

# Thornhill Baptist Church

## Governing Document, Rules and Policy

amended January 2022

This booklet contains the following:

- Who we are
- Vision statement
- What it means to be a church member at TBC
- Church governing document
- Church rules and policy



Ordinary people, making an extraordinary God known.



Come as you are. Join in. Be transformed.

## Who we are

We are a community of ordinary people where everyone is welcome: the old and the young; the got-it-together and the battered-and-bruised by life; the convinced Christian and the unsure explorer. Together we are getting to know God better and learning to love Him and our neighbours better too.

We meet together on Sundays and in small groups each week to worship God, learn more about God, share our stories, support and encourage each other so that we can live out our faith in words and actions 24/7.

It is our hope that TBC is a community where all will feel welcomed, valued and accepted, a safe place to explore faith and to join together in loving and serving our wider community, with our lives, activities and buildings.

# Vision statement

In July 2017, the church agreed the following vision statement after a long period of discussion and prayer:

## **Ordinary people, making an extraordinary God known. Come as you are. Join in. Be transformed.**

This is what we mean by this statement:

### **Ordinary people**

We want to be free of the baggage of pretention. We are not special, elite or holier than thou; this is a family where anyone can feel at home. We will tell the stories of our extraordinary God in the language of the people we meet in the corner shop.

### **Making known**

We want TBC to be a safe place where anyone can ask any question and explore faith at their own pace. We want TBC to be a dangerous place where Jesus is proclaimed as the one and only way to reconnect with God. We want everyone in our church family to have a contagious, uncontainable faith and the confidence to share it. We want to be creative and dynamic in making Jesus known.

### **An extraordinary God**

We want to be the kind of church where you can't escape the fact that God is extraordinary! We want to know the presence and power of his Holy Spirit as a normal part of church life. We want to be naturally supernatural.

### **Come as you are**

We want to be a place where everyone that walks through the door knows that they are welcome, valued and accepted as they are. No exceptions. We want to communicate, structure our activities and conduct our worship in ways that reinforce this welcome at every turn. We want people to have the opportunity to belong, really belong, before they are sure whether they believe and long before they are ready to behave like "good Christians"!

### **Join in**

We believe that church is not a spectator sport. Everyone has a contribution to make, gifts to use, areas where we are called to serve each other and our community, and creativity to contribute. We value them all. We believe that the Christian life is a shared journey and we want every member of our church family to belong to a small group where we can share life, encourage faith and support one another.

### **Be transformed**

When we meet with God we *expect* to come away changed. We want our preaching, our worship, our small groups and our pastoral care to be pregnant with that anticipation. We will not settle for going through the motions of faith, we will not be satisfied with being the same people today that we were yesterday.

# What it means to be a church member at TBC

Being a member simply means saying “Yes, I want to be part of the church’s vision” and assumes that you can say that:

- you are a Christian (and if so, we strongly encourage - but don’t insist - that you celebrate this by being baptised)
- you want to join in - to the extent that you are able, with the gifts God has given you, that you are willing to play a part at TBC.

There are other things we would strongly encourage members to consider doing:

- Worshipping together regularly on Sundays and in small groups.
- Praying consistently for the needs of others and the work of the church.
- Learning about God and how to follow Jesus each day through regular reading of the bible and sharing with others in a small group.
- Caring practically for one another in both good and difficult times.
- Joining in by serving in some aspect of church life.
- Joining in by coming to church meetings and helping us work out what God is saying to the church.
- Giving financially as you are able for the work of God at TBC - locally and overseas.
- Gently and respectfully sharing what you believe with neighbours, friends and family.
- Seeking to grow deeper in love for God and one another.

# Governing Document

This was agreed at the church meeting on the 22<sup>nd</sup> July 2008 and by the Charities Commission on 24<sup>th</sup> November 2008.

## 1 The Church and its name

The Church means members of the charitable unincorporated association governed by this constitution and known as THORNHILL BAPTIST CHURCH (or such other name as shall subsequently be adopted by decision of the Church Members Meeting and with the consent of the Charity Commission).

## 2 Purpose

The principal purpose of the Church is the advancement of the Christian faith according to the principles of the Baptist denomination. The Church may also advance education and carry out other charitable purposes in the United Kingdom and/or other parts of the world.

## 3 Beliefs

As a Member of the Baptist Union the Church subscribes to the Union's Declaration of Principle: "That our Lord and Saviour Jesus Christ, God manifest in the flesh, is the sole and absolute authority in all matters pertaining to faith and practice, as revealed in the Holy Scriptures, and that each church has liberty, under the guidance of the Holy Spirit, to interpret and administer His laws. That Christian Baptism is the immersion in water into the name of the Father, the Son and Holy Spirit, of those who have professed repentance towards God and faith in our Lord Jesus Christ who died for our sins according to the Scriptures; was buried, and rose again on the third day. That it is the duty of every disciple to bear personal witness to the gospel of Jesus Christ, and to take part in the evangelisation of the world."

