known and tears down the reputation of Jesus Christ or the church shall be grounds for such action. This includes, but is not limited to, sexual immorality, heretical doctrine, deliberate attempts to sow discord and disunity among church members, and a continual pattern of sin and disobedience to the Word of God (1 Corinthians 5; Titus 3:10).

Because only God can see the hearts and internal attitudes of people, there is always the potential for misunderstanding when church discipline is practiced. In each case the individual's actions and willingness to work at resolving problems shall be taken into account in carrying out discipline. At PBF, every effort shall be made to be fair and impartial in the use of church discipline and to be consistent in its application. However, no two situations are exactly alike, and the leadership of the church may choose to deal differently with situations that seem similar.

Process:

9. When a believer becomes aware of persistent sin in the life of another believer or when there are private grievances between believers, these issues should be dealt with privately with both examining their own hearts and motivation as they prayerfully seek to restore relationships with God and one another. When this does not result in reconciliation or repentance and restoration because the offending believer refuses the admonition, the first believer must make another attempt to resolve the situation, taking one or two other believers to substantiate the facts and to join in a united exhortation for repentance and restoration (Matthew 18: 15-17; Galatians 6:1-2).
10. Should the aforementioned fail with someone who professes Christ and associates themselves with PBF, or if the sin involved is of an open and public nature so that the testimony of God and the church is being harmed, the individual(s) involved will be asked to meet with the pastor(s) or elders. These leaders shall take such steps as they believe biblical and necessary to restore the individual(s) to fellowship with God and the church. This may include, but is not limited to, such things as requiring public confession, instituting structured accountability, establishing a means of making restitution, or temporary or permanent removal from ministry areas.
11. If these steps fail to result in a resolution of the matter and/or repentance from the sin, and the individual steadfastly refuses to turn from disobedience to the Word of God, the elders shall communicate the situation to those within the individual's fellowship circle for prayer and for action (Matthew 18: 17).
12. If repentance is still absent within a reasonable period of time, the elders shall notify the individual and the church body that the individual has been removed from the fellowship of God's people and shall revoke membership (if a member). This action is to be undertaken prayerfully, humbly, carefully, and in the fear of God. The church body shall be guided to be courteous and kind to the individual, but to limit interaction (if possible) with them to that which calls them to

repentance. The goal of such actions is the hope that such a condition will bring repentance and the restoration of fellowship with God and the church (1Corinthians 5).

13. If at any point in the process of discipline the individual(s) involved demonstrates godly sorrow and repentance, the church must be quick to forgive and encourage, and steps should be taken to restore the individual(s) to full fellowship with the church. Though there may be consequences of the sin which temporarily or permanently limit ministry, forgiven people must be loved, welcomed and encouraged by every possible means.
14. Withdrawal of membership or disassociation with PBF by a person undergoing discipline does not alleviate the responsibility of the church to comply with the scriptural discipline process. Any such action shall be discussed with the person(s) in an attempt to once again bring them to the point of repentance. Should they persist in their action they will be considered to be remaining under discipline.
15. If a person under discipline leaves and goes to another church, the elders may notify the leadership of that church that the individual is fleeing from church discipline.

Communication:

Prospective members shall acknowledge their understanding of the policy prior to membership. The discipline policy shall be taught and discussed in the classes for new members, and shall be part of the teaching in care and leadership training classes.