



# **CAREY BAPTIST CHURCH, READING**

## **Church Handbook**

We certify this to be the Church Handbook adopted by the Members of Carey Baptist Church, Reading at a Church Meeting held on the 2nd of May 2019.

Charity Trustee: .....James E Cordle.....

Charity Trustee: .....David T Magowan.....

As amended at a meeting of the members on:

Date of Revision

Signature of Charity  
Trustee

Signature of Charity  
Trustee

# CAREY BAPTIST CHURCH, READING

## CHURCH HANDBOOK

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## CAREY BAPTIST CHURCH, READING

### CHURCH HANDBOOK

#### **Principles for Charity Purposes**

##### *The Church Constitution*

Carey Baptist Church, Reading, (“the Church”), is established as a Charitable Incorporated Organisation under a constitution dated 2 May 2019, (“the Constitution”) which contains the main legal provisions governing the Church, its purposes, Doctrinal Basis of Faith, its powers and the use of any property owned by the Church. Under the Constitution, the people with the responsibility for the general control and management of the administration of the Church are known as the Charity Trustees.

##### *The Church Handbook*

This Church Handbook sets out the internal governance, practices and procedures of the Church, none of which is contrary to any of the provisions of the Constitution. It is the document that is referred to as the “Church Handbook” within the Constitution.

This Church Handbook was initially adopted by the Members on 2 May 2019. Any amendments since that date will have been approved as provided for under clause 2.12.

Any new Member must confirm his or her acceptance of the provisions of the Constitution and this Church Handbook and in particular, and subject to Clause 9.1.1 of the Constitution, his or her agreement to the Doctrinal Basis of Faith and Covenant of Membership all as set out in clause 2.2.2 before his or her admission to Membership.

## Part 1 – Foundation, Doctrinal Basis of Faith, Doctrinal Distinctives and Ethical Statements

### 1.1 Foundation

The Church was founded as and remains a 'Particular or Calvinistic Baptist Church'.

### 1.2 Doctrinal Basis of Faith

The Doctrinal Basis of Faith (see Appendix 1 of the Church Constitution) sets out matters that we believe all Christians should be able to accept and except as may be set out in the Church Constitution a person can normally become a member of the Church only if they have indicated that they accept these beliefs.

### 1.3 Doctrinal Distinctives

We recognise that there are a number of doctrines over which genuine Christian believers may take different views. Our Doctrinal Distinctives set out the position and teaching of the Church on these matters. Church members are not required to agree with all the matters in the Doctrinal Distinctives and may hold and discuss views to the contrary, but members are required to respect the positions set out in the Doctrinal Distinctives as the teaching of the Church and should not be insistent on their own views or divisive over these matters.

- 1.3.1 Theology – Further to the assertions contained within the Doctrinal Basis of Faith the teaching of the Church shall uphold the doctrines commonly known as Reformed. The Elders are required to be in agreement with these doctrines, including:
- (a) The absolute power and sovereignty of God over His creation and in salvation (Hebrews 1:3; Isaiah 46:10; Ephesians 2:4-9);
  - (b) The inherent hostility of humanity by nature to God and inability to please Him, but for God's saving intervention (Romans 3:10-18, 23; 6:23; 8:7-8);
  - (c) God's unconditional election and effective calling of His people to salvation (Ephesians 1:11, Romans 8:30; Ephesians 2:4-5);
  - (d) Christ's sacrificial death for the sin of His people, only those who believe (John 3:16, 18; 10:15, 26; 1 Peter 2:24; Colossians 2:14);
  - (e) The eternal perseverance of genuine believers (John 10:28, 1 Peter 1:7).
- 1.3.2 Governance – Jesus Christ is the head of the Church (Ephesians 1:22-23). He mediates His rule through the granting of individuals, roles and gifts to the Church (Ephesians 6:11-12). The Church is to be overseen by Elders appointed from within the local congregation (Titus 1:5) who should assume spiritual oversight of the Church with humility and a servant spirit (1 Timothy 3:1-7).
- 1.3.3 Baptism - Baptism is ordained by God, as revealed in Scripture. It is a symbolic act representing the salvation of the individual by his or her unity with Jesus Christ through faith in His death and resurrection (Acts 2:38, Romans 6:3). Baptism is therefore an act for believers as a demonstration of their pre-existing faith; it is not a means of salvation. The symbolism of baptism is most fully expressed by total immersion (Acts 8:38-39) which is the normal mode of baptism to be practised by the Church.
- 1.3.4 Creation – Genesis provides a true historical account of God's creation of the heavens, the earth, and everything in them. This is set out throughout the Bible and was confirmed by Jesus Christ (Matthew 19:4-6; Mark 13:19). God formed the first people, Adam and Eve, by an act of creation and not through the process of evolution. The New Testament refers to Adam as an historical figure

