

**Hillcrest Church of Christ**  
**2025 Elder Selection Information and Guidelines**

**January 5, 2025**



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## **1.0 Elder Selection Committee Members**

### **1.1 Selection of Committee Members**

The current elders will select an individual to be the chairperson of the committee and three at-large committee members.

Each Bible class (High School through Adult) will have a class representative, appointed by the class chair in consultation with the class elder, to serve on the committee. Representatives should be someone who most likely will not be nominated or whose spouse will most likely not be nominated.

At the first meeting of the committee a Vice Chair and Secretary are to be named.

## **2.0 Committee Calendar**

### **The Teaching Stage**

- Jan. 5* Elder Selection Committee is introduced to the congregation and calendar for selecting and affirming additional elders made available.
- Jan. 5 - 26* Nathan Burrow preaches on eldership.
- Jan. 5 – 26* Elders teach Adult Bible Class on qualifications of elders and their work in the congregation.
- Jan. 10 (Friday)* Electronic Nomination Forms distributed to the members via email.
- Jan. 12* Paper Nomination Forms available to the congregation.

### **The Nomination Stage**

- Jan. 26* Nomination Forms due by 12:00 noon.
- Jan. 26-28* Committee to tally nominations.
- Jan. 29* Committee presents a blind list of all nominees to the elders sorted from highest to lowest number of nominations. Current elders will determine, without knowing nominee names, which nominees received an adequate number of nominations to move forward in the process.
- Jan. 30-Feb. 1* Qualified nominees receiving an adequate number of nominations to be informed by committee members (2 each) to determine who wishes to move forward.

*Feb. 2* Nominees are given Nominee Information Forms and meet with current elders and committee members to discuss responsibilities and commitment of eldership.  
Nominees sign document authorizing background checks.  
Nominees may remove names if desired.

## **The Self-Examination Stage**

*Feb. 11* Nominee Information Forms due to committee by 5:00 p.m.

*Feb. 12-15* Nominees meet with committee members, if necessary, to review Nominee Information Forms.

*Feb. 16* Elders to present Nominees to congregation and call for scriptural objections.

## **The Congregation Examination Stage**

*Feb 17.* Nominee Information Forms available to congregation until March 30 via [www.hillcrestonline.com](http://www.hillcrestonline.com) website.

## **The Scriptural Objection Stage**

*March 2* Period for scriptural objections ends at 5:00 p.m., candidates are determined.

## **The Candidate Stage**

*March 16* Elder Selection Forms distributed via email. Paper forms will also be available during morning assembly.

*March 17* Paper Elder Selection Forms available in auditorium on Sundays and church office during regular hours.

*March 30* Last day to submit Elder Selection Forms by 12:00 noon.

*March 30-31* Tabulation of nominees by 3<sup>rd</sup> party

*April 1* Committee determines acceptance threshold of nominees per section 4.9.

*April 2* Committee meets with current elders and candidates to announce final results.

*April 6* Announce additional elders to congregation.

*April 13* Confirm additional elders in morning assembly followed by all church luncheon.

### 3.0 Public Calendar

## **Calendar for Selecting and Affirming Additional Elders Hillcrest Church of Christ Spring 2025**

- Jan. 5* Elder Selection Committee is introduced to the congregation and calendar for selecting and affirming elders made available.
- Jan. 5 - 26* Nathan Burrow preaches on eldership. Elders teach Adult Bible Class on qualifications of elders and their work in the congregation.
- Jan. 26* Nomination Forms due by 12:00 noon.
- Feb. 2* Nominees are given Nominee Information Forms
- Feb. 16* Elders to present Nominees to congregation and call for scriptural objections
- Feb 17.* Nominee Information Forms available to congregation until March 30 via [www.hillcrestonline.com](http://www.hillcrestonline.com) website.
- March 2* Period for scriptural objections ends at 5:00 p.m., candidates are determined
- March 16* Elder Selection Forms distributed via email. Paper forms will also be available during morning assembly
- March 17* Paper Elder Selection Forms available in auditorium on Sundays and church office during regular hours.
- March 30* Last day to submit Elder Selection Forms by 12:00 noon
- April 6* Announce additional elders to congregation
- April 13* Confirm additional elders in morning assembly followed by all church luncheon

## **4.0 Procedures**

### **4.1 Responsibilities of the Church**

The congregation is requested to participate fully in this process by dedicating special time on a regular basis to pray for the process and the committee and, especially, for the men that will be called out as additional elders of this church.

