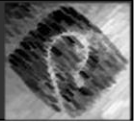


# Great Elder Selection Begins With Great Prayer



~ *please continue in prayer and take the next steps* ~

Dear Western Hills Church Family,

Thank you for reading this important letter *and* for your participation in this important part of WHC's life. **We have concluded our dedicated 14 days of prayer to prepare our hearts for starting the journey of selecting new Elders.** We are now ready to begin the selection process. The current active Elders are so grateful that we have such wonderful dedicated Christian people who can be used by God in selecting this spiritual leadership team of the church.

In order to make wise choices we need to *be informed about the nature of the role of elder* and we need to be *spiritually prepared* as we make our recommendations. On the next page of this handout we've compiled a Q&A & MORE info sheet about the process and your participation in it. On the final page you'll see the ELDER APPLICATION PROCESS where you can read through the Biblical purposes of elders, how that is fulfilled at WHC and the process we are using to select our church's elders. We have attempted to make it self-explanatory but if it isn't please let us know (Elders@WesternHills.org) and we'll try to clarify anything that is unclear. **We encourage you to use the *Biblical Qualifications Area* of that page to help focus your prayers.**

Separate from this document is the ELDER RECOMMENDATION FORM. This is where you can read about how to make a recommendation of someone to serve as Elder and then do so.

Completed ELDER RECOMMENDATION FORMS may be submitted between October 29 and November 11, 2020. Please see the form for submission instructions.

Thank you for your service in this important part of the life of WHC.

**May God grant us wisdom, grace and unity!**

Karl Ortis  
Pastor



# Q & A & MORE

**Q:** After reading this information what do I do if I have questions?

**A:** Questions can be submitted to any current elder in person or by email at [elders@WesternHills.org](mailto:elders@WesternHills.org).

**Q:** How long do Elders serve?

**A:** Elders **serve in an “active” capacity for 3 years.**

**Q:** What is the process for Elder selection at WHC?

**A:** Current active Elders will do the following:

- 1) Accept recommendations from the congregation.
- 2) Verify that those recommended meet the Biblical, as well as, WHC’s qualifications.
- 3) Establish a training calendar with the potential new Elders to be led by the Lead Pastor.
- 4) The final Elder recommendations are presented to the church body in a Family Forum where they share their personal faith testimonies and participate in a Q&A with members.
- 5) In the Spring MEMBERS MEETING (*usually the 2nd Wednesday of May*) or in a CALLED MEETING, a vote by the congregation is taken. (*All discussion about potential Elders takes place at Family Forum; the MEMBERS MEETING is for voting only.*)

**Q:** What if I don’t know whether the person I’m recommending meets all the qualifications?

**A:** You may not know if someone is fully Biblically qualified *or* if someone is even a member of WHC *or* if they will accept your invitation. **Please DO NOT let any lack of information limit your recommendations.** Current active Elders will review these details for you. We also ask that you **not** confer with the person you are recommending. Instead, simply complete the form to the best of your ability.

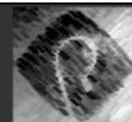
**Q:** How many recommendations can I make?

**A:** You may make as many recommendations as you like. A separate form is need for each person.

## TIMELINE:

- Submit **your recommendations by November 11, 2020.** (*Print and mail completed ELDER RECOMMENDATION FORM(S) to the church address: 3399 CSM Drive, San Mateo, CA 94402 or complete and submit online.*)
- Following the close of recommendations (11/11/20) the current active Elders will review all recommendations to insure the person meets the basic Biblical and WHC qualifications.
- The current Elders will then **provide ELDER APPLICATION FORM(S) to YOU via email.** You will then be responsible for giving it to the person(s) you’ve recommended in a timely way to **allow them to complete the form and turn it in by November 25, 2020.**
- The person being recommended will have until **November 25, 2020** to complete the form and submit it per the instructions on the form.
- In **December 2020** the Elder Candidates will be **invited to a regular Elders Meeting** to give them an opportunity to ask questions and confirm a training calendar with the Lead Pastor.
- Following reading of applications and interviews, potential new Elders proceed with training. Those who move forward will be presented to the church in 2 meetings for testimonial and questioning for a vote by the members of WHC.
- **Approved Elder Candidates begin serving a 3-year term in the first regular scheduled Elders Meeting after approval by the church.**

# Elder Application Process



## Overview of the Office of Elder at Western Hills Church

The Elders Team is comprised of a minimum of 5 men, which includes the Lead/Senior Pastor. Elders function primarily as discerners and shepherds, and as such serve as the conscience and guardians of the church. Acts 20:28 states, “Be on guard for yourselves and for all the flock, among which the Holy Spirit has made you overseers, to shepherd the church of God which He purchased with His own blood.”

The Elders evaluate everything taking place in the church according to three criteria:

- the Church’s Vision and Mission
- the Church’s Resources
- the Church’s Doctrinal Statement

In most matters the Elders have final say concerning the overall direction of the church **while always listening to the input of the congregation.**

## Application Process

The application process consists of **two** parts:

### **PART 1: Elder Recommendation Form**

The Elder Recommendation Form (*on the right side of this open page*) is completed by a church member recommending another church member for Elder. The form is to be completed **without consultation** with the man being recommended and should be submitted ONLINE or delivered to the Church Office by **November 11, 2020**, in an envelope marked *Elder Recommendation Form – Confidential*.

### **PART 2: Elder Application Form**

After the Elder Recommendation Form has been completed and processed by the current active elders, the church member who filled out that form will be provided the **ELDER APPLICATION FORM** to give to the person being recommended. (*This will follow an initial review of the application by current Elders to insure they meet basic qualifications.*) The person being recommended will complete and submit it per the instructions on the form.

## Biblical Qualifications for Elder

The passages in 1 Timothy 3:1-7 and Titus 1:5-9 form the basis for Elder qualifications.

1 Timothy 3:1-7, <sup>1</sup> Here is a trustworthy saying: Whoever aspires to be an overseer desires a noble task. <sup>2</sup> Now the overseer is to be above reproach, faithful to his wife, temperate, self-controlled, respectable, hospitable, able to teach, <sup>3</sup> not given to drunkenness, not violent but gentle, not quarrelsome, not a lover of money. <sup>4</sup> He must manage his own family well and see that his children obey him, and he must do so in a manner worthy of full respect. <sup>5</sup> (If anyone does not know how to manage his own family, how can he take care of God’s church?) <sup>6</sup> He must not be a recent convert, or he may become conceited and fall under the same judgment as the devil. <sup>7</sup> He must also have a good reputation with outsiders, so that he will not fall into disgrace and into the devil’s trap. (NIV)

Titus 1:5-9, <sup>5</sup> The reason I left you in Crete was that you might put in order what was left unfinished and appoint elders in every town, as I directed you. <sup>6</sup> An elder must be blameless, faithful to his wife, a man whose children believe and are not open to the charge of being wild and disobedient. <sup>7</sup> Since an overseer manages God’s household, he must be blameless – not overbearing, not quick-tempered, not given to drunkenness, not violent, not pursuing dishonest gain. <sup>8</sup> Rather, he must be hospitable, one who loves what is good, who is self-controlled, upright, holy and disciplined. <sup>9</sup> He must hold firmly to the trustworthy message as it has been taught, so that he can encourage others by sound doctrine and refute those who oppose it. (NIV)

An additional helpful passage is found in 1 Peter 5:1-5.