(Romans 5:12-21). God's creation was "very good" (Genesis 1:31). Sin entered the world as a result of humanity's first disobedience, by the wilful eating of a fruit which God had forbidden (Genesis 3:6). All of humanity has inherited this sinful nature from conception, with the exception of Jesus Christ (Romans 5:12). Eternal death is the just consequence of this, and all subsequent, human sin (Genesis 2:17).

- 1.3.5 Spiritual gifts – We want to encourage every Member to use his or her spiritual gifts in the service of the Lord (Romans 12:6-8) and for the building up of the Church (1 Corinthians 14:40). We recognise that Members may sincerely hold a range of views on the continuation of the more extraordinary spiritual gifts (eg speaking in tongues, gifts of healing), but we are not expecting or encouraging the regular use of such extraordinary gifts in the meetings and activities of the Church.

## 1.4 Ethical Statements

The matters covered in this section set out how the beliefs set out in the Doctrinal Basis of Faith apply in relation to certain ethical matters. The Doctrinal Basis of Faith sets out that the Bible is the final authority for all matters of belief and practice.

- 1.4.1 Marriage – The teaching of the Bible is that marriage is between one man (male) and one woman (female) (Genesis 2:24; Matthew 19:4-6; Ephesians 5:31-33) and that all sexual practices outside of such marriage are sinful. This includes homosexual practices (Romans 1:24-32; 1 Corinthians 6:9-11) regardless of whether or not homosexual marriage is permitted by the laws of England and Wales. The Bible also teaches that we must not be actively or passively complicit in sin (1 Corinthians 6:18-20; Ephesians 5:8-16; 1 Timothy 5:22). Therefore in relation to any activities of this Church we must not condone, promote, assist or encourage adulterous or extra-marital sexual practices, whether heterosexual or homosexual.
- 1.4.2 Gender differences in ministry and the family – God has made men and women equal in status and men and women who are Christians are co-heirs in Christ (Galatians 3:26-29). Both men and women are equipped by the Lord for essential service to the church, the Body of Christ (1 Corinthians 12:7). As an effective body, the Church requires the complementary roles that are ascribed to men and women in Scripture. Notably, the charge to serve the Church in the role of Elder is attributed to suitably qualified men (1 Timothy 3:2), as is the authority over teaching in the Church (1 Timothy 2:11-15). This does not include those presenting as male by reason of so-called gender reassignment.

Women were also closely involved in the ministry of Jesus, his birth, his life's work and his death and were the first witnesses of his resurrection. They were also involved in the work of spreading the gospel under the leadership of the apostles and local church elders. They were given a particular responsibility to teach and train other women and young people (Titus 2:3-5). Women Members are therefore encouraged to use their gifts in this way in the Church and provide spiritual and practical care and support, particularly to young people and other women.

Similarly, within a family the husband should provide servant leadership to his wife, seeking to love, nurture and protect his family, providing for their spiritual and physical needs. A wife should complement and complete her husband, serving Christ alongside him and training their children (where applicable) in the ways of the Lord (Ephesians 5:22-24).

