



KALEO CHRISTIAN FELLOWSHIP

Biblical Guidelines for Leadership, Ministry, and Church Order

The Kingdom Voice

"Christ in You — The Evidence is Change."

OUR PURPOSE

These guidelines apply to all pastors, administrators, ministry leaders, and ministers. They promote faithful service, accountability, care for members, and church growth. Every leader must serve with love, humility, and faithfulness.

"Let all things be done decently and in order." — 1 Corinthians 14:40



Scan the church QR code

OUR MISSION

Our mission is to invite people to discover and embrace God's call in their lives. Through worship, spiritual formation, and community engagement, we aim to inspire and equip individuals to live out their faith authentically, impacting both local and global communities with compassion, integrity, and hope.

OUR VISION

Our vision is to be a community where people encounter the transforming love of Christ, respond to their divine calling, and are sent forth to be a light in the world. We aspire to cultivate an inclusive environment where people are nurtured, challenged, and empowered to grow spiritually and serve others with purpose.

1. RESPECT AND SERVANT LEADERSHIP

Mark 10:42–45; 1 Peter 5:2–3.

1. Treat pastors, leaders, members, and visitors respectfully. Insults, threats, mocking, shouting at others, and humiliation are unacceptable.
2. Follow approved instructions consistent with Scripture and your responsibilities. Seek clarification respectfully.
3. Discuss disagreements calmly through the appropriate leadership channels.
4. Never use your position to intimidate, exploit, or control others.
5. These standards apply equally to every leader, including the Lead Pastor.

2. ATTENDANCE AND TIMEKEEPING

Romans 12:11; Ephesians 5:15–16.

1. Attend programs and meetings connected to your duties.
2. Arrive at least 30 minutes before serving, unless another time is agreed.
3. Begin and end programs on time.
4. Report lateness or absence early; communicate emergencies as soon as possible.
5. Two missed duties without communication require a formal review and may lead to temporary replacement.
6. Arrange a handover before leaving an assigned duty.
7. Repeated lateness will be addressed through the correction procedure.

3. RESPONSIBLE COMMUNICATION

Ephesians 4:29; James 1:19.

1. Acknowledge messages requiring a response within 12 hours.
2. If a full answer requires more time, state when you will respond.
3. Call when a matter is urgent.
4. Answer shared leadership matters in the leadership group; discuss confidential matters privately.
5. Do not deliberately ignore instructions, questions, or requests for reports.
6. Communicate honestly, clearly, and respectfully.
7. Use church platforms for approved church matters. Seek approval for unrelated announcements.

4. FAITHFULNESS TO DUTIES

1 Corinthians 4:2; Colossians 3:23.

1. Understand your role, prepare properly, and complete tasks by the agreed deadline.
2. Report progress and challenges promptly; request help when needed.
3. Obtain approval before changing programs, inviting ministers, appointing workers, or cancelling activities.
4. If duties become too demanding, request adjustments or arrange a handover.
5. When leaving office, return church funds, records, keys, equipment, and outstanding work.

5. SELECTION AND APPROVAL OF MINISTERS

1 Timothy 3:1–13; 2 Timothy 2:2.

1. Applicants must be registered members for at least three months.
2. Apply through the relevant church leaders, who will inform the pastors.
3. Leaders and pastors will prayerfully assess conduct, attendance, commitment, gifts, and willingness to learn.
4. Pastors must explain the role and guidelines before approving service. No one may appoint themselves.
5. Three months of membership does not guarantee appointment.
6. Appointed ministers will receive suitable duties, training, supervision, and a progress review.
7. Roles involving children, finances, or sensitive information require appropriate checks.

6. MEMBERSHIP REGISTRATION AND IDENTIFICATION

Romans 12:4–5.

1. Those seeking membership must complete a membership form.
2. Ushers will collect forms and forward them to administrators.
3. Administrators will register accepted members in the church database and prepare membership IDs.
4. Keep the register accurate; members must report changes to their details.
5. Store personal information securely and allow access only to authorised people.
6. Share contact details or photographs publicly only with permission.
7. Visitors remain welcome while considering membership.

7. MEMBER CARE AND FOLLOW-UP

Galatians 6:2; 1 Thessalonians 5:14.