Every member of the congregation is also encouraged to participate fully in each step of the process, that is, in nominating qualified men, in evaluating the qualifications of all nominees, and in completing and turning in the Elder Selection Form by which the candidates will be selected by the church as its additional elders.

### **4.2 Responsibilities of the Elder Selection Committee**

The Elder Selection Committee is charged to implement and administer these procedures for selecting and affirming additional elders with absolute integrity, asking God to provide sensitivity, wisdom and good judgment. The committee is not charged to select and affirm additional elders, but to facilitate the process by which the church will call out additional elders, with a targeted completion date. A calendar of significant dates is to be distributed to the congregation. The calendar will be extended if the resolution of scriptural objections requires more time than that currently allocated.

Certain guidelines for the committee include:

1. The committee is to share information with the congregation concerning the process and procedures for selecting and affirming additional elders. This is to be accomplished using the church website, pulpit announcements, Bible class announcements, and bulletin announcements.
2. Members of the Committee are to hold in strictest confidence all information coming to their attention regarding any and all individuals, whether nominees for elders or otherwise, and all discussions concerning such individuals.

### **4.3 The Teaching Stage**

Special teaching in both Bible classes and sermons will be planned to assist the congregation for thoughtful, informed, prayerful selection of elders that are mature Christian men well qualified to serve as spiritual leaders of the Hillcrest Church of Christ.

1. Sermons: In January there will be a series of sermons on the theme of eldership.
2. Adult Bible Classes: Adult classes will be taught by elders not assigned to that class and elders will rotate each week, so they teach in 4 different classes. The topics for the four weeks are:
  - Words used to describe role and function of elders in the New Testament.
  - Qualities/qualifications of elders in the New Testament.

- How the Hillcrest eldership functions including what the Hillcrest elders do and don't do.
- Details of the selection process.

## **4.4 The Nomination Stage**

### **4.4.1 Current Elders**

Since the goal is to add additional elders, current elders will not go through this process. Any current elder who chooses not to continue serving may step down from the eldership on the day additional elders are installed.

### **4.4.2 Nomination of Additional Elders**

Both electronic and paper forms will be distributed to be used by individual members to nominate qualified men to serve as elders. Nomination forms will be made available throughout the nomination period. The time for making nominations will remain open for 14 days (covering 3 Sundays).

For paper forms, a tri-fold form will be used to make nominations. One side of the form contains instructions, information and a space in which to write the names of nominees. On the other side of the page will be a place for the nominator to print and sign his or her name. The nominator's name is not to appear on the side of the form that contains the names of those nominated. This procedure will allow monitoring to ensure that only members at Hillcrest make nominations and that each member nominates the same person only once. Electronic nomination forms will be available for members during the same time frame.

### **4.4.3 Nomination Guidelines**

Each member may submit more than one nomination form, but no one can nominate the same person more than once. Couples should submit forms individually, not one form together whether submitting forms on paper or electronically.

There is no limit on the number of men that may be nominated by any one member.

The Committee, in conjunction with the elders, will look for a natural break in the number of nominations received. The eldership will make the final determination of the cutoff point. This determination will be made before names are associated with the nominees.

Paper Elder Nomination Forms are to be deposited in the collection boxes in the auditorium. Electronic nomination forms will be submitted electronically and available to the committee for inclusion in the count.

### **4.4.4 Committee Action on Nominations**

The Elder Selection Committee will tally the nominations.

The Elder Selection Committee will be the only group authorized to review both electronic and paper Nomination forms. Although the Office Manager has administrative rights over the church's computer system, he/she is not to access this information. The

nomination form will be reviewed to ensure all submissions are by members and no modifications were made.