- 1.4.3 Sanctity of life – The Bible teaches that every human life is given by God and is uniquely precious, and that it is wrong wilfully to terminate a human life (Genesis 9:6; Exodus 20:13). According to the Bible, human life begins at conception (Psalm 51:5; Jeremiah 1:5). Therefore, whilst we recognise the complexity of the issue in certain circumstances, such as acute health risk to the mother, intentional abortion is a termination of human life and is against God's law. Also, it is wrong wilfully to terminate life by assisted suicide or euthanasia, regardless of its quality and capabilities.

- 1.4.4 Transgender issues – God created us male and female, and calls us to live according to our gender identity which is inseparable from our biological sex determined at conception. Our gender cannot be changed or reassigned.
- 1.4.5 Gospel Unity and Ecumenism – while the Church is an independent charitable body it recognises the importance of expressing and encouraging fellowship with individuals and other Christian churches which believe and preach the essential truths of the Christian gospel, affirming salvation by God’s grace through the person and work of the Lord Jesus Christ as clearly laid out in the Bible. We cannot express Christian fellowship with those who deny these truths nor engage in partnership in evangelism or other spiritual activities with those who are unable to affirm the essential doctrines of the Christian faith or who are unable to accept the complete inerrancy and infallibility of the Bible.

## **1.5 Amendments to Part 1**

- 1.5.1 Any amendment to this Part 1 of the Church Handbook shall be made in accordance with clause 2.12.2(a) of Part 2.

## Part 2 - Provisions for the Internal Governance of the Church

### 2.1 Defined terms and commencement

2.1.1 In this Church Handbook the following terms have the meanings stated, some of which are noted to be stated in the Constitution:

**Associate Member** means a non-voting Member of the Church as described in clause 9.5 of the Constitution and clauses 2.2.10 and 2.2.11 of this Church Handbook.

**Charity Trustee** has the meaning stated in the Constitution.

**Church Handbook** means this Church Handbook as more fully defined in the Constitution.

**Church Meeting** has the meaning stated in the Constitution.

**Constitution** means the constitution of the Charitable Incorporated Organisation known as Carey Baptist Church, Reading.

**Doctrinal Basis of Faith** has the meaning stated in the Constitution.

**Doctrinal Distinctives** are as stated in Part 1 of this Church Handbook.

**Elder** has the meaning stated in the Constitution and in Clause 2.5 of this Church Handbook.

**Ethical Statements** are as stated in Part 1 of this Church Handbook.

**Member** and **Membership** have the meanings stated in the Constitution.

**Pastor** has the meaning stated in the Constitution and in Clause 2.5 of this Church Handbook.

**Standing Order** has the meaning stated in the Constitution.

### 2.2 Members and Membership

2.2.1 This clause 2.2 sets out the Membership requirements of the Church Handbook referred to in the Constitution.

2.2.2 Members of the Church shall be those persons who have confirmed:

- (a) their agreement to the Doctrinal Basis of Faith in accordance with clause 9.1.1 of the Constitution;
- (b) that they have no objection to the Constitution or this Church Handbook, including the duty of Members referred to in the Constitution and who have confirmed their acceptance of the Covenant of Membership set out in Appendix 1 of this Church Handbook.

and whose Membership has been approved and has not been suspended or terminated, all in accordance with the provisions of this clause 2.2. All such agreement by a Member shall be subject to any caveat of belief as may be allowed for in the Constitution.

2.2.3 Membership brings with it certain privileges and responsibilities, all of which are to be exercised within the confidentiality of Church Membership. The privileges are identified as membership of the local Body of Christ in all its work and worship, and being 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. In addition there is a benefit of giving and receiving pastoral care. The obligations of Membership are to submit to the authority and leadership of the Elders in accordance with the provisions of this Church Handbook and the Constitution, to participate in the work of the Church and its activities, to attend meetings regularly, to bear each other up before the Lord in prayer, and to share in the financial needs of the Church. These obligations are laid out in the Covenant of Membership set out in Appendix 1 of this Church Handbook.