1. Ushers and administrators will follow up with new members and those absent for an extended period.
2. Offer care, prayer, and support without blame or pressure. Respect contact preferences.
3. Record each follow-up and agreed actions.
4. Administrators report each follow-up to the Assistant Pastor, who reports to the Lead Pastor.
5. Report urgent concerns promptly and share sensitive details only with those providing care.
6. Acknowledge requests for prayer, visits, or support and assign someone to act.

8. WEEKLY SERVICE EVALUATION

Proverbs 15:22.

1. An evaluation meeting must take place every Sunday after the service in person, or every Monday online at a time agreed upon or set by the administrators.
2. Review timekeeping, worship, preaching, ushering, sound, attendance, and member care.
3. Discuss concerns respectfully and agree on improvements.
4. The administrator must report decisions, assigned duties, and deadlines.
5. Review unfinished actions at the next meeting.
6. If an emergency prevents the meeting, promptly reschedule and record the reason.

9. FINANCIAL ACCOUNTABILITY

2 Corinthians 8:20–21.

1. Use church money only for approved purposes.
2. At least two authorised people must count and record offerings.
3. Keep accurate income, expense, receipt, and balance records.
4. Give pastors a weekly financial report.
5. Give members a monthly summary of income, expenses, and the remaining balance, read by a pastor or administrator and available for review.
6. Weekly and monthly reports must not be omitted.
7. No person may approve a payment to themselves; another authorised person must approve it.
8. Giving is voluntary. Never shame or pressure anyone, and keep individual giving confidential.

10. LOVE AND FAIR TREATMENT

John 13:34–35; James 2:1–4.

Every person in the presence of the Lord is highly valued.

1. Treat everyone with dignity, regardless of background, position, disability, or financial contribution.
2. Hatred, bullying, discrimination, favouritism, and deliberate mistreatment are unacceptable.
3. Never shame people over their struggles, attendance, or giving.
4. Review mistreatment concerns fairly and hear those involved.
5. A leader found to be mistreating members must stop serving until the matter is resolved.
6. Restoration requires repentance, accountability, and demonstrated change.

11. PERSONAL CONDUCT AND SPIRITUAL GROWTH

1 Timothy 4:12; Galatians 5:22–23.

1. Maintain prayer, Bible study, fellowship, humility, and Christian conduct at church, at home, at work, and online.
2. Dishonesty, abuse, harassment, sexual misconduct, and misuse of church resources are unacceptable.
3. Dress appropriately and never minister under the influence of alcohol or drugs.
4. Receive correction respectfully and seek support when struggling.
5. Never use preaching, prayer, or prophecy to attack others or settle personal disagreements.

12. UNITY AND CONFLICT RESOLUTION

Ephesians 4:1–3; Matthew 18:15–17.

1. Do not gossip, spread rumours, disclose confidential information, or create division.
2. Address misunderstandings respectfully where safe; seek pastoral help when unresolved.
3. Hear all sides before deciding.
4. Apologise when wrong and demonstrate change.
5. Forgiveness must be accompanied by appropriate accountability and boundaries.
6. No one may face retaliation for raising an honest concern.

13. SAFETY AND PROTECTION

Matthew 18:5–6; Proverbs 31:8–9.

1. Protect children and vulnerable people. Avoid isolated situations between one adult and a child; use visible spaces and proper supervision.
2. Never exploit anyone financially, sexually, emotionally, or spiritually.
3. Report suspected abuse or serious harm promptly. Never conceal it to protect someone's reputation.
4. Do not prevent anyone from seeking outside help or reporting a serious incident.
5. Obtain permission before physical contact during prayer or pastoral care.
6. Keep exits clear and identify those responsible for emergencies.

14. ORDER DURING SERVICES

1 Corinthians 14:26, 40.

1. Follow the approved program and cooperate with the service coordinator.
2. Keep preaching, singing, testimonies, and announcements within the assigned time.
3. Every minister must bring and use a physical Bible. Phones and Bible apps must not be used as Bibles during services.
4. Ministers may use phones only for approved church duties, such as photography, recording, service coordination, or technical work. Personal messaging, browsing, and other personal use are prohibited.
5. Silence phones and avoid unnecessary conversations.
6. Participate attentively without forcing outward expressions of worship.
7. Give announcements clearly and early.
8. Keep the venue clean and report building or equipment problems.
9. Obtain approval for official photographs or recordings and respect those who decline to be recorded.