Once a cutoff point has been determined by the elders, a list will be prepared of those nominees receiving enough nominations to place them above the cutoff point. The Elder Selection Committee will show the list to the current elders for their review. Elders reserve the right to strike nominees for whom they may have information that would lead to disqualification.

Those remaining on the list will be deemed nominees and are to be visited by at least two committee members and told they have been nominated.

Nominees will be asked to attend a meeting where they will be given access to the electronic Elder Nominee Information Form in Word format and asked to complete and return a signed electronic copy to the Elder Selection Committee per the published schedule. There will also be a brief discussion at this meeting of the commitment associated with serving as an elder.

The Elder Selection Committee will contact the church office to see if any prior background checks have been made on each nominee. If not, the nominee will be asked for their consent to perform the necessary background check. Any nominee who does not pass a background check will be disqualified. Any disqualification of a nominee will precede the presentation of the final list to the congregation.

## 4.5 The Self-Examination Stage

The term of service will be five years with an annual review by the eldership to determine whether or not to have an elder selection process sooner.

For those nominees that decide to move forward to the self-examination stage, they will be asked to attend a more detailed/thorough nominee orientation led by current elders that should assist them with their self-examination.

Each nominee will be expected to examine his life and all aspects of his faith and commitment to Christ and His church as well as personally assess his qualifications in keeping with applicable scripture. Included must be an honest evaluation of his home, family and work circumstances as well as issues of reputation, character, integrity, desire to serve, ability and willingness to teach, sensitivity and concern for the needs of the congregation as well as those of individual members. Nominees must count the cost of the vulnerability and scrutiny associated with the Elder Selection process and the cost in time and energy to themselves and their families when they are fully engaged in shepherding the church.

The Elder Nominee Information Form is an important tool in the self-examination process and must be completed by all nominees. The completed forms will be made available to those in the congregation.

The information on this form may help a member to know better a nominee and his positions on the questions asked. These forms should not form the only basis on which a decision is made to support or not support a nominee.

Members of the Elder Selection Committee will meet with nominees to review the completed information form as needed.





A nominee can withdraw his name from consideration at any point in the selection and affirmation process by notifying the Elder Selection Committee in writing.

#### **4.6 The Congregational Examination Stage**

The elder nominees will be introduced to the church during the morning worship time.

The congregation will be encouraged to review the Elder Nominee Information forms. Completed information forms will be made available for review from two sources:

1. The Church Office during normal office hours.
2. Electronic copies of the forms will be available to Hillcrest members via [www.hillcrestonline.com](http://www.hillcrestonline.com) website.

Members will be encouraged to visit with individual nominees if they have specific questions or just to get better acquainted with a particular nominee.

#### **4.7 Scriptural Objection Stage**

If any member of the congregation believes that a nominee does not meet scriptural standards for an elder, he or she is advised to visit with the nominee first. After a visit with the nominee, a member may submit the objection in writing and in enough detail to describe accurately the specific reasons for the objection.

Forms will be provided by the committee for making an objection in writing. Scriptural objections are to be submitted in the same boxes used for submitting paper elder nomination forms. The form must be signed and dated before being placed in one of the boxes.

One controlling principle is to handle all information submitted on a need-to-know basis. The written objections will be opened with proper precautions to ensure this confidentiality.

Objections will be submitted only between the times designated by the selection process calendar and only in the boxes provided for that purpose.

The Elder Selection Committee will be responsible for evaluating all objections for consistency with teaching that the congregation received in adult bible classes during the Teaching Phase, determining the validity of the objections, and reporting the findings to the person(s) making the objections and to the nominee(s) in question. If possible, objections will be resolved by two or more members of the Elder Selection Committee meeting with the nominee in question. The objector(s) will be notified of the resolution, or if it is not resolved, two or more members of the Elder Selection Committee may visit with the person(s) making the objection. Only in cases where an objection cannot be resolved otherwise will the nominee and objector be asked to meet with the Elder Selection Committee. If an objection is valid and cannot be resolved, the nominee may be asked to withdraw from the selection process by the elders.