### *Admission to Membership*

- 2.2.4 The first Members of the Church are the persons who agreed to approve the original version of the Constitution together with the original version of this Church Handbook either by voting to approve them at a meeting or subsequently by confirming their agreement thereto in writing, in either case prior to the registration of the Church as a Charitable Incorporated Organisation by the Charity Commission. All such persons were at the time of approving the two documents members of Carey Baptist Church, Reading, an unincorporated charity (Charity Number 1126468), the terms of membership of which are similar to those set out in the Constitution and Church Handbook. (The fact that the first Members agreed to approve the Constitution and Church Handbook, including the Doctrinal Basis of Faith, means that no further written declaration is required from them in accordance with clause 9 of the Constitution.)
- 2.2.5 A person may apply to one of the Elders to become a Member of the Church and that application, if thought fit, will be put to the Members at a Church Meeting for their approval. Generally the applicant will be required to attend the Church Meeting to give his or her testimony unless that was given recently upon being baptised. An application form for Membership is attached at Appendix 2.
- 2.2.6 A prospective Pastor and his wife, if any, shall be received into Membership on the taking up of his appointment as Pastor subject to their compliance with clause 2.2.2, and the prospective Pastor's compliance with clause 2.5.

### *Termination or suspension of Membership*

- 2.2.7 A Member may seek to have his or her Membership terminated, in accordance with the Constitution.
- 2.2.8 A Member who has moved away from the locality and is no longer able to attend Church or take part in the life of the fellowship and who seeks to have his or her Membership terminated would be encouraged to join another Church in his or her new locality.
- 2.2.9 A Member may be suspended or removed from Membership by the application of the disciplinary procedure set out in clause 2.8. Such a Member or former Member shall not be entitled to partake in the Lord's Supper unless otherwise approved by the Elders.

### *Associate Membership*

- 2.2.10 Associate Membership of the Church is open to those who are already members of another Church and who wish to be actively involved in the life of the Church while not relinquishing their membership of their home church.
- 2.2.11 An Associate Member is a non-voting member as set out in clause 9.5 of the Church Constitution. An Associate Member shall be entitled to participate generally in the life of the Church. An Associate Member may attend a Church Meeting but he or she shall have no voting rights. An Associate Member may not become an Elder or Charity Trustee of the Church. The provisions of clauses 2.2.2, 2.2.3, 2.2.4, 2.2.5, 2.2.7, 2.2.8, 2.2.9 and 2.8 shall apply to Associate Membership.

## **2.3 Baptism**

- 2.3.1 The Doctrinal Distinctives set out the view of the Church with regard to Baptism.
- 2.3.2 Any person considering being baptised shall generally attend a series of baptismal classes provided from time to time by a Pastor or other Elder.

- 2.3.3 A person wishing to be baptised shall submit his or her request to one of the Elders who will arrange to interview the applicant and report back to the Elders. The applicant will be accepted for baptism if he or she has recognised his or her need of salvation, confessed his or her sin to God and trusted solely in the Lord Jesus Christ as his or her personal Saviour and whose lifestyle is consistent with Biblical principles.
- 2.3.4 An applicant who is to be baptised will normally be required to give testimony to his or her faith before the baptism.

## **2.4 The Lord's Supper**

- 2.4.1 The Lord's Supper is to be celebrated in thanksgiving for the Son of God who loved his people, the members of the universal church, and gave himself for them. It is a service of remembrance of, and communion with, the risen Lord by those who have been saved.
- 2.4.2 The Lord's Supper shall be celebrated at least monthly. All who truly believe in the Lord Jesus Christ and know Him as their own personal Saviour and are in good standing with this or another evangelical Church will be welcome to participate.

