



KING'S BAPTIST CHURCH

POLICIES AND PROCEDURES IN SUPPORT OF THE CONSTITUTION DATED 29th APRIL 2010

1. PURPOSE OF THE DOCUMENT

The purpose of this document is to provide supporting information in support of the Church's Constitution agreed at the Annual General Meeting on the 29th April 2010 and is to establish the work of the Church on a systematic basis and to define its membership and Government. It will be amended at intervals, as agreed by the Church Meeting after consideration by the Charity Trustees and on their recommendation.

2. NAME OF CHURCH

The Church shall be known as King's Baptist Church Stotfold (hereafter known as the Church).

The Church was founded in 1832 as a "church plant" by the Baptist Church in Biggleswade. The Church serves Stotfold, Arlesey (as the two largest communities) and the surrounding areas, including but not exclusively, Clifton, Fairfield Park, Henlow, Langford and Norton.

3. CONGREGATIONS

Congregations may be formed by a nucleus of members of the Church attending Discipleship Groups (the small midweek meetings for worship, study, pastoral care and fellowship) in a given area or region and shall meet together as agreed with the Church Trustees and approved by the Church Meeting. Their purpose shall be that of being the light and witness for Christ in a given locality.

4. APPLICATIONS FOR MEMBERSHIP (SECTION 7):

4.1 Each candidate for membership (except in exceptional circumstances when agreed by the Church Trustees) shall be required to attend membership classes, including those who transfer membership from or are recommended by another Baptist Church.

4.2. Once application for membership has been received and conditions met then the candidate will be interviewed by two Church members appointed by the Church Trustees who shall inquire into the reality of his or her Christian faith and character. After visitation a report and recommendation shall be submitted to the Church Trustees. Successful applications

shall then be recommended and submitted to vote at an Ordinary Church Meeting where a majority vote of those present and eligible to vote will be required.

4.3. Those accepted for membership shall normally be received into the fellowship of the Church at the earliest possible Communion Service.

4.4. Age of Membership:

Church Membership shall be available to all persons from the age of 14 upwards in accordance with the constitution. The Church follows the State's normal accepted age of the right to vote of 18 years. Upon reaching the age at which voting powers can be exercised all members will be required to attend membership classes.

4.5. Voting Powers and Attendance:

No member shall be permitted to vote unless present and in membership for a period of six months.

5. CALLING OF CHURCH MEMBER'S MEETINGS (11.2 and 11.3)

5.1 to give the Members adequate notice of Church Meetings two weeks notice will be given, with the announcement being made at the Sunday services on each of the two Sundays preceding the Church Meeting. The same will apply to the calling of Special Church Meetings and Extraordinary Church Meetings.

6. CHURCH MANAGEMENT

6.1. THE CHURCH TRUSTEES SECTIONS 15-19)

6.1.1. The Senior Minister, other Ministerial staff and Elders shall provide the pastoral oversight of the Church (The Elders), and together with the Department Heads shall comprise the Church Trustees (Church Council). A quorum of the Church Trustees shall be fifty per cent of both Elders and Department Heads. The Church Trustees shall lead the Church in the discovering and implementing of God's will for the Church, in order that it may fulfil its God-given aim and objectives. They shall give spiritual and practical leadership generally and, in particular, shall be responsible for day to day administration, acting on behalf of the Church in-between Church Meetings, and also advising and guiding the Church in major decision-making. The Church Trustees and Ministers shall be accountable to the Church Meeting

6.2 THE SALARIES AND REMUNERATIONS COMMITTEE (SECTIONS 20 AND 23)

6.2.1 The Salaries and Remunerations Committee shall meet as required, but not less than annually, to consider the salaries and remuneration of all salaried staff employed by the Church, including Ministers and other paid staff. Membership of the Committee should be those Elders who will not financially benefit from any decision of the Committee, or be related to anyone who may do so.

- 6.2.2 Annually the salaries and remunerations of existing Ministers and employees will be reviewed and adjustments made within the Staff Costs element of the budget.
- 6.2.3 For new Ministers and employees the Salaries and Remunerations Committee shall meet and agree the package, including salary, pension and other benefits to be offered to them on appointment.

6.3. THE SENIOR MINISTER (SECTION 22):

- 6.3.1. The Senior Minister shall normally be ordained by the wider Church to the work of the ministry.
- 6.3.2. His/her role shall be to:
 - 6.3.2.a. Provide overall leadership of the Church and its organisations.
 - 6.3.2.b. Normally preside at Elders and Church Trustee (Church Council) Meetings and be responsible for ensuring that the teaching given in the Church is according to God’s Word and Spirit.
 - 6.3.2.c. Supervise and manage the other Ministers, pastoral staff and other employees and their workloads.
 - 6.3.2.c. Normally be the chairman of all Church Meetings

6.4. APPOINTMENT OF MINISTERIAL STAFF (SECTION 21)

5.4.1 When an invitation to the Senior Minister is to be considered, not more than one name at a time shall be brought by the Elders for the consideration of the Church. The decision shall require the approval of Church members at a properly convened Church Meeting.