## 4 Activities

4.1 In fulfilling the Purpose the Church will engage in a range of Activities either on its own or with others that will vary from time to time with Activities being initiated, expanded, or closed, as appropriate.

4.2 The Activities may include but are not restricted to regular public worship, prayer, Bible study, preaching and teaching; baptism, as defined in the Union's Declaration of Principle; the Communion of the Lord's Supper which shall normally be observed at least once a month; evangelism and mission, locally, regionally, nationally and internationally; the teaching, encouragement, welcome and inclusion of young people; nurture and growth of Christian disciples; education and training for Christian and community service; giving and encouraging pastoral care; supporting and encouraging charitable social action in the United Kingdom and abroad; encouraging relationships with and supporting Baptists and other Christians.

4.3 Notwithstanding the appointment of persons to accept responsibility for any of the Activities all individuals, organisations, groups, and committees operating within the life of the Church, and their leaders, shall be accountable to the Charity Trustees and also through any specific direction of the Church Members' Meeting.

## 5 Affiliation and relationships

5.1 The Church is a member of the Baptist Union of Great Britain (Baptist Union) and the Southern Counties Baptist Association (Association).

5.2 The Church will normally promote, encourage, support and advance the work of the Baptist Union, the Association and BMS World Mission through prayer, through financial contributions and, where appropriate, by making personnel available from the membership of the Church. When it is able the Church will also support local Baptist and ecumenical gatherings.

## 6 Belonging to the Church

6.1 The responsibilities of membership normally include:

- attending worship and participating in Church Activities;
- personal prayer and Bible study;
- participation at the Communion of the Lord's Supper as a privilege and a priority;
- helping the Church whenever possible by using gifts and abilities to advance the Purpose of the church through its Activities;
- attending and participating in Church Members' Meetings;
- giving regular financial support to the Church in proportion to personal resources and circumstances; upholding Christian values;

6.2 If there are differences that lead to difficulties between members of the Church (and it is recognised that these will sometimes arise) each member should try to resolve the situation with gentleness and humility following Christian and Biblical principles. It may be necessary for another wise and experienced member of this Church (or if invited a member of a neighbouring Church or representative of the Association) to act as mediator or friend to those seeking to achieve reconciliation.

## 7 Joining and becoming a Church Member

7.1 Baptism by immersion upon personal profession of faith is the normal mode of entry into the membership of a Baptist church.

7.2 The church shall apply the following Baptismal qualification for Church Membership;

Open membership so that persons seeking membership who have not been baptised in the manner described in the Union's Declaration of Principle may at the discretion of the Church Members' Meeting be accepted for full membership based on their own public profession of faith.

7.3 Church Membership is open to those who:

- accept the Beliefs of the Church;
- meet the Church's qualification on Baptism;
- commit themselves to serving Christ within the Church and beyond;
- abide by the decisions of the Church Members' Meeting;
- acknowledge their responsibilities as Church Members;
- have their membership application accepted by the Church Members' Meeting.

7.4 A person wishing to become a Church Member shall apply in a manner determined by the Church Members' Meeting.

7.5 The Church Members' Meeting will consider and vote on the application for membership and if accepted the new member will normally be welcomed publicly.

## **8 The Membership List**

**8.1** A list of the current Church Members shall be maintained by the Charity Trustees incorporating routine changes because of additions or deletions arising through death, transfer to another church, resignation, or a resolution by Church Members' Meeting.

**8.2** Routine changes to the membership list shall be reported at the next convenient Church Members' Meeting.

**8.3** In order to keep the membership list up to date the membership list shall be reviewed at least once every three years when the Church Members' Meeting may resolve to make any appropriate deletions.

**8.4** At any time, in exceptional circumstances where the conduct of a Member is considered to be contrary to the Purpose and Beliefs of the Church and/or disruptive to the relationships between Members then the Charity Trustees may recommend to a Church Members' Meeting that the membership of that person be reviewed. The Church Members may, after considering the facts, terminate the membership of that person. The Church Member shall be allowed to hear what is said at the Church Members' Meeting, to correct any errors of fact and offer any explanation of the circumstances or reasons for their actions before withdrawing from the meeting so that the Church Members' Meeting may prayerfully and carefully consider whether they should resolve to remove that person's name from the list of Members.

## **9 Church Members Meetings**

**9.1** Church Members shall meet together in a Church Members' Meeting under the guidance of the Holy Spirit and under the Lordship of Christ to discern the mind of God in the affairs of the Church.

**9.2** The Church Members' Meeting shall have reserved authority in the appointment and removal of a Minister, the appointment and removal of Charity Trustees, decisions related to church property including (without limitation) any purchase, sale, lease, mortgage, or redevelopment of property, the administration of the membership list, and the closure of the Church.

**9.3** Any decisions taken under 9.2 in relation to property must comply with the requirements of statute law and any specific property trusts under which the land and buildings are used and occupied by the Church.