## **2.5 Pastors and Elders**

- 2.5.1 Any Pastor or Elder must be a man whom the Church recognises as gifted in the manner described for eldership in 1 Timothy 3 and Titus 1, who accepts the Church's foundation and holds the doctrines of the Church defined in Part 1 of this Church Handbook, namely the Doctrinal Basis of Faith, the Doctrinal Distinctives and the Ethical Statements, and also those Biblical doctrines commonly called 'Reformed', including particular redemption.
- 2.5.2 A Pastor is an Elder whose gift in preaching, teaching and pastoral care has been recognised by the Church and has been appointed by the Church to exercise such a ministry.
- 2.5.3 Pastors and Elders are elected by the Church, their names having been brought to a Church Meeting on the recommendation of the Elders. Voting takes place at a subsequent General or Special Church Meeting. The election shall be by secret ballot as described in the Constitution and the approval of at least two-thirds of the Members present and voting at the meeting shall be required for the election of a Pastor or Elder.
- 2.5.4 Pastors and Elders are elected for life. A Pastor or Elder may resign at any time, subject to any terms of engagement he may have and to clause 14.1(a) of the Constitution in respect of any appointment he may have as a Charity Trustee. A Pastor or Elder shall resign his appointment as Pastor and/or Elder if he moves away from the Reading area. If for any reason such as advanced age, illness or incapacity a majority of the Elders believes that one of their number is not able to fulfil his responsibilities they shall ask him to resign. A Pastor and his wife shall automatically cease to be Members upon his termination of office as Pastor unless they wish to remain in the Church and the Church agrees to that effect at a Church Meeting.
- 2.5.5 If for any reason such as those stated in clause 2.5.4 or for any other reason a majority of the Elders believes that one of their number is not able to fulfil his responsibilities and he is unwilling or unable to resign then the Elders may bring a resolution to a Church Meeting for him to be removed from office. A vote shall be taken by secret ballot and the approval of at least two-thirds of the Members present and voting at the meeting shall be required for the Pastor or Elder to be removed from office. The decision of the Church Meeting shall be binding on the Pastor or Elder concerned.

2.5.6 The Elders may co-opt as advisers other Church Members with particular responsibilities or gifts as they deem appropriate to help with their work or the work of the Charity Trustees in managing the spiritual, financial or practical affairs of the Church. Such co-opted persons may be invited to the meetings of the Elders or Charity Trustees but shall not be entitled to vote at such meetings. Such appointments may be for a defined period or be open-ended, and may be terminated at any time.

## **2.6 Administrative Appointments**

2.6.1 The Elders may appoint one or more persons to undertake the administrative functions of the Church, including the appointment of a Church Treasurer, and/or others to carry out specific work in the Church. Such roles may be undertaken voluntarily or as paid employment, as agreed with the individuals so appointed. All paid employment shall be approved by the Members at a Church Meeting prior to any such appointment being made.

2.6.2 The administrative functions, undertaken on behalf of the Charity Trustees, shall include the preparation of notices of any Church Meeting and the issuing of all papers and reports to be presented to such meetings. Members shall deliver to the Elders any notice of items of business proposed for discussion at a Church Meeting in sufficient time to enable them to be discussed by the Elders prior to circulation to all Members before the Church Meeting. Such items shall be included on the agenda of the Church Meeting if agreed by the Elders. Late items may be discussed at the discretion of the chairman of the Church Meeting. Other administrative duties shall be as decided by the Charity Trustees.

2.6.3 The Church Treasurer shall be responsible to the Charity Trustees 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 the figures to be incorporated into the Church accounts.

2.6.4 The Church Treasurer may exercise such other powers or responsibilities as may be granted from time to time in accordance with the Constitution and this Church Handbook, or otherwise as may be agreed between the Charity Trustees and the Church Treasurer.

## **2.7 Charity Trustees**

2.7.1 The Constitution provides for the appointment of the Charity Trustees and their duties, other than any duties set out in this Church Handbook.

