



CAMBRAY BAPTIST CHURCH

CHURCH RULES

We hereby certify this to be the Church Rules adopted by the Members of Cambray Baptist Church at a meeting of the Members held on the 20th of April 2009 at Cheltenham.

Chair: (Alan Pilbeam)

Secretary: (Andy Cook)

Cambray Baptist Church, Cheltenham is registered with the Charity Commission – date registered 12th June 2009 – Registered Charity Number 1130141.

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Part 1 – Principles for Trust Purposes

- 1.1 The Church is established under a Constitution dated 20th April 2009, which contains the main legal provisions governing the Church, its purpose and Basis of Faith, its powers and the use of any property owned by the Church. For ease of reference the Basis of Faith is set out in Appendix 1. The Constitution appoints The Baptist Union Corporation Limited as Holding Trustee and the Church Officers as the Managing Trustees.
- 1.2 The Constitution contains provision for the meetings of the Church Officers meeting as the Managing Trustees. These provisions are the minimum requirements for their meetings. They stipulate the following:
 - 1.2.1 There shall be not less than three Church Officers.
 - 1.2.2 The Chair of their meetings shall be appointed by the Church Officers and shall have a casting vote.
 - 1.2.3 They shall meet not less than four times a year.
 - 1.2.4 A quorum shall consist of at least one half of the Church Officers.
 - 1.2.5 Written minutes of their meetings shall be maintained.
 - 1.2.6 Any Minister, assistant Minister or church administrator may be remunerated from church funds provided those paid are not more than one half of the number of Church Officers, but they must not be present in the Church Officers' meetings whenever their salary or financial benefits are discussed.
 - 1.2.7 Subject to 1.2.6 above no Church Officer shall receive any financial benefit from the church funds in connection with his service as an Officer, other than the reimbursement of expenses incurred in carrying out his duties as an Officer or reimbursement of costs of the purchase of goods or services supplied to or for the Church.
 - 1.2.8 There are legal rules which call for the disqualification of trustees and therefore Church Officers.
- 1.3 The Constitution also contains provisions for its amendment.
- 1.4 These Rules set out the practices of the Church and its method of internal governance, none of which are contrary to any of the provisions of the Constitution referred to in 1.1 above.
- 1.5 Practices
 - 1.5.1 Baptism - the Members of the Church agreed, in adopting these Rules, that the mode of baptism to be practised is that of believers' baptism by immersion, but on the recommendation of the Church Officers an alternative mode may be applied where this is felt appropriate on medical grounds.

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- 1.5.2 The Lord's Supper - the Members of the Church agreed in adopting these Rules that all those who profess to know the Lord Jesus Christ as their own personal Saviour will be welcome to receive the Lord's Supper.
- 1.6 These Rules were initially adopted by the Members on 20th April 2009. Any amendments since that date will have been approved as provided for under Rule 2.10. Any new Member to be appointed under Rule 2.1 must confirm their wholehearted agreement to the Basis of Faith and acceptance of the provisions of these Rules in their entirety before their admission to Membership.

Part 2 – Rules for the Internal Governance of the Church

2.1 Members and Membership

- 2.1.1 Members of the Church shall be those persons who have:
- (a) confirmed their unreserved agreement to the Basis of Faith;
 - (b) confirmed their acceptance of these Rules in their entirety;
 - (c) been baptised as believers by immersion, unless the Church Officers are satisfied that this is inadvisable on medical grounds;
 - (d) had their Membership approved; and
 - (e) their Membership has not been suspended or terminated;
- all in accordance with the provisions of this Rule 2.1.
- 2.1.2 Membership brings with it certain privileges and responsibilities. The privileges are identified as membership of the local Body of Christ in all its work and worship, to be able to partake in discussing and agreeing the way in which the local church should move forward and fulfil its Biblical role in the local community and the benefit of Pastoral care. Each of these privileges brings with it the additional responsibilities to participate in the work of the Church and its activities, to regularly attend meetings, to bear each other up before the Lord in prayer, and to share in the financial needs of the Church; all to be done within the confidentiality of Church Membership.

Admission to Membership

- 2.1.3 A person may apply to the Minister(s) or Church Secretary to become a Member of the Church and that application, after interview by two Members appointed for that purpose, if thought fit, laid before the Members at a Church Meeting for their approval.
- 2.1.4 The Church Secretary shall maintain a written register of all Church Members.

Suspension from Membership

- 2.1.5. A Member may be suspended from Membership where the disciplinary procedure set out in Rule 2.6 has been followed and the Members approve such a course of action at a General Church Meeting.
- 2.1.6 While a Member is suspended he or she will have no right to receive notices of any Church Meeting or to attend and vote at any such meeting, nor will they be entitled to receive the Lord's Supper without the approval of the Church Officers, unless and until their suspension is rescinded and they are restored to full Membership.