## **10 Ordinary and Special Church Members' Meetings**

**10.1** There are two types of formal Church Members' Meetings, Ordinary Church Members' Meetings and Special Church Members' Meetings.

**10.2** Ordinary Church Members' Meetings shall be held at regular intervals on not less than four occasions in any calendar year and shall be an opportunity to consider and review routine matters associated with the life of the Church including issues related to church membership, the appointment of the Charity Trustees, the approval of the budget, with opportunities for considering proposals from the Charity Trustees or other Church Members for the development of the Church and the advancement of its Purpose through its Activities.

**10.3** One Ordinary Church Members' Meeting each year shall include the Annual Church Members' Meeting for the Church Members to receive annual accounts and reports, to appoint Auditors or Independent Examiners, and to consider proposals for the strategy and vision of the church in the coming year, with other appropriate matters.

**10.4** A Special Church Members' Meeting shall be convened when necessary to consider the appointment or dismissal of a minister, or the dismissal of a Charity Trustee, matters relating to the purchase, sale, lease, mortgage or redevelopment of church property, the closure of the church, or matters considered by the Charity Trustees to be of sufficient importance to require the calling of a Special Members' Meeting.

**10.5** Any Church Members' Meeting may be held, as agreed by the Charity Trustees:

- in person;
- by suitable electronic means; or
- by a combination of a physical meeting and suitable electronic means in which each participant may communicate with all the other participants.

Any member participating at a Church Members' Meeting either in person or by suitable electronic means agreed by the Charity Trustees in which a participant or participants may communicate with all the other participants shall qualify as being present at the meeting. Church Members' Meetings must comply with rules for meetings, including chairing and the taking of minutes.

## **11 Calling Church Members' Meetings**

**11.1** Church Members' Meetings shall be convened by the Charity Trustees so as to be convenient for as many Church Members as is reasonable.

**11.2** An Ordinary Church Members' Meeting shall be properly convened if as a minimum requirement the date, time and place for the meeting (or the means by which the meeting will be held and information on how to access the meeting) are publicised at the worship service or services on the previous Sunday (or other regular weekly meeting time when the Church gathers together) with an indication (if possible) of the matters to be considered.

**11.3** A Special Church Members' Meeting shall be properly convened if as a minimum requirement the date, time and place for the meeting (or the means by which the meeting will be held and information on how to access the meeting) are publicised, with as full an indication of the matters to be considered as possible, at the public worship service or services on the two previous Sundays (or other regular weekly meeting time when the Church gathers together).

**11.4** Additional meetings whether Special or Ordinary shall be convened by the Charity Trustees as necessary but they shall have specific responsibility to convene a Special Church Members' Meeting as soon as possible upon the receipt of a written request for a meeting signed by at least one tenth of the church membership or twelve Church Members, whichever is the less.

**11.5** Members, invited guests, and, if publicly invited, those who normally attend church events may attend a Church Members' Meeting but only Members may vote.

## **12 The conduct of Church Members' Meetings**

**12.1** Worship including prayer and the reading of Scripture shall be a key feature of the Church Members' Meeting. The discussion of any matters affecting the life and activities of the Church shall be set in this



context with the intention that, so far as possible, practical issues are not perceived as being separate from the spiritual aspects of the Church.

**12.2** A quorum of 12 members or 20% of the total number of Church Members, whichever is the higher, shall apply to Church Members' Meetings.

**12.3** The Church Members' Meeting shall appoint a person (who may or may not be a Minister of the church) to chair the Church Members' Meetings.

**12.4** A resolution passed at either an Ordinary Church Members' Meeting or a Special Church Members' Meeting shall not be rescinded within one year, unless notice of the resolution for rescission is given at the Church Members' Meeting prior to that at which there is to be a vote on the resolution to rescind.

## **13 Voting**

**13.1** Members shall, so far as possible, seek consensus on all matters considered at a Church Members' Meeting.

**13.2** For matters requiring a decision a vote shall be taken and the outcome of the vote recorded as the resolution of the Members.

**13.3** Each Member shall have one vote which they may use at the Church Members' Meeting after hearing about the issues and any comments or questions raised by other Members in advance of the vote.

**13.4** Normally no proxy votes shall be allowed and no postal votes shall be valid save that the Church Members' Meeting may authorise postal voting for the election of individuals to roles or responsibilities within the church (except for decisions relating to a Minister) where the names of those nominated are known in advance of the meeting. The process for collecting and counting postal votes shall be determined by the Church Members' Meeting.

**13.5** If any matter requires a decision affecting or involving individuals and any embarrassment might arise by a public vote then a secret ballot shall be held if requested and agreed by the Church Members' Meeting.

**13.6** If a secret ballot is to be held two persons will be appointed as scrutineers to the ballot to count the votes. The person chairing the Church Members' Meeting shall announce the outcome without necessarily revealing the numbers of votes.

**13.7** Except for the Appointment of Charity Trustees referred to in clause 15.12 a resolution at an Ordinary Church Members' Meeting shall be carried if supported by a majority of the Members present, entitled to vote and voting.