## **2.8 Church Discipline**

### *Removal or suspension from Membership*

2.8.1 Matthew 18:15-17 and 1 Corinthians 5 teach that local churches should remove from among them members who refuse to repent of sin. We believe that local churches should always take this action with the aim that it will prompt the person who has been removed from membership to repent so that he or she can be welcomed back into the Church and with the aim that it will help to prevent other members from being tempted to follow his or her example.

2.8.2 A Member of the Church may be removed or suspended from Membership for any of the following reasons:

- (a) He or she errs seriously in doctrine or Christian living, as determined by the Elders, so that he or she no longer affirms the Doctrinal Basis of Faith or the Covenant of Membership;

- (b) He or she is no longer willing to respect the practices and doctrinal positions adopted by the Church set out in Part 1 of this Church Handbook;
- (c) He or she errs in conduct by committing open sin which brings the church into disrepute;
- (d) He or she has consistently failed to fulfil the obligations of a Member of the Church;
- (e) He or she refuses to repent of sin committed against another Member which has been drawn to his or her attention;
- (f) He or she has made false and malicious allegations against a Pastor, Elder or other Member of the Church and is unrepentant; or
- (g) He or she is no longer living in submission to the leadership and authority of the Elders.

2.8.3 The removal or suspension from Membership of a Member can only be proposed by the Charity Trustees and requires a resolution of the Members to be carried at a Church Meeting.

2.8.4 Whether or not the provisions of clauses 2.8.8 to 2.8.12 have been followed the Charity Trustees shall not propose a resolution to remove or suspend a Church Member unless the following steps have been taken:

- (a) The Charity Trustees have held a Charity Trustees' disciplinary meeting ("the CTD Meeting") at which they considered whether or not to propose a resolution to remove or suspend the Member from Membership;
- (b) The Charity Trustees have given to the Member twenty-one clear days' notice of the CTD Meeting, informing the Member why his or her removal or suspension from Membership is being considered, and inviting the Member to make representations to the Charity Trustees as to why he or she should not be removed or suspended from Membership;
- (c) The Charity Trustees allowed the Member to attend in person (and if he or she so chooses to be accompanied by one other person) and to make those representations at the CTD Meeting himself or herself or through his or her representative; and
- (d) The Member (and any other person accompanying him or her) having withdrawn from the CTD Meeting, the Charity Trustees took those representations into account when deciding whether to propose to a Church Meeting a resolution that the Member be removed or suspended from Membership.

2.8.5 The Member whose removal or suspension from Membership is proposed shall be entitled to a reasonable amount of time during the Church Meeting at which the Church Members vote on the resolution to remove or suspend him or her from Membership to address the Members and make such representations as he or she wishes prior to the vote on the resolution. Following the making of such representations the Member whose removal or suspension from Membership is proposed shall leave the meeting before the Church Members discuss and vote on the matter.

2.8.6 The Member shall be informed by an Elder of the decision of the Membership. If termination or suspension of Membership is to be applied, the register of Members shall be amended accordingly.

2.8.7 A person who has been removed or suspended from Membership shall be welcomed back into Membership if he or she applies for Membership in the normal way and his or her application is approved.

2.8.8 The steps set out at clauses 2.8.9 to 2.8.12 should generally be followed prior to the CTD Meeting taking place, but failure to follow those steps will not invalidate a resolution of the Members to remove or suspend a person from Membership.