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Termination of Membership

- 2.1.7 A Member may voluntarily resign by submitting in writing a letter to that effect to the Church Secretary.
- 2.1.8 Where a Member has been absent from the services of public worship on Sundays for more than twelve months, then unless valid reasons are given to the Church Officers to remain in Membership, a resolution will be put to the Members at a General Church Meeting that the person be removed from Membership.
- 2.1.9 A Member may be removed from Membership where the disciplinary procedure set out in Rule 2.6 has been followed and the Members approve such a course of action at a General Church Meeting.
- 2.1.10 A person whose Membership has been terminated pursuant to Rule 2.6 will not be entitled to receive the Lord's Supper without the approval of the Church Officers, unless and until they are restored to full Membership.

2.2 Baptism

- 2.2.1 Rule 1.5 sets out the view of the Church with regard to Baptism.
- 2.2.2 Any person wishing to be baptised shall submit their request to a Church Officer who will arrange to interview the applicant. The representatives shall report back to a meeting of the Church Officers and within their report will be any recommendation as to the mode of Baptism if it is not to be by immersion on medical grounds.

2.3 The Lord's Supper

- 2.3.1 The Lord's Supper is to be celebrated in thanksgiving for the Son of God who loved us and gave Himself for us. It is a service of remembrance for Christ's atoning sacrifice, and of communion with the risen Lord, for those who have been saved.
- 2.3.2 The table shall be open to all who truly believe in the Lord Jesus Christ and know Him as their own personal Saviour, except for those suspended or removed from Membership under Rule 2.6.

2.4 Church Officers

- 2.4.1 The duly appointed and/or elected Minister(s) and Deacons as set out below are the Officers of the Church and are therefore the Managing Trustees as laid down in the Constitution. Under English law certain persons are not allowed to be a trustee. The Constitution sets out the exclusions (set out in Appendix 2 to these Rules for ease of reference) and these must always apply unless the Charity Commission has agreed otherwise in writing.

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Minister(s)

2.4.2 The Church may have a Minister or more than one Minister, also known as an assistant Minister, or no Minister. Where a Minister is appointed, the following rules apply:

- (a) a Minister of this Church shall accept the Basis of Faith as set out in Schedule 1 and shall meet the requirements to be a Member of the Church;
- (b) a Minister will be appointed by a resolution of the Members at a Special Church Meeting at any time. A majority of two-thirds by secret ballot of those Members present at the Church Meeting and voting in favour is required to approve any appointment;
- (c) a Special Church Meeting may rescind the appointment of a Minister at any time. Where a Special Church Meeting is considering the dismissal of a Minister, the Minister shall be allowed to hear what is said to the Church 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 Meeting may prayerfully and carefully consider whether the appointment should be terminated. A simple majority by secret ballot of those Members present at the Church Meeting and voting in favour is required to approve the dismissal.

Deacons

2.4.3 The Church shall normally be served by twelve Deacons, elected in accordance with the following rules:

- (a) four Deacons shall be elected every year to serve for a three-year term, commencing on the first of January the following year;
- (b) nominations with the nominee's consent shall be made in writing, signed by the proposer and seconder, and then submitted to the Church Secretary not later than the day previous to the September Church Meeting. Retiring Deacons are eligible for re-election if nominated;
- (c) at least two weeks' notice of the election shall be given at Sunday services;
- (d) nominees shall have been in Membership for at least twelve months;
- (e) when a candidate is elected to fill an unexpired term of office or a vacancy not filled at a previous election, the period of office shall be regarded as the unexpired period of the three-year term;
- (f) Members applying for voting papers shall be entitled to vote, such papers to be available at least seven days before the election;
- (g) if the number of nominations exceeds the number of vacant seats, a preliminary election will be held;
- (h) in a preliminary election the required number of candidates who have received most votes will go forward for the next round of the election;
- (i) in the final election those elected shall have obtained at least a two-thirds majority of votes cast, this being determined by the number of ballot papers returned;
- (j) if, however, in the preliminary election the required number of candidates receive at least a two-thirds majority a second election will not be necessary;
- (k) vacancies for Deacons may be filled as and when necessary;
- (l) a Special Church Meeting may rescind the appointment of a Deacon at any time. Where a Special Church Meeting is considering the dismissal of a Deacon, the Deacon shall be allowed to hear what is said to the Church 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

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Church Meeting may prayerfully and carefully consider whether the appointment should be terminated. A simple majority by secret ballot of those Members present at the Church Meeting and voting in favour is required to approve the dismissal.

