

## The Recommendation Process for Eldership

The process of elder recommendation through the congregation has been developed at Valleybrook Community Church to allow members of the Church a voice in recommending and motivating qualified servant leaders to guide God's work within our Church family. The following is a detailed overview of the entire selection process:

- 1) Elder recommendations (if needed) are made during the month of April. "Elder Recommendation Forms" and a drop box will be made available at the "Welcome Table." Each member of the Church can make as many recommendations for eldership as there are positions available. All recommendations for eldership need to be men that are biblically qualified (i.e., 1 Timothy 3:1-7 and Titus 1:6-9). A man needs only one recommendation to be taken under consideration to be a potential elder.
- 2) In the first week in the month of May, the recommendee will be notified by letter and asked if he would desire to continue with the eldership process
- 3) . If the recommendee desires to continue with the process, then the current eldership will screen all the recommendees that choose to continue with the process. This screening process by the current eldership will be evaluating all recommendees to see if they make the minimal requirement established by Valleybrook Community Church. This will take place in mid May and the minimal requirement are as follows:
  - a) The recommendee is a baptized (believer's baptism) male member of Valleybrook Community Church.
  - b) The recommendee has been an established member of Valleybrook Community Church for two years or more.
  - c) The recommendee is actively involved with Valleybrook Community Church through serving in the capacity of teaching, leading in ministry and/or taking on a servant hood role within the Church.
  - d) The recommendee is a regular giver of their financial resources. This will be determined through the Church treasurer, who will give information of the regularity of financial giving and **not** the amount of giving.

Failure to meet these minimal requirements will exclude the recommendee from further consideration.

- 4) If the recommendee for eldership has met the minimal requirements and aspires to continue with the process, then the recommendee will be given a questionnaire. This will be done before the end of May. The questionnaire will address recommendee's doctrine, philosophy of servant-hood, and spiritual life. The questionnaire must be returned by a specific date. Failure to complete the questionnaire will exclude the recommendee from further consideration.
- 5) During the first half of June the current eldership will review the returned questionnaires. If there is concern about a response, the recommendee is contacted by the current eldership, in effort to resolve the issue(s). If resolution can not be made, then the recommendee may be excluded from further consideration.

- 6) After the successful completion of the questionnaire, during the second half of June, the recommendee will be given four reference forms with four envelopes addressed to Valleybrook Community Church. Two of these reference forms will be filled out by two of the recommendee's neighbors and two work associates (one preferably being the recommendee's supervisor). Those individuals, who are selected by the recommendee, should then fill out the reference form and send the completed form (within the envelope) directly to the Church. During this time the current eldership will need to run a criminal background check on the recommendee. (This provides information on reputation outside the Church 1 Timothy 3:7).
- 7) During the first half of July the current eldership will collect the four reference letters (along with the criminal background check) and review them for any character flaws. When references are approved, then the recommendee(s) will be asked to attend an Elders Meeting with their wives. The wives will be informed of what is to be expected as an elder's wife and if they approved of their husband being an elder. After the recommendee's wife has had a short meeting with the current eldership, the wife will be asked to leave the meeting and then will meet with the current elder's wives. The recommendee will remain within the Elders Meeting to observe. The recommendee will continue to meet with the current elders to observe until the recommendee is commissioned.
- 8) During the month of August those recommendees that have had their references approved and have had their wives successfully interviewed may now be submitted to the Church membership as a potential elder. The current eldership will inform the Church membership that the recommendee will be seeking congregational approval to become an elder. The congregation will be informed during the last two weeks of August via Church Bulletin, the Valleyview and announcements during Sunday Service. Church members will submit in writing, with signatures, any biblical reason for not being able to support the recommendee. The current eldership will then take any appropriate actions.
- 9) Directly after the congregational meeting to vote on the budget (Sunday before Labor Day weekend), the membership will give their approval of any new elders. Any disapproval will still need to be done in writing with the member's signature (as described in #8).
- 10) All new elders are commissioned during the first Sunday service of September or during the first weekday gathering of September. Commissioning will take place before the first Elders Meeting of September.

## Questionnaire for Eldership

In your own hand writing please answer the questions below. If you are able, please back up any of your conclusions with scripture references. If needed use the reverse side for additional space for your answers.

1. Can you embrace this statement? We are justified by grace alone, through faith alone, in Christ alone, on the authority of scripture alone, for the glory of God alone?

If not, please explain:

2. To the best of your ability, briefly reconcile Romans 3:28 and James 2:24 by explaining how they fit together in view of the entirety of scripture.

3. Is it possible to lose one's salvation?

Explain:

4. Is repentance necessary for salvation?

Explain:

5. Explain your view of scripture:

Are there any errors in the Bible?  
Please Explain:

6. What do you believe about hell?

7. What is your view of how to fund a building? (Please comment on using an outside agency to raise funds, taking on a mortgage and raising funds up front)

8. Explain your view how Church discipline should look in the following cases: adultery of a leader, adultery of a Church member, adultery of an attendee (non-member), and an unbiblical divorce initiated by a member.

9. What is your families view and practice about giving to the Church?

10. Describe your personal spiritual disciplines.

11. What is your view of male headship in the family and in the Church?

12. What should it look like for an elder to lead by serving?

## Reference Form

To Whom It May Concern:

\_\_\_\_\_ has requested your input on the  
(Recommendee's Name)  
character reference questions which are listed below. This individual has been recommended for a position of Church leadership at Valleybrook Community Church. The Church is interested in your opinion of this individual's character outside a Church setting. The Church is seeking information concerning this individual's conduct in the community and/or the work place. We at Valleybrook Community Church appreciate your time and honesty when filling out this form. After completing this character reference form please mail it directly to the Church (to assure confidentiality) in the envelope provided.

Your Name: \_\_\_\_\_

Address (home/work): \_\_\_\_\_

\_\_\_\_\_

Phone Number (home/office): \_\_\_\_\_

(cell): \_\_\_\_\_

How do you know the person you are evaluating? (neighbor, co-worker, his supervisor):

\_\_\_\_\_

How long have you known this individual? \_\_\_\_\_

How does this individual interact with other people? \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

What is this individual's temperament? (anger, hateful, calm, joyful – etc.):

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

How is this individual's moral character? (flirtatious, drunkenness, faithful, truthful- etc):

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Do you believe this individual can be trusted with confidential issue?

Yes No

Do you believe this individual can be trusted with organizational finances or cash deposits?

Yes No

Please list any behavioral weaknesses or strengths that you feel that a Church organization should be aware of.

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If clarification is needed pertaining to one of your answered questions, would the Church be able to contact you?

Yes No

Thank You for Your Help,

The Eldership at  
Valleybrook Community Church

## **Elder Recommendation Form**

The person who is making this recommendation:

Your Name: \_\_\_\_\_

Are you a VB member?    Yes                      No

The name of the person you are recommending

Name: \_\_\_\_\_

(cut here)

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### **Approval for Eldership**

Are you a member of the Church?

Yes                      No

I approve of the member(s) presented by the current eldership to become a commissioned elder for Valleybrook Community Church.

Yes                      No

If you have disapproved of this member becoming an elder, please list the biblical reasons why and then sign your name at the bottom of this form.

Reasons why: \_\_\_\_\_

\_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_