Confidential communications between a nominee and the current Elders will be respected at all times.

## **4.8 The Candidate Selection Stage**

As soon as possible following the end of the period for submitting scriptural objections, the list of candidates will be determined and presented to the Congregation on a Sunday morning. Elder Selection Forms will be made available in both electronic and paper forms.

To encourage maximum participation, paper Elder Selection Forms will be available in classrooms on the Sunday they are due. Members who have not submitted an Elder Selection Form are encouraged to complete one in their Bible class that morning.

The Elder Selection Form will list alphabetically the name of each candidate. Each member is encouraged to mark one selection for every candidate: (1) Yes, I am willing to serve under his spiritual leadership as an elder; (2) No, I prefer not to serve under his spiritual leadership as an elder; or (3) I do not know this man well enough to answer either yes or no.

Each member may submit one, but only one, Elder Selection Form. Couples should submit forms individually, not one form together.

Paper Elder Selection Forms are to be deposited in the collection boxes in the auditorium. Electronic Elder Selection Forms will be available and may be submitted during the same time frame.

## **4.9 The Tabulation Stage**

In order to be affirmed as an elder, a candidate is to be clearly called out by the congregation as determined from the results of tabulating the completed and submitted Elder Selection Forms. This means that successful elder candidates should be 1) acceptable to most members of the congregation; and 2) known by most members of the congregation.

The Elder Selection Committee will analyze two results from the tabulated Elder Selection Forms:

1. The percentage of members who find the elder candidate acceptable (using only the Yes and No votes), and
2. The percentage of members who know the elder candidate (using all votes).

With a congregation this size, it is not possible to predict beforehand what percentage is an appropriate threshold above which an elder candidate should be recognized as an elder. The elder candidate should be acceptable and known by far more than a simple majority of the congregation. Therefore, the following procedure is to be used for determining who should be recognized as an elder:

1. The results will be tabulated independently from the Elder Selection Committee by a group outside of Hillcrest.
2. At this stage, no member of the Elder Selection Committee will be allowed to know results for any particular elder candidate.
3. The results will be compiled and presented to the Elder Selection Committee without the elder candidates' names being associated with the results.
4. After looking at the anonymous data, the Elder Selection Committee will determine what the appropriate threshold percentages should be and which anonymous candidates will be considered called out by the congregation.

5. Only then will the elder candidates' names be associated with the results.

The group outside of Hillcrest used to tabulate results will be the only people authorized to review both the electronic and paper Elder Selection Forms. Although the Office Manager has administrative rights over the church's computer system, he/she is not to access this information. The Elder Selection Form responses will be reviewed to ensure that only one was submitted by each member and that none were modified.

After the results are determined, the list of additional elders will be announced to the congregation. At the request of someone who is not affirmed as an elder, the Elder Selection Committee may communicate which criteria was not met (Acceptable or Known or both). However, the Elder Selection Committee will not disclose individual percentages for each elder candidate.

The Elder Selection Committee is to provide some gift or monetary compensation to the individuals outside of Hillcrest who were involved in counting the votes.

#### **4.10 The Ordination Stage**

The elders, in conjunction with the preaching minister, shall determine how best to plan, organize and implement all ordination activities. Funding for this committee will come from the Elders' Undesignated Funds.

#### **4.11 Committee Final Activities**

The committee should complete the following activities shortly after additional elders are installed:

1. Complete the following paragraphs of this document:
  - 1.2 2025 Committee Members
  - 3.0 Public Calendar
  - 7.0 Hillcrest Congregation Responses
  - 8.0 Committee Final Report
  - 9.0 Recommendations for 2030 Process
  - 11.0 Minutes of Committee Meetings
2. Provide a completed copy of this document to the elder chair to be shared with the entire eldership.
3. Shred all paper Elder Selection Forms and tabulated results 30 days after installation of additional elders

## 5.0 Vote Tabulation Procedure

A table of results is to be generated as follows:

