



Bentley Baptist Church Guidance Document (to be read in conjunction with the church constitution)

Guide to the Constitution

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7.1 The church, the manse and the surrounding grounds are the property of the YBA

8.2 A trustee may spend a maximum of £1000 without recourse to the trustees of the church

12.2.1 Applications for membership can be made verbally or in writing via any member of the church and shall then be notified to the trustees. Applicants who fulfil the requirements (12.1) will be visited by two trustees initially who, will recommend a period of reflection by the applicants following that meeting.

If the applicants then wish to pursue their request for church membership, two church members, as decided by the trustees will visit the applicant/s. They will explain all the duties of a member, (12.3) and ensure that the applicant/s are fully aware of their responsibilities as members. As long as there is an agreement that the applicant/s are appropriate for membership the visiting church members will inform the trustees and will then make a recommendation at the next Church Members Meeting

12.1.2 Associate Members will have the same voting rights as all other members

12.3.1 All church attendees should be encouraged to attend a Life Group

12.4.3 Prior to any recommendation being made to the Church Members, steps will be taken, as appropriate, by the Charity Trustees to clarify / resolve matters.

14.3.2 A church member who is an Associate Member (by Profession of Faith rather than by Baptism, see 12.1.2) may also be considered as a Charity Trustee (The total number of Associate Members, elected as Charity Trustees will not exceed three in number)

14.3.9 The trustees and church members should consider the positions held by close family members to ensure that there will be no conflict of interest and this should be limited to two.

14.4.1

The Charity Trustees numbers will be determined on a regular basis, dependant on BBC Membership levels and will consist of

- 1) The Minister (14.3.6)**
- 2) A Youth Minister**
- 3) The Church Secretary (14.3.7) Deacon**
- 4) The Church Treasurer (14.3.7) Deacon**
- 5) Elders (Minimum of three and Maximum of Six)**
- 6) Task Deacons**

The Church Leadership Team will consist of the Charity Trustees

The Elders will meet regularly in between the scheduled Charity Trustee Meetings

The Minister will meet with all Deacons on a regular basis (at least twice a year)

14.8.4 Postal Voting - This will only be available for the election of Charity Trustees and other matters on which the Charity Trustees are agreed for members who are in good standing with the church.

Unavoidable Absence shall mean:

- 1) Short term ill health with certification**
- 2) Long term ill health or disability**
- 3) Carers (in relation to 2 above)**
- 4) Persons with childcare responsibilities (in the case of couples this will only apply to one of the individuals)**
- 5) Shift workers (who are at work)**
- 6) Work commitments which require being away from Doncaster at the time of the meeting**

All of the above to be notified to the Charity Trustees where a postal vote is requested. The Charity Trustees will consider all applications and their decision shall be final. All postal votes must be received by the Church Secretary by 12.00 midday on the Sunday preceding the relevant church meeting.

16.1 Any Minister at BBC will be a Church Member

21. The Minister and Elders (who will be Charity Trustees) shall meet regularly to prayerfully determine and oversee the spiritual life, direction and pastoral needs of the Church and its associated activities.

27.2 Records of all decisions made will be notified to the Church Secretary, who will circulate the decision to all Charity Trustees.

29. The church handbook will be referred to as 'Bentley Baptist Church Guidance Document'

34.10 Scrutineers must cast their own vote (to be held by the Secretary until the main vote has been completed) prior to the counting of postal votes. If there are no postal votes then scrutineers must cast their vote, at the same time as other members, before any counting of votes commences.

Any changes to this Guidance Document, following agreement by the Charity Trustees must be notified to the membership and approved at a Church Members Meeting.