- 2.8.9 The Elders must be informed where it is believed that any of the reasons set out in clause 2.8.2 apply to a Member of the Church.
- 2.8.10 Where a person's behaviour is being reported by a Member who has been sinned against by the person he or she is reporting, that Member should normally raise the issue first with the person concerned and only report it to the Elders if the two persons concerned are unable to resolve the matter between themselves.
- 2.8.11 Where the Elders are informed or they themselves believe that any of the reasons in clause 2.8.2 apply to a Member, they shall appoint two persons including at least one of their number to meet with the Member (or Members) to enquire into the matter and to investigate the matter thoroughly, and where appropriate to encourage the Member against whom the allegations have been made to repent.
- 2.8.12 After the persons appointed under clause 2.8.11 have investigated the matter and have met with the Member against whom the allegations have been made (or the Member has been given reasonable opportunity to meet and has refused), they shall report back to the Elders who shall decide whether it is necessary for the Charity Trustees to hold a CTD Meeting and what other or additional steps they should take (if any).
- 2.8.13 Even in cases where there has been genuine repentance, the Elders may still be required to report the facts arising from the investigation to the relevant secular authorities. In such cases the Elders shall give to the Member concerned all the support that is appropriate for a Member who is genuinely repentant.

#### *Additional disciplinary measures*

- 2.8.14 Whenever the Members vote to remove a person from Membership, they may also resolve to impose any of the following measures:
- (a) a restriction from attending or taking part in any or all of the meetings of the Church, including meetings or activities that are normally open to the public;
  - (b) the remaining Members may be required not to have any association with the person who has been dismissed from Membership in accordance with clear and specific guidance from the Elders and/or Charity Trustees as to what is required in this regard.
- 2.8.15 Any measure imposed in accordance with clause 2.8.14 may be rescinded by a later resolution of the Members in a Church Meeting or upon further guidance from the Elders or Charity Trustees.

#### *Consequences of suspension of Membership*

- 2.8.16 A Member whose Membership has been suspended shall have no
- (a) rights of Membership, or
  - (b) entitlement to partake in the Lord's supper without the specific approval of the Elders
- until such time as the suspension may be rescinded in accordance with clause 2.8.7.
- 2.8.17 If no steps are taken to welcome a suspended Member back into Membership within twelve months of his or her suspension, his or her Membership shall be deemed to have been terminated and the register of Members shall be amended accordingly.

## *Removal of Pastor*

2.8.18 The Elders may agree that there are reasons for seeking to terminate the Pastor's appointment other than for immorality, disunity, no longer adhering to the Doctrinal Basis of Faith or the Covenant of Membership or for behaviour that warrants Biblical discipline. If this is the case then the termination of the Pastor's appointment is not to be considered a disciplinary termination and the provisions of clauses 2.5.4 and/or 2.5.5 shall apply.

## **2.9 Church Meetings**

2.9.1 The provisions for Church Meetings are set out in the Constitution.

## **2.10 Church Safeguarding Policy**

2.10.1 The Charity Trustees shall by Standing Order operate church safeguarding policies and shall ensure that activities involving children and vulnerable adults are carried out in accordance with those policies.

2.10.2 Every person directly involved with children or vulnerable adults in the context of Church activities and every Charity Trustee shall provide to the Charity Trustees or their nominated representative a current Disclosure and Barring Service certificate. Any failure to provide such a current certificate shall be reported to the Charity Trustees.

## **2.11 Exclusion of Non-Members from public meetings of the Church**

2.11.1 The Charity Trustees may propose that the open invitation to attend public meetings of the Church customarily extended to non-members may be withdrawn from any individual who seeks to obstruct the carrying out of the work and ministry of the Church, or to undermine the leadership of the Church.

2.11.2 Subject to clauses 2.8.14 and 2.8.15 the Charity Trustees may withdraw (and if so wished subsequently reinstate) such open invitation to an individual if in either case this is first approved at a Church Meeting by at least two-thirds of the Members present and voting at the meeting.

## **2.12 Amendment of the Church Handbook**

2.12.1 Other than the section headed "Principles for Charity Purposes", any provisions of this Church Handbook can be amended by the Charity Trustees under the authority of a resolution of the Members of the Church approving such a change at a Church Meeting, provided that the proposed amendment shall not be such as would cause the Church to lose its charitable status or such as would cause this Church Handbook to be inconsistent with the Constitution. The section headed "Principles for Charity Purposes" can only be amended where this is required because the provisions of the Constitution have changed.