**13.8** If there is an equality of votes on any matter at an Ordinary Church Members' Meeting the resolution will be considered rejected and the matter shall be referred back to the submitter for review and if appropriate resubmission to a subsequent meeting for consideration.

**13.9** A resolution at a Special Church Members' Meeting shall be carried if supported by at least two thirds of the Members present, entitled to vote and voting.

**13.10** The Church Members' Meeting or Charity Trustees may want a higher measure of support for a particular resolution but a higher proportion of votes for a resolution shall not override the arrangements in clauses 13.7 or 13.9 unless, before the vote is taken, the Church Members' Meeting passes a further or enabling resolution referring to that particular resolution and specifying the proportion of votes necessary to pass it.

**13.11** Although Members of any age may attend and participate in a Church Members' Meeting the minimum age for voting will be determined by the Church Members' Meeting.

**13.12** Voting at a Church Members' Meeting held by electronic means or by hybrid means shall be conducted in a way agreed by the Charity Trustees and communicated to the members with the notice of the meeting under clause 11.

## **14 Minutes**

**14.1** The business conducted at Church Members' Meetings and, in particular, any decisions of the Members shall be recorded in the Minutes for future reference.

**14.2** The Minutes shall be written or printed and filed in a book or binder set aside for this purpose using materials of sufficient quality to ensure that they survive for many years and shall be kept in a safe place.

**14.3** Each set of Minutes shall be approved by the Church Members attending the next Church Members' Meeting. They shall have the opportunity to review the Minutes and to correct any errors of fact before a formal vote on the approval of the Minutes is taken. If the Minutes are approved the person chairing the Church Members' Meeting shall confirm the Members' acceptance of the Minutes by signing and dating them as a correct record of the preceding meeting.

**14.4** The signed Minutes shall be conclusive evidence of the decisions taken at the Church Members' Meeting to which they relate.

## **15 The appointment and removal of Charity Trustees**

**15.1** The statutory definition of Charity Trustees in Section 177 of the Charities Act 2011 is "persons having the general control and management of the administration of a charity."

**15.2** The Church Members' Meeting shall appoint Charity Trustees to be responsible for the governance of the Church and where there is a Minister that person is a Charity Trustee because of their role and responsibilities. Subject to any specific or general directions of the Church Members Meeting and the provisions of 9.2 the control management and administration of the Church shall be by the Charity Trustees, save that the Charity Trustees are not required to do anything that would cause them to be in breach of this Constitution or any trustee duty placed upon them as a result of this role.

**15.3** No person may serve as a Charity Trustee if they are disqualified.

**15.4** Charity Trustees shall with the possible exception of any newly appointed Minister be chosen from among the Church Members with the maximum number of Charity Trustees being agreed from time to time by the Church Members' Meeting.

**15.5** In this church it shall be the Minister(s) if any and Leadership Team (including the Secretary and Treasurer) who together are the Charity Trustees of the Church at the time of adoption of this constitution or the registration of the Charity with the Charity Commission.

**15.6** The Church Members' Meeting shall arrange for the appointment of a Church Secretary and Church Treasurer (or equivalents) who shall by the nature of their responsibilities be Charity Trustees.

**15.7** A person (who is not disqualified by statute) may not be a Charity Trustee unless that person has been Baptised in the manner described in the Declaration of Principle referred to in clause 3.

**15.8** A spouse of a serving Charity Trustee shall not be eligible for appointment as a Charity Trustee. However, a married couple who are individually or jointly appointed to serve as Ministers in the Church can both serve as Charity trustees (July 2015).

**15.9** Charity Trustees shall serve so long as they have the support of the Church Members' Meeting and (except for those in ministerial office) shall be actively appointed and reappointed at least once every three years.

**15.10** Charity Trustees (except for those in ministerial office and, possibly, Secretary and Treasurer) shall be appointed for one term of three years with the opportunity to be nominated for one further three year term only that must be followed by a vacant year when they shall not be eligible for reappointment.

**15.11** The appointment of Charity Trustees shall be undertaken by processes that are public, clear and open so that all Church Members are enabled to consider prayerfully who should be appointed as Charity Trustees. The process shall ensure that notice is given of any forthcoming election so that Church Members may freely nominate prospective Charity Trustees whose names shall be submitted (after they have indicated a willingness to be appointed) for decision to the Church Members with the intention of ensuring that those appointed have a sufficient level of support from them.

**15.12** In this church:-

**15.12.1** Nominations for the role of Charity Trustee other than a Minister shall be made to the Church Secretary (or equivalent) not later than three Sundays (or other regular weekly meeting time when the Church gathers together) before the Ordinary Church Members' Meeting at which the election is to be held. Nominations must be submitted in writing with the supporting signature of two other Church Members and the consent of the candidate. No person may nominate more candidates than there are places vacant. Requests for nominations shall be made at all services on the two Sundays (or other regular weekly meeting time when the Church gathers together) immediately before that Sunday when nominations must cease.