15. CHURCH GROWTH AND DISCIPLESHIP

Matthew 28:19–20; Ephesians 4:11–16.

1. Set clear ministry goals, plan programs early, and review progress regularly.
2. Welcome newcomers and help them connect with church life.
3. Teach Scripture faithfully, welcome respectful questions, and develop Christian character.
4. Train others and share suitable opportunities to serve.
5. Value spiritual maturity, care, unity, and faithful service alongside attendance growth.

16. PASTORAL CARE AND APPROPRIATE BOUNDARIES

1 Peter 5:2–3.

1. Pastors may address private matters when there is reasonable concern that they affect the church, ministry responsibilities, or members' safety and wellbeing. Handle them respectfully, confidentially, and only as necessary.
2. Do not use confidential counselling information in sermons without permission.
3. Do not promise absolute secrecy when someone faces serious harm.
4. Recognise the limits of your training and help members obtain professional support when needed.
5. Do not pressure members into personal relationships, business arrangements, or financial commitments.
6. Declare personal interests that could affect church decisions.

17. BIBLICAL CORRECTION AND DISCIPLINE

Galatians 6:1; Matthew 18:15–17.

Correction seeks restoration, protects the congregation, and strengthens faithful service.

1. Give a private verbal warning, explain the concern, and allow a response.
2. Agree on the required change, support, and review date; record the discussion confidentially.
3. Review progress. Continued misconduct or refusal of correction may lead to suspension or removal after a fair review.
4. Serious misconduct may require an immediate pause while examined.
5. Base decisions on facts; never humiliate anyone publicly.
6. Allow a review by appropriate leaders not directly involved.
7. Return to ministry requires pastoral approval and evidence of readiness.

18. APPROVAL AND REVIEW

1. Pastors and appropriate leaders will approve these guidelines and announce their effective date.
2. Every leader must receive a copy, have an opportunity to ask questions, and acknowledge the expectations.
3. Review the guidelines annually or when necessary.
4. Approve and communicate changes clearly.
5. No title or position exempts anyone from accountability.

19. RELATIONSHIPS, COURTSHIP, AND MARRIAGE

Genesis 2:24; Matthew 19:4–6; 1 Thessalonians 4:3–5; Hebrews 13:4; Ephesians 5:25–33; 2 Corinthians 6:14.

1. Honour God in relationships through honesty, respect, faithfulness, and self-control.
2. Unmarried leaders must abstain from sexual relations and must not live together as a couple before marriage.
3. Choose relationships prayerfully and pursue a fellow believer who shares your commitment to Christ.
4. Married leaders must remain faithful to their spouse. Adultery and secret romantic relationships are unacceptable.
5. Do not pursue several people while promising an exclusive relationship, or knowingly pursue another person's spouse.
6. Never use leadership authority, prophecy, or claims about God's will to pressure anyone into dating or marriage. Relationships require freely given consent.
7. Avoid sexual messages, inappropriate touching, and conduct that compromises Christian integrity.
8. Seek premarital counselling when considering marriage. Inform pastors when a relationship creates a conflict of interest or affects ministry duties.
9. Do not allow relationship disagreements or breakups to cause gossip, favouritism, retaliation, or neglect of duties.
10. Threats, violence, manipulation, and controlling behaviour are unacceptable. Those experiencing abuse must receive protection and appropriate support.
11. Concerns will follow the church's correction procedure, with confidentiality, fairness, accountability, and a commitment to restoration.
12. In keeping with the church's understanding of Scripture, marriage is between one man and one woman. Same-sex romantic relationships and marriages will not be approved or officiated by the church, and leaders must uphold this teaching. Every person must still be treated with dignity, love, and respect, without harassment or humiliation.

LEADERSHIP COMMITMENT

“With God’s help, I will serve faithfully, communicate responsibly, respect others, keep time, care for members, and remain accountable. I will acknowledge messages requiring a response within 12 hours. I will use a physical Bible and use my phone during services only for approved church duties. I will uphold the church’s teaching on relationships and marriage, receive correction humbly, and communicate honestly if I need to hand over my responsibilities.”

Leader’s name: _____

Ministry or role: _____

Signature: _____

Date: _____

Approved by: _____

Effective date: _____

We will honour God, care for His people, and serve together with love, order, honesty, and humility.