2.5 Church Secretary and Church Treasurer

- 2.5.1 The Deacons shall appoint from among their number a Church Secretary and a Church Treasurer.
- 2.5.2 The Church Secretary shall be responsible for the preparation of notices of any General or Special Church Meetings and the issuing of all papers and reports to be presented to such meetings. Members shall deliver to the Church Secretary any notice of items of business to be discussed at a Church Meeting in sufficient time to enable them to be circulated to all Members before the Meeting.
- 2.5.3 The Church Treasurer shall be responsible for maintaining the accounts of the Church. Any Member holding any church funds shall account for those funds to the Church Treasurer together with such explanations and documentary evidence as will enable him or her to incorporate the figures into the Church accounts.

2.6 Disciplinary Procedure

- 2.6.1. The procedure set out in this Rule 2.6 shall be followed where any Member is accused of immorality or failure to accept the Basis of Faith or any other action or behaviour that brings dishonour to the name of the Lord Jesus Christ.
- 2.6.2 The Church Officers should be informed where it is believed this procedure should be followed due to a Member's views or behaviour. Where such a report is received or where they themselves believe such a situation to exist the Church Officers may appoint two of their number to meet with the Member to enquire into the matter and report the facts to a meeting of the Church Officers following which they may put a resolution to the Members at a Church Meeting that the person be suspended or removed from Membership. A two-thirds majority of the votes cast at a Church Meeting shall be necessary to approve such an action.
- 2.6.3 Where a Member has been suspended the Church Officers shall ensure that they review the situation at least at six monthly intervals.
- 2.6.4 The Member concerned shall be entitled to make such representations as he or she wishes at any meeting of the Members where his or her possible suspension or removal from Membership is discussed.
- 2.6.5 The Member shall be informed of the decision of the Members by the Church Secretary and the register of Members amended accordingly where suspension or termination of Membership is to be applied.

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- 2.6.6 A two-thirds majority of those voting at a Church Meeting shall be necessary to rescind a Membership suspension, or for re-admission to Membership, both upon profession of repentance.

2.7 Church Business Meetings

- 2.7.1. Members of the Church shall meet together in a Church Meeting under the guidance of the Holy Spirit and under the Lordship of Christ to discern the mind of Christ in matters relating to the life, work and witness of the Church.
- 2.7.2. General Church Meetings shall be held at least four times a year on dates determined by the Church Officers. The Church Officers shall appoint one of their number to chair any General Church Meeting. If no Officer is prepared, or is not available to act in this capacity, then the Members attending the Meeting may appoint someone to chair the meeting from amongst their number by a simple majority of those voting.
- 2.7.3. One of the General Church Meetings shall be the Annual General Meeting and there shall not be more than fifteen months between any two such meetings. The Church Officers shall present their Annual Report and the Annual Accounts of the Church funds at the Annual General Meeting.
- 2.7.4. Any Member desiring to bring before the Church Meeting any controversial resolution or matter for discussion shall give notice in writing to the Secretary in time for consideration at a Church Officers' meeting prior to the next scheduled Church Meeting.
- 2.7.5. A resolution passed at any Church Meeting shall not be rescinded within one year, unless notice of the resolution for rescission is given at the Church Meeting prior to that at which there is to be a vote on the resolution to rescind.
- 2.7.6. Subject to the provisions of Rule 2.10.3 notice shall be given on at least the two preceding Sundays to Members of any General or Special Church Meeting. The Notice will set out the business to be discussed at that meeting. The Chair of a General Church Meeting shall determine whether or not to permit any other item of relevant business to be discussed but not if it requires a vote of the Members.
- 2.7.7. A quorum of one-fifth of the total number of Members shall apply to Church Meetings.

2.8 Voting

- 2.8.1. Unless otherwise set out in these Rules all votes at a General or Special Church Meeting shall be carried by a simple majority of those Members present and voting in favour of the proposal.
- 2.8.2 No proxy votes shall be permitted.
- 2.8.3 A secret ballot may be held on any item where a vote is to be taken where the Chair agrees or where one-fifth of the Members present at the Meeting so request. Only those Members present at the Meeting shall be entitled to vote.