**15.12.2** Voting shall be by secret ballot at an Ordinary Church Members' Meeting. Church Members shall be asked to vote for those nominated candidates who they believe would serve the church well as Charity Trustees. Each Member may vote for as many nominees as they believe meet this criteria. The number of candidates, being not more than the number of vacancies, receiving the highest number of votes shall be elected provided each candidate shall have received votes from at least 66% of those members voting.

**15.12.3** In cases of unavoidable absence Church Members may exercise a postal vote where this is permitted under clause 13.4 provided that votes are returned before the commencement of the Church Members' Meeting at which the election is to be held.

**15.12.5** If the Church Members' Meeting is to be held by electronic means or by hybrid means, then scrutineers shall be appointed in advance of the meeting by the Charity Trustees and voting by secret ballot shall be conducted in a way agreed by the Charity Trustees and communicated to the members with the notice of the meeting under clause 11.

**15.13** A technical defect in the appointment of a Charity Trustee of which the Charity Trustees were unaware at the time does not invalidate decisions taken by the Charity Trustees.

**15.14** A Special Church Members' Meeting may rescind the appointment of any Charity Trustee (except for those in ministerial office) at any time.

**15.15** Where a Special Church Members' Meeting is considering the dismissal of a Charity Trustee (except for those in ministerial office) the Charity Trustee shall be allowed to hear what is said to the Church Members' Meeting and to correct any errors of fact and offer any explanation of the circumstances or reasons for their actions before withdrawing so that the Church Members' Meeting may prayerfully and carefully consider whether the appointment should be terminated.

## **16 Responsibilities of Charity trustees**

**16.1** The Charity Trustees shall be responsible for the governance of the Church and the fulfilment of the Purpose through its Activities acting according to the will of God as discerned by the Church Members' Meeting and subject to any specific or general directions of the Church Members' Meeting in relation to the matters set out in clause 9.2.

**16.2** The Charity Trustees should keep in an appropriate state of repair and insure to their full value against fire and other usual risks all the buildings of the Charity (except those where the responsibility is of a third party where they shall use reasonable endeavours to ensure that the third party does so). They must ensure that suitable public liability and employer's liability insurance is in place.

## **17 Proceedings of Charity Trustees**

**17.1** Worship including prayer and the reading of Scripture shall be key features of any meeting of the Charity Trustees whose leadership and administration of the church shall be characterised as much by mutual accountability, service, and pastoral care, as strategic thinking and effective management.

**17.2** The Charity Trustees shall determine when and how frequently they shall meet provided that they shall convene meetings of the whole group not less than once every two months. A meeting may be held by suitable electronic means agreed by the Charity Trustees in which each participant may communicate with all the other participants. Any Charity Trustee participating at a meeting by suitable electronic means agreed by the Charity Trustees in which a participant or participants may communicate with all the other participants shall qualify as being present at the meeting. Meetings held by electronic means must comply with rules for meetings, including chairing and the taking of minutes.

**17.3** The Charity Trustees shall determine a quorum for their full meetings that shall not be less than two persons or half of their number whichever is the greater number.

**17.4** Notwithstanding the joint and several responsibilities of all the Charity Trustees and in addition to regular meetings of the whole group they may meet in such sub-groups as are necessary and convenient. Meetings of such sub-groups may be held by suitable electronic means agreed by the members of the sub-group in which each participant may communicate with all the other participants. Reports of such subgroup meetings must be made to the next full Charity Trustees Meeting.

**17.5** For matters requiring a decision the Charity Trustees shall, so far as possible, seek consensus on all matters considered at their meetings but where this is not possible a vote shall be taken, and the outcome recorded as the resolution of the Charity Trustees.

**17.6** Each Charity Trustee shall have one vote to be exercised at the meeting.

**17.7** Every issue may be determined by a simple majority of votes cast at a meeting of the Charity Trustees but if there is an equality of votes on any matter the resolution will be considered rejected and the matter shall be referred back to the submitter for review and if appropriate resubmission to a subsequent meeting for consideration.

**17.8** The Charity Trustees shall always act in accordance with the provisions of this Constitution and the general law.

**17.9** Subject to clause 9.3 the Charity Trustees shall act in accordance with the specific directions of the Church Members' Meeting in relation to matters relating to church property including any purchase, sale, lease, mortgage or redevelopment of church property.

**17.10** Minutes shall be prepared of the proceedings at the meetings of the Charity Trustees including any appointments, the names of those present, the decisions taken, and where appropriate the reasons for the decisions and the Charity Trustees shall decide from time to time whether all or part of these minutes shall be treated as confidential.

**17.11** Charity Trustees shall respect the confidentiality of their meeting.

## **18 Powers of Charity Trustees**

**18.1** The Charity Trustees shall have specific power subject to any general or specific directions of the Church Members' Meeting to apply for and accept grants and to provide security in respect of obligations under grant agreements.