6.4.2 When an invitation to the Ministerial Staff is to be considered, not more than one name at a time shall be brought by the Elders for the consideration of the Church.

6.4.3 All Ministerial Staff shall be ex-officio Elders during the period of their ministry.

6.4.4. In the absence of the Senior Minister, a member of the Ministerial Staff shall normally be the Chairman of the Church Trustees meetings and all Church Meetings.

6.5 QUALIFICATION AND APPOINTMENT OF SENIOR MINISTER, OTHER MINISTERIAL STAFF,

ELDERS AND DEPARTMENT HEADS.

6.5.1 Church Trustees: (Section 15)

Only persons who conform to the Scriptural qualities and are Church members shall be eligible for appointment to be Elders of the Church. They must be saved, baptised in water by total immersion and be filled with the Holy Spirit with evidence of the gifts and fruit of the Spirit. They shall be of good character (1 Timothy 3:2), sound in doctrine and capable teachers of God's Word (Titus 1:9) and willing and able as Elders to share with the ministers in the work of shepherding the flock (Acts 20:28).

New members of the Church Trustees shall be chosen by the Elders in accordance with principles of Scripture (Acts 14:23; 20:28; Titus 1:5) and names submitted to the Church Trustees for approval. They shall then require the approval of Church members at a properly convened Church Meeting.

Members of the church may suggest to the Church Trustees (Church Council) the names of those whom God may be calling to Eldership. The Church Council, after prayerful consideration and agreement, shall nominate to the Church Meeting candidates for the approval of Church members at a properly convened Church Meeting.

6.5.2 Department Heads

No-one who has been in membership for less than six months may stand for the office of Department Head (except in exceptional circumstances approved by a Church Meeting).

Department Heads must be full Church members and conform to the Scriptural qualities of

1 Timothy 3:8-15 and Acts 6:3.

6.5.3 Appointment of full or part-time members of the Elders:

Elders who feel the call of God to serve the Church in a full or part-time capacity shall first make their feelings known to the other Elders. If the Elders as a whole feel that this is the mind of the Lord, the matter shall be brought to the Church members at a properly convened Church Meeting. The Elders and the Salaries Committee shall submit the appointment and the extent to which remuneration shall be made available to the Church members for their approval.

Should the Elders wish to invite someone from another church to accept a full-time position as a member of the Church Trustees (Church Council), they shall be recommended to the Church members for their approval and confirmation in accordance with the procedure set out in section 9.5.3.

Where an Elder, who is salaried, either chooses to cease employment with the Church, or the church ends his/her employment, and it is agreed at a Church Meeting by a two-thirds majority, the same Church Meeting shall determine whether the Elder will continue to hold office as an Elder until the next AGM. Re-election will then follow in the normal way

6.5.4 Minister(s) (Clause 21.1)

9.4.1. They shall fulfil all the conditions required of the other Church members and any other requirements of the Church's Trust Deed. They shall also conform to the qualifications required by a member of the Church Trustees

6.6 RESPONSIBILITIES OF ELDERS (Clause 15.5)

6.6.1. Authority and Responsibility:

It shall be the responsibility of the Ministers and Elders to shepherd and direct the affairs of the Church in the fear of God. The various departments of the Church shall come under their supervision and the appointed leader in each department shall seek to work in co-operation with them and vice-versa. Final spiritual authority rests with the Church Trustees and the Church Meeting. No accusation shall be received against any Elder except on the word of two or three witnesses in accordance with 1 Timothy 5:19.

6.7 RESPONSIBILITIES OF DEPARTMENT HEADS (Clause 15.5):

6.7.1 Authority and responsibility:

Department Heads shall be subject to the authority of the Senior Minister and shall be responsible for the conduct of the material and practical needs of the Church (Acts 6:1-6). The Department Heads will be required to ensure the practical smooth-running of the Church Departments. They shall also be required to help wherever there is need indicated by the Administrator who will work in partnership with the direction and insight of the Elders.

6.8. DEPARTMENTS AND STAFFING

6.8.1. Other staff members of the various organisations and committees within the departments shall be appointed by the Church Trustees (Church Council) after consultation with the leaders of the various departments, organisations and committees concerned.

6.8.2. Each department, organisation and committee shall accept the guidance and control of the Church Trustees (Church Council) and Church Meeting in all matters.

6.8.3. The Senior Minister shall be ex-officio Chairman of all departments, organisations and committees.

7. CHURCH ACCOUNTS (SECTIONS 25 AND 26)

- 7.1. A statement of the Church Accounts duly examined and audited as required by the provisions of the Law relating to Charities shall be presented for adoption in every year to the Annual General Meeting.
- 7.2. Financial accountability shall be observed by every department and organisation working within the agreed Annual Departmental Budget as set by the Treasurer, Church Trustees and Church Meeting.
- 7.3. Copies of all accounts shall be submitted to the Church Trustees when requested and must be submitted for audit and inclusion in the Audited Accounts.

8. TRUST AND PREMISES (SECTION 18)

- 8.1 The Church Premises are held upon Trust by the Baptist Union Corporation Ltd and their use shall be subject to the permission of the Church Trustees, and upon such conditions as they may decide.