2.9 Church Property and Departmental Activities

- 2.9.1 The uses to which property owned or leased by the Church may be used will be determined by the Church Officers. The Church Officers are required to ensure that no use of the property is outside the provisions of the Constitution. Application for the use of any part of the premises shall be made to the Church Secretary.
- 2.9.2 Where the Church wishes to buy new property or sell existing property the Holding Trustee, as the registered title holder of property for the Church, will require a resolution of the Members approving the Church Officers' recommendation for that transaction.
- 2.9.3 The Church Officers are to be approached before invitation is given by any department of the Church to a non-member to serve in that department in a position of responsibility. The Church Officers may be ex-officio members of all committees. All speakers and programmes arranged by departments for Church occasions shall be subject to the approval of the Church Officers.

2.10 Amendment of the Rules

- 2.10.1 Other than Rules 1.1 and 1.2 of Part 1, any Rule can be amended by the Managing Trustees under the authority of a resolution of the Members of the Church approving such a change at a General Church Meeting, provided that the proposed amendment shall not be such as would cause the Church to lose its charitable status. Rules 1.1 and 1.2 can only be amended where the provisions of the Constitution referred to in those Rules have been amended.
- 2.10.2 A majority of two-thirds of those Members present at the Church Meeting and voting in favour is required to approve a proposed amendment to any Rule and Rules 1.1 and 1.2 where the amendment will automatically follow the amendment of the Constitution without the need for a vote.
- 2.10.3 Notice of any proposed amendment together with the specific wording of the proposed change shall be available to Church Members at least twenty-one days before the meeting at which the proposal will be put to the vote.
- 2.10.4 No amendment may be made under this Rule to any provision of the Constitution, including the Basis of Faith, to any other trust deeds in relation to the Church property, or be such as would be contrary to any provision in the Constitution.

2.11 Closure of the Church

- 2.11.1 In the event of the Members of the Church resolving to close the Church the remaining Church Officers shall apply the funds to meet all outstanding liabilities. Sufficient funds must be retained to meet the insurance and maintenance costs for any property until such time as it is sold, or otherwise disposed of. The remaining funds shall be distributed in accordance with the provisions of the Constitution.

BASIS OF FAITH

The Church follows the Reformed/Calvinistic tradition adhering to the following Statement of Faith:

1. The divine inspiration of the Holy Scriptures as originally given, not only containing but being in themselves the Word of God. Their final authority for the believer in all matters of faith and practice.
2. In the one Godhead there are three Persons: God the Father, God the Son, and God the Holy Spirit. The Sovereignty, Holiness, Love and Grace of God in Creation, Providence and Redemption.
3. The Person of our Lord Jesus Christ:
 - (a) His true deity as the Son of God.
 - (b) His virgin birth.
 - (c) His real and perfect humanity.
 - (d) The absolute authority of His teaching and the infallibility of all His utterances.
 - (e) His finished work of Atonement for sinners by His suffering and dying as their substitute.
 - (f) His bodily Resurrection and His Ascension into Heaven.
 - (g) His present High Priestly intercession for His people.
 - (h) His personal return.
4. The work of the Holy Spirit in the new birth, conversion and holy living.
5. The corruption of every part of human nature as a result of sin and necessity of the New Birth.
6. The sinner is put right with God through the atoning work of our Lord Jesus Christ and this blessing is to be received by faith alone.
7. The resurrection of the body and the judgement of the world by our Lord Jesus Christ.
8. Two ordinances of divine institution are observed:
 - (a) Believers' baptism by immersion as a confession of faith and an act of obedience.
 - (b) The Lord's Supper as an act of remembrance and fellowship.
9. The Church of Jesus Christ is composed of all those who, confessing their repentance towards God and faith in our Lord Jesus Christ, have been born again by the Holy Spirit.

CHARITIES ACT 1993, SECTION 72— DISQUALIFICATION OF TRUSTEES

A person is disqualified from being a trustee (*of any charity*) under Section 72 of the Charities Act 1993 if:

- a) he or she has been convicted of any offence involving dishonesty or deception;
- b) he or she has been adjudged bankrupt or sequestration of his/her estate has been awarded and (in either case) he/she has not been discharged;
- c) he or she has made a composition or arrangement with, or granted a trust deed for, his/her creditors and has not been discharged in respect of it;
- d) he or she has been removed from the office of charity trustee by an order of the Charity Commissioners or of the High Court on the grounds of any misconduct or mismanagement in the administration of the charity for which he/she was responsible or to which he/she was privy, or which he/she by his/her conduct contributed to or facilitated;
- e) he or she has been removed under Section 7 of the Law Reform (Miscellaneous Provisions) (Scotland) Act 1990 from being concerned in the management or control of any body; or
- f) he or she is subject to a disqualification order made under the Company Director's Disqualification Act 1986 or the Insolvency Act 1986.

The Charity Commission has discretionary power to waive the disqualification and this body must firstly be approached with the facts and its written approval sought.