**18.2** For the avoidance of doubt the Charity Trustees shall have power to borrow money, receive grants, give guarantees and or security for loans, and to make grants or loans of money towards the advancement of the Purpose. In the event of a charge over land and/or buildings being required this must be consistent with provisions in the trusts for the land and with statute law.

## **19 Application of income and capital**

The Charity Trustees must use the income and may use the capital where trusts permit it to be spent to promote the Purpose provided that the Charity Trustees may apply an appropriate reserves policy in accordance with the general law.

## **20 Remuneration of Charity Trustees**

**20.1** With the exception only of a Minister or Ministers as authorised by clause 23, or a remuneration permitted under clause 20.2 no Charity Trustee (or any person, firm or company connected with the Charity Trustee) may be paid or receive any other direct or indirect benefit for being a Charity Trustee except the reimbursement of reasonable and proper expenses and other payments permitted by statute or specifically authorised by the Charity Commission.

**20.2** Where it is proposed that a Charity Trustee (or person, firm or company, connected with the Charity Trustee) is to be employed or receive remuneration or sell goods or services or any interest in land to the Church and where this gains the approval of the Church Members' Meeting then this shall be permitted only if:

the Charity Trustee or any person connected with the trustee who may benefit directly or indirectly from the proposed remuneration declares an interest in the proposal before discussion on the matter begins;

absents himself or herself (or in the case of any connected persons themselves) from any part of any meeting at which the proposal is discussed and takes no part in any discussion of it and is not counted in determining whether any such meeting is quorate;

does not vote on the proposal;

the remaining Charity Trustees who do not stand to receive the proposed benefit are satisfied that it is in the interests of the Church to contract with or employ that Charity Trustee (or connected person) rather than another independent person and must record the reason for their decision in the minutes; in reaching that decision the Charity Trustees must balance the advantage of contracting with or employing a Trustee against the disadvantage of doing so (especially the loss of the Trustee's services as a result of dealing with the Trustee's conflict of interest);

The Charity Trustees authorising the proposed transaction comprise a majority of the Charity Trustees body and have not received any such benefit.

## **21 Ministers**

**21.1** The Church may have a Minister or more than one Minister or no Minister. Where a Minister is appointed it is expected that they will become a Member of the Church.

**21.2** A Minister of this Church shall accept the Beliefs being the Baptist Union's Declaration of Principle.

**21.3** Where the Church has a Minister she or he shall be in relationship with the Baptist Union and the Association normally expressed by being on the Baptist Union's Register of Covenanted Persons Accredited for Ministry.

**21.4** The Minister, whether or not they are on the Register of Persons Accredited for Ministry shall be supportive of the Church's relationships with other Baptist Churches, the Association and the Baptist Union.

**21.5** The tasks fulfilled by Ministers will vary depending on individual ability and gifting but a Minister is normally expected to be involved in the Activities of the Church with an emphasis on the leading of worship and prayer, the teaching of the Christian faith and the pastoral care of individuals. The Minister shall work with the Church towards achieving its Purpose through its Activities.

21.6 Notwithstanding any legal status afforded to a Minister by statute the Church recognises that the Minister and the Church are in a Covenant relationship based on Christian love and trust and mutual accountability. A Minister shall be in a relationship of mutual accountability with the other Charity Trustees and also with the Church Members.

## **22 The appointment and removal of ministers**

22.1 When the Church is seeking to appoint a Minister it will normally consult the appropriate staff within the Association before commencing any appointment process and follow, so far as practicable, the Baptist Union's procedures and recommended terms for the settlement of Ministers.

22.2 A Minister will be appointed or removed by a resolution of the Church Members at a Special Church Members' Meeting at any time.

22.3 Where a Special Church Members' Meeting is considering the dismissal of a Minister the Minister shall be allowed to hear what is said to the Church Members' Meeting and to correct any errors of fact and offer any explanation of the circumstances or reasons for their actions before withdrawing so that the Church Members' Meeting may prayerfully and carefully consider whether the appointment should be terminated.

22.4 The Church and the Minister shall normally agree 'terms and conditions of appointment' including termination procedures based on the standard terms of appointment published by the Baptist Union of Great Britain.

## **23 The remuneration of ministers**

Notwithstanding the fact that any Minister or Ministers appointed by the Church are Charity Trustees they will be entitled to be paid an agreed and reasonable remuneration or stipend out of the funds of the Church.

## **24 Pastoral vacancies and the appointment of a moderator**

When there is no appointed Minister the Church Members' Meeting may appoint a person who is a Church Member or a member of another Baptist Church to be the Moderator (but if they do not do so then the Association may make an appointment of a suitable person) who will hold this office until a new Minister is appointed or until they resign or are released or dismissed by the Church Members' Meeting.

## **25 Finance**

25.1 The Charity Trustees are jointly and severally responsible for the financial administration of the Church.

25.2 Once in each year the Charity Trustees shall present a budget of subsequent years' projected income and expenditure at a convenient Church Members' Meeting.

