

ETHICS AND
ETIQUETTE
For Today's Ministry

Terry R. Baughman
and Gayla M. Baughman

the
Baughman
group
MINISTRIES
PLEASANTON, CA

ETHICS AND ETIQUETTE

For Today's Ministry

Terry R. Baughman
and Gayla M. Baughman



ISBN 978-0-9710411-7-2

Copyright © 2005 Terry & Gayla Baughman

All Rights Reserved. No part of this book may be reproduced in any form, except for the inclusion of brief quotations in a review or article, without written permission from the author or publisher.

Published by: Baughman Group Ministries
PO Box 11937
Pleasanton, CA 94588
209.956.2692
Email: trbaughman@baughmangroup.org
Website: www.baughmangroup.org

Printed by: Morris Publishing Co.
Kearney, NE 68847
800.650.7888

Contents

<i>Chapter</i>		<i>Page</i>
	Preface	
1	Introduction	1
2	Personal Conduct in Ministry	13
3	Presentation in Ministry	29
4	Ethics begin at Home	43
5	Ethics in Leadership	79
6	Etiquette for Service	95
7	Morality in the Ministry	121
8	Money and the Ministry	139
9	Ministerial Relationships	149
10	Pastor & Member Relationships	171
11	Pastor & Assistant Relationships	177
12	Pastor & Evangelist Relationships	191
13	Conclusion	207



To our parents
You believed in us

Acknowledgements

We are a product of all who have influenced our lives, but to mention the names of each would fill this book and there would be no room left for text. Suffice it to say that we gratefully acknowledge the multitude of teachers, preachers, relatives, and friends who have blessed our lives and shaped our understanding of the principles that we write about.

Most importantly, we acknowledge our parents to whom this book is dedicated, AJ and Geraldine Baughman of Fayetteville, Arkansas, and Pastor Robert J. and Elaine Bibb of Phoenix, Arizona, from whom the seeds of ethics were sown and continue to be nurtured in us. They raised us to believe that ethics and Christianity were inseparable and the most important thing to do is the *right* thing. They are the true authors of this book.

Heartfelt thanks and genuine appreciation is in order for those who have assisted in the editing and preparation for publication of this manuscript. Again, Nancy Hunt has given hours of time to read and edit the manuscript, catching multiple grammatical errors and suggesting ways to make the

message clearer. Also, thanks to Violet Moore for her insightful edits and thoughtful suggestions to perfect the printed page.

Josh Rivas has demonstrated his talent with graphic arts in the cover design and layout. Thanks for using your talents for God and sharing them with us.

We also acknowledge our students at *Christian Life College* who have caused us to reach for more understanding with their multitude of questions. We have been challenged, strengthened, and encouraged by the opportunity to instruct you and in turn we have been taught. You compel us to excel.

Special thanks to our Lord and Savior Jesus Christ who has given us the passion to pursue His calling. We would be nothing without Him. All our efforts are to bring glory to His name.

Terry & Gayla Baughman
Pleasanton, CA
July 2005

Scripture References

Scripture references in *Ethics & Etiquette for Today's Ministry* are from the translations or paraphrases listed below. In the various quotations we have emphasized words or phrases with *italics*. It should be understood that this is the emphasis of the authors and not of the original translation or paraphrase. The assortment of translations selected is to bring greater understanding and clarity to the passages of Scripture. Where a version is not specified, scriptural quotations are from the New King James Version of The Holy Bible. Acknowledgement is here made to the various translations and their copyright owners with appreciation for the fair use inclusion in this work:

NKJ - *New King James Version of the Holy Bible*, copyright 1982 Thomas Nelson, Inc.

KJV - *King James Version*, The Authorized Version of the Holy Bible is in the public domain.

MSG - *The Message*, copyright 1993, 1994, 1995, 1996, 2000, 2001, 2002 by Eugene H. Peterson.

NASB - *New American Standard Bible*, copyright 1960, 1962, 1963, 1968, 1971, 1972, 1973, 1975, 1977, 1995 by The Lockman Foundation.

NCV - *New Century Version*, the Holy Bible, copyright 1987, 1988, 1991 by Word Publishing, Dallas TX.

NIV - *New International Version*, copyright 1973, 1978, 1984 by International Bible Society.

NLT - *New Living Translation Holy Bible*, copyright 1996 by Tyndale Charitable Trust.

NRSV - *New Revised Standard Version of the Bible*, copyright 1989, by the Division of Christian Education of the National Council of Churches of Christ in the U.S.A.

TLB - *The Living Bible* is an English version of the Bible by Kenneth Taylor released in 1971, Tyndale House.

Preface

It is a daunting task to write a book, especially a book on *ethics and etiquette*. Once written, the evidence is recorded for all generations to judge you by your own words. Pilate must have felt that preponderance of permanence, when he said of the inscription he ordered to be affixed to the cross, “What I have written, I have written.”

When you publish a book on etiquette, everyone assumes you are always prim and proper. When you write about ethics, it is assumed you are always ethical and emulate the paragon of perfect conduct. Neither is true of the authors of this book. We reserve the right to make mistakes!

However, we have seen the need to produce this work on *ethics and etiquette* to be a guide, a sourcebook of material for pastors, a textbook for students, and an encouragement to all who aspire to ministry. The ministry is comprised of imperfect people who have a passion, a desire to model Christ to the world and to share His message. In our desire to be the finest purveyors of the gospel we must give attention to our personal conduct to be the very best that we can be. The apostle Paul challenges us,

Be an example to the believers in word, in conduct, in love, in spirit, in faith, in purity. ... Give attention to reading, to exhortation, to doctrine. ... Meditate on these things; give yourself entirely to them, that your progress may be evident to all (1 Timothy 4:12-13, 15).

We offer the following credentials as evidence of our experience in ministry and as a backdrop for many of the principles and practices taught in this book. It is not our intention to bring honor or accolades to ourselves for any accomplishments recorded here, only to demonstrate an understanding of ministerial ethics from a broad base of personal experiences.

Terry R. Baughman is a minister of the *United Pentecostal Church International*, first licensed in 1976, then ordained in 1980 by the Arkansas District. He has been a member of the UPCI in five districts: Arkansas, Texas, Texico (West Texas & New Mexico), Arizona, and Western (California & Nevada) Districts. He has held a number of district offices including: Sunday School Secretary (Texico), Youth President (AZ), and Home Missions Director (AZ). He has been on staff at Christian Life College since 1994, serving in various capacities: Campus Pastor, Dean of Students, Academic Dean, and Executive Vice President.

Gayla M. Baughman was raised in a pastor's home in Pocatello, Idaho. She began evangelizing with her family, *The Bible Singing Bibb Family*, in 1975. Much of her early ministry was in songwriting and recording. She now devotes her time to writing and ladies ministries. Gayla was appointed to serve on the Women of the Word commission of the UPCI in 2002. She has contributed to the popular *More to Life* Bible studies for women. She serves as the advisor for the western region *Open Door* conference and is a member of the Ladies Ministries committee of the Western District UPCI.

Together we have evangelized (9 years), served as assistant pastor and music directors (1 year), pastored three churches (2 of which we planted), and taught in Christian Life College since 1994. *We now write books together!*