Nominee	Yes Votes (Y)	No Votes (N)	Don't Know Votes (D)	Total Votes (T)	Known (K)	Acceptance (A)
A						
B						
C						
D						
E						
F						
G						
H						

Total Votes (T) = Yes Votes (Y) + No Votes (N) + Don't Know Votes (D)

$$T = Y + N + D$$

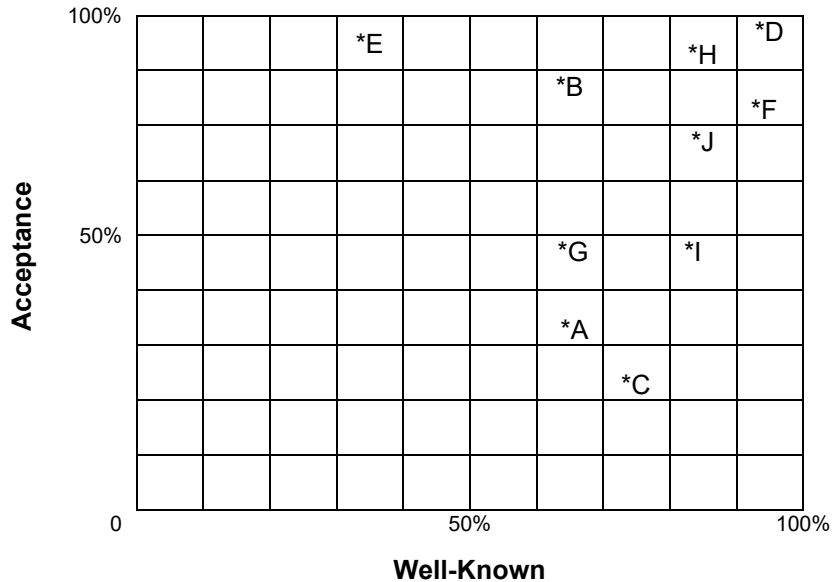
Known (K) = [Yes votes (Y) + No Votes (N)] / Total Votes (T)

$$K = (Y + N) / T$$

Acceptance (A) = Yes Votes (Y) / [Yes Votes (Y) + No Votes (N)]

$$A = Y / (Y + N)$$

The data in the above table is to be plotted on a scatter graph, where the vertical axis is how Acceptable (A) a candidate is, and the horizontal axis is how Well-Known (K) a candidate is.





6.2 **Elder Nomination Form** (Back Side)

**ELDER NOMINATION FORM**

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

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

6.3 Elder Nominee Information Form

# Hillcrest Church of Christ

## Elder Nominee Information Form

### General Information

#### Personal

Name \_\_\_\_\_  
Address \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
Email \_\_\_\_\_  
Occupation \_\_\_\_\_  
Employer \_\_\_\_\_  
Age \_\_\_\_\_  
Christian Since \_\_\_\_\_

Photo of  
Nominee and Wife  
Here

#### Family

Wife's Name \_\_\_\_\_ Christian Since \_\_\_\_\_  
Child \_\_\_\_\_ Age \_\_\_\_\_  
Child \_\_\_\_\_ Age \_\_\_\_\_  
Child \_\_\_\_\_ Age \_\_\_\_\_  
Child \_\_\_\_\_ Age \_\_\_\_\_  
Child \_\_\_\_\_ Age \_\_\_\_\_

#### Church

How long have you been a member at Hillcrest Church of Christ?

In what capacities or leadership roles have you served at this or other congregations? Where and when?

## Biography

Give us a brief biography.

Please give a few examples of spiritual disciplines you practice in an effort to grow in the image of Jesus.