## **26 Record keeping and accounting**

26.1 The Church's annual financial year will run from 1 January to 31 December.

26.2 Financial statements of all Church organisations that form part of the Activities shall be presented to the Charity Trustees and incorporated into the Church's financial statements.

**26.3** A statement of the Church Accounts (audited or independently examined as required by law) shall be received by a Church Members' Meeting.

**26.4** Financial Records, annual reports and statements of account relating to the Church for the previous six years must be available for inspection by any Charity Trustee.

**26.5** The law requires Charity Trustees to make the annual report and accounts available to any person who requests these. The Charity Trustees may make a reasonable charge to cover the administration costs of meeting this request.

## **27 Constitution**

**27.1** A copy of this Constitution will be made available to Church Members and to every applicant for membership with the intention that every Member shall be informed about the organisation of the Church and be enabled to participate in the life of the Church and in Church Members' Meetings.

**27.2** No amendment may be made to this Constitution that would have the effect of making the Charity cease to be a charity at law.

**27.3** Subject to clauses 27.4 and 27.5 this Constitution may be altered only by a resolution of a Special Church Members' Meeting.

**27.4** No amendment may be made to clause 20.2 or 28.2 without the prior written permission of the Charity Commission.

**27.5** Notwithstanding the provisions 27.3 and 27.4 a resolution of a Special Church Members' Meeting altering clauses 2, 3, 5, 7.5, 8.1, 9.1, 9.2, 15.2, 15.11, 27.3 or 28.1. shall have no legal effect unless (a) at least 6 months before the Special Church Members' Meeting at which the resolution is considered, or such shorter period as may be agreed in writing by each of the bodies referred to in clause 5.1, the Church shall have given to those bodies written notice of the wording of the resolution and (b) the Church has afforded to those bodies reasonable opportunities, if those bodies so require, for enabling representatives of those bodies to meet representatives of the Church, to make representations to the Church Members' Meeting, and to consider with the Church whether the proposed resolution might be withdrawn, amended or replaced by a different resolution.

## **28 Closure**

**28.1** If the Church resolves to close it shall notify the Baptist Union of Great Britain and the Baptist Association.

**28.2** If the Church shall resolve to close or shall cease to meet for worship for at least six months the assets of the Church, after the satisfaction of debts and liabilities (not being property assets subject to separate trusts) shall be applied for Christian charitable purposes as decided by a Special Church Members' Meeting or, failing decision in that way, as decided by the Association and notified to the Union.

**28.3** The Charity Trustees of Churches that are registered charities shall notify the Charity Commission of any closure or dissolution.

**28.4** The property assets shall be dealt with by the holding trustees in accordance with the property trusts.





# Church Rules and Policy

This was agreed at the church meeting on the 22<sup>nd</sup> July 2008

## Introductory Note

These rules and policies are to be considered in conjunction with the Thornhill Baptist Church (TBC) Governing Document (GD). They do not have the same legal standing as the GD, but are to be considered at the same level of observance as the GD for members of Thornhill Baptist Church.

### 1 Amendments to Trust Deed and Church Rules and Policy

- 1.1 Any amendment to the provisions of the TBC trust deed shall be done according to the trust deed at a Special Church Meeting and in consultation with the Baptist Union Corporation.
- 1.2 Any amendment to the rules and policies of TBC shall be done in agreement with the charity trustees and at an ordinary church meeting. Any changes presented shall be agreed by a majority vote at the next ordinary church meeting.

### 2 Qualifying rules for church membership

- 2.1 These qualifying rules are to be observed in conjunction with GD provision 7 and are provisions of the trust deed.
- 2.2 Membership shall be open to all who: (a) hold the deity of the Lord Jesus Christ; (b) accept the sole authority of the Holy Scriptures and that interpretation of them that is usually called evangelical; and (c) have made a confession of faith in the Lord Jesus Christ.
- 2.3 No member may vote at an ordinary or special church meeting unless: (a) they have been a member for six months (this rule does not apply if there are more than eighty full members); (b) shall have attained the age of fifteen years; and (c) shall have shared in the Lord's Supper at least once during the period of six months preceding the church meeting.

### 3 Associate Membership

- 3.1 Associate membership is a provision of TBC for those who cannot maintain a relationship with the church that meets the full requirements of full church membership, but would like to maintain an association of prayer, fellowship and a sense of belonging with the church.
- 3.2 The charity trustees will periodically review the membership list under the guidance of the membership team regarding whether it is appropriate for an individual to be transferred from the full membership list to the associate membership list. All changes will be reported at the following ordinary church meeting.
- 3.3 Associate membership will be considered for those who have left the fellowship, who have stopped attending on a regular basis, or if appropriate for a matter of church discipline. Contact will be made with each individual where the responsibilities of church membership and the following options will be explored: the possibility of a renewed commitment to church membership, removal from church membership list by resignation or transfer, or transfer to an associate membership list.
- 3.4 Any associate member would be considered for a return to the full church membership list by the usual means of membership application.