***The questions on the rest of the Information Form were designed to stimulate the introspection of nominees and to provide information to members of the Hillcrest congregation. Therefore, we ask you to give your thoughtful and prayerful attention to the questions that follow.***

***Please respond in the spaces below to each question. Feel free to use additional paper, numbering each answer to correspond to the question being considered, if necessary.***

### Section 1: Introspection Related to Self and Family

1. Are you willing to serve to the best of your ability? What motivates you to serve the Lord as an elder at Hillcrest?
2. After a study of I Timothy 3:1-16 and Titus 1:5-9, do you and your family concur that you qualify scripturally to serve as an elder? Yes ( ) No ( )
3. Please describe the special circumstances, if any, that you considered in making your determination to question 2 above.
4. After a study of Hebrews 13:17 and 1 Peter 5:1-3, are you and your family willing to give the time it will require you to fulfill the duties of an elder? Yes ( ) No ( )

### Section 2: Introspection Related to Your Vision for Hillcrest

5. Describe the Hillcrest congregation as you see it now.
6. Describe the Hillcrest congregation as you would like to see it in five years.



7. What activities would you pursue, or encourage others to pursue, so that the Hillcrest congregation (individually and collectively) can make a greater impact for Jesus Christ in our neighborhood and the city of Abilene?

### **Section 3: Introspection Related to the Spiritual and Congregational Health of Hillcrest**

8. What do you view as the single most important task of an elder at Hillcrest?
9. How would you relate the following scriptures to yourself and to the Hillcrest congregation?  
Ephesians 4:11-16; Acts 20:25-31; John 10:2-5; Hebrews 13:17
10. What are the greatest challenges facing the Hillcrest congregation in the coming days?
11. How do you view modern culture's impact on today's Church (for example, in the areas of personal morality, sexual identity and behavior, gender issues, racial bias, politics, etc.) and how should the Church respond?
12. I have read the beliefs document (expanded version) posted on the Hillcrest website and the Hillcrest policy manual. Yes (  ) No (  )
- I can serve as an Elder at Hillcrest in support of these beliefs and policies. Yes (  ) No (  )
- If you have any reservations about serving in support of either document, please describe your reservations:
13. This space is for further comments on any subject. If in reference to a question above, please begin your comments with the number of the question being discussed.

---

Name (please print)

Date

---

Name (signature)

**6.4            Scriptural Objection Form**

**Scriptural Objection Form**

**MUST BE RETURNED BY 5:00 P.M., March 2nd.**

INSTRUCTIONS: You can use this form to object on scriptural grounds to an elder nominee. Simply write your objection in as much detail and with as many specifics as needed to accurately describe the reason(s) for the objection. If possible, cite scriptures relevant to your objection. Sign and date your response.

Have you personally talked with the nominee about your objection?

Write your objection and any scriptural references below:

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

6.5

**Elder Selection Form**

**Hillcrest Church of Christ**

**Elder Selection Form  
2025**

**SELECT ONE RESPONSE FOR EACH INDIVIDUAL**

**DEFINITION OF RESPONSES**

YES I am willing to serve under his leadership as an elder.

NO I prefer not to serve under his leadership as an elder.

DO NOT KNOW WELL ENOUGH —I do not know this man well enough to determine a "yes" or "no" response.

<b>Name</b>	<b>Yes</b>	<b>No</b>	<b>Do Not Know Well Enough</b>
<i>Nominee</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<i>Nominee</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<i>Nominee</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<i>Nominee</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<i>Nominee</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<i>Nominee</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<i>Nominee</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<i>Nominee</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<i>Nominee</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<i>Nominee</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**EACH MEMBER SHOULD COMPLETE A SEPARATE FORM.** Please do not combine choices for husband, wife, or other family members on one form.

This form should be placed in the envelope and the envelope **MUST HAVE YOUR PRINTED NAME AND SIGNATURE,**

**DO NOT SIGN THE ELDER SELECTION FORM.** Sign the envelope only.

**6.6 Elder Selection Form Envelope**

**ELDER SELECTION FORM**

**MUST BE RETURNED BY 12:00 noon, Sunday, *March 30***

**INSTRUCTIONS**

- 1. SIGN, PRINT & DATE BELOW WHERE INDICATED**
- 2. PLACE IN ONE OF THE DESIGNATED BOXES**

**Signature of Member**

**Member's Name Printed**

**Date**