- 3.5 The status of associate members will be reviewed after two years.
- 3.6 Associate members would be encouraged to:
- live a life consistent with the gospel of Christ.
  - to pray regularly for the needs of others and the work of the church.
  - to learn more about Christian living through reading the Bible regularly.
  - to share their faith with those who are not Christians and through friendship to introduce others to the church and a knowledge of Christ.
  - to seek spiritual growth in their own lives and the life of the church through the Holy Spirit's enabling.
- 3.7 Associate members would not be able to vote in church meetings or to receive the minutes of church meetings.
- 3.8 TBC has the following responsibility to associate members:
- keep them informed of the life of the church.
  - pray regularly for them, and to seek any prayer requests from them.

#### **4 Ordinance of the church**

- 4.1 The Lord's Supper will usually be celebrated at one morning and one evening service per month, and at other occasions when appropriate.
- 4.2 Baptism by immersion shall happen as required. All candidates must satisfy the minister(s) of their readiness for this ordinance.

#### **5 Ministry of the church**

- 5.1 Marriages, dedication of children and funerals will be carried out by the discretion of the minister(s) and in consultation with the charity trustees.

#### **6 Additional church meeting provisions**

- 6.1 These qualifying rules are to be observed in conjunction with GD provisions 9, 10, 11, 12, 13 and 14 and are provisions of the trust deed, except provision 13.8 which is strengthened by 6.2 below.
- 6.2 In the event of an equality of votes the chairperson shall have the casting vote.
- 6.3 In addition to the provisions of GD provisions 11.3: a written notice may be sent by pre-paid post at least seven days before the date of a special church meeting to every member at his or her last known address in England.

#### **7 Closure of church**

- 7.1 If at any time the membership of the church falls below 12 members who have participated in the Lord's Supper in the previous six months, or that regular public worship be discontinued for six months then the trustees shall stand possessed of the land and premises upon trust for the Baptist Union of Great Britain.

#### **8 Meetings on church premises**

- 8.1 No regular meeting shall be held in church premises unless sanctioned by the charity trustees.

#### **9 Appointment of church officials**

9.1 The charity trustees, following the recommendation and confirmation of the gifting of the appointee must approve the appointment of all persons holding a position of responsibility and officers of auxiliary societies.

## **10 Church child protection policy**

10.1 TBC shall hold to a child protection policy in accordance with the appropriate government policy and in consideration of the Baptist Union of Great Britain's recommendations. This policy shall be agreed by an ordinary church meeting, and any changes will be submitted for approval by the charity trustees and an ordinary church meeting.

## **11 Number of charity trustees**

11.1 The number of charity trustees (except ministers) is to be between 5 and 10 persons. To be applied in conjunction with the GD provisions of 15, 16, 17 and 18.

## **12 Alcohol policy and guidelines**

### **12.1 Background**

12.1.1 This seeks to clarify Thornhill Baptist Church's position regarding the use of alcohol in relation to church premises and church activities. This is comprised of some relevant background information, and the recommended church policy and guidelines. The church policy is a local church rule, but with the guidelines we recognise as a church we can only provide clear guidance as to what happens outside of church premises.

12.1.2 There is a difference of opinion regarding a Christian attitude towards alcohol within our fellowship and the wider Christian community. We must be sensitive in dealing with the issue, but also must be careful that our own personal convictions and traditions are not held to be more important than others. Our primary source on matters of authority regarding our Christian living is the Bible. The Bible regards the consumption of alcohol as part of everyday living but does warn that excessive alcohol consumption may affect our ability to live as responsible Christians.

12.1.3 As a church we also have a wider responsibility regarding alcohol abuse in society. There are many damaging social problems that are the result of alcohol abuse. We cannot hope to help everyone who has a problem with alcohol in our community, however, we can seek to help people the best we can through compassion, acceptance and support. A wider concern and knowledge of the problems associated with alcohol abuse can be a positive witness to our community and can clearly show the Bible's teaching in the way that we act and care for the issues of society.

### **12.2 Policy**

12.2.1 As a church we adopt the policy that alcohol is not allowed to be present or consumed on church premises (excluding manses). This applies to both church activities on the church premises and to any other groups from outside the church fellowship that use the premises.

### **12.3 Guidelines**

12.3.1 Church activities which are held off church premises may involve the consumption of alcohol in moderation.

12.3.2 It is the primarily the responsibility of each individual to consume alcohol responsibly. However, we also have a corporate responsibility to watch over each other as brothers and sisters in Christ, and if necessary to challenge an individual's behaviour regarding alcohol.

12.3.3 We must always be sensitive to those individuals who may have more serious problems regarding alcohol. We need therefore to exercise wisdom and care when offering alcohol in all situations. We must also respect the differing attitudes in the fellowship regarding alcohol consumption, making sure that it does not become an issue that affects the unity of Christ's Church here at T.B.C.

## **13 Confidentiality of trustees and church meeting minutes**

13.1 The Charity Trustees shall decide from time to time whether all or part of the minutes for trustees and church meetings shall be treated as confidential (CMM 29/11/2011)