2.12.2 This Church Handbook may only be amended if the proposed amendment is approved at a Church Meeting by at least two-thirds of the Members present and voting at the meeting except where:

- (a) any provision contained in Part 1 of this Handbook is proposed for amendment, in which case the amendment shall require the approval at a Church Meeting of at least 80% of Members present and voting at the meeting; or
- (b) any provision in the section headed "Principles for Charity Purposes" requires amendment following a change to the Constitution in which case the Charity Trustees shall make the amendment without the need for a vote at a Church Meeting.

- 2.12.3 Notice of any proposed amendment together with the specific wording of the proposed change must be given in writing to all Church Members at least three weeks before the meeting at which the proposal will be put to the vote.
- 2.12.4 No amendment may be made under this clause to any provision of the Constitution or the Doctrinal Basis of Faith, or to any of the trust deeds relating to the Church buildings and associated property.





## **APPENDICES**

Appendix 1      Covenant of Membership

Appendix 2      Membership Application Form



## COVENANT OF MEMBERSHIP

Believing that God has called us to be members of the body of our Lord Jesus Christ at Carey Baptist Church, Reading, and that he has drawn us together in love and commitment to him and to one another, we promise with God's help:

- 1 To live a life consistent with the gospel and worthy of those who are members of God's family, in order to glorify God and uphold the reputation of his Church.
- 2 To worship together regularly at the services and meetings of the Church, including members' meetings and communion.
- 3 To pray regularly for the members and activities of the Church.
- 4 To encourage and help one another by loving counsel, support and example, in order to increase in faith, love, knowledge and holiness.
- 5 To warn and correct one another when necessary, in a spirit of humility, always recognising our own sinfulness and need of such help.
- 6 To respect and support the Elders as they lead the work in accordance with God's word and to submit to the discipline of the Church.
- 7 To discover the gifts that God has entrusted to each one of us and to use them, as he intends, for the benefit of the Church.
- 8 To witness to the Lord Jesus Christ by our words and way of life, seeking also to bring others to hear the gospel.
- 9 To give financially to the Church, on a regular basis, in order to further the Lord's work within our own fellowship and throughout the world.

In these ways we will promote the unity and health of the Church.

**CONFIDENTIAL**



## **MEMBERSHIP APPLICATION FORM**

**Please speak to one of the pastors before completing this form.**

Thank you for your interest in becoming a church member. Applications take a minimum of two months. This enables us to get to know you and allows you time to consider what area of church life you may want to be involved with. Your name will be mentioned at the members' meeting, and we may contact your previous church (if applicable).

You will be asked to have a brief discussion with two or three existing church members – usually your home group leaders. This is so we can hear how God has worked in your life, and gives you the chance to ask questions about the work of Carey Baptist Church and ensure that you agree with the doctrines and practices of the Church and accept the privileges and responsibilities of membership.

Once your application has been raised at the church members' meeting, you will be asked to come and share your story at the next meeting.

Please complete, sign and return this form as detailed overleaf:

### **YOUR DETAILS**

<b>Title:</b>	
<b>Full Name:</b>	
<b>Address:</b>	
<b>Post Code:</b>	
<b>Home Phone:</b>	
<b>Mobile:</b>	
<b>Email Address:</b>	
<b>Home Group:</b> (leave blank if unknown)	

### **PREVIOUS CHURCH (IF APPLICABLE)**

<b>Name of Church:</b>	
<b>Address:</b>	
<b>Post Code:</b>	

### **PREVIOUS MINISTER/PASTOR/ELDER (IF APPLICABLE)**

<b>Name and Position Held:</b>	
<b>Address:</b>	
<b>Post Code:</b>	
<b>Phone:</b>	
<b>Email Address:</b>	

*Continued overleaf*

**I wish to apply for membership of Carey Baptist Church, Reading and give consent for my personal data to be held for the purposes of church membership. I understand and consent to how my personal data above will be stored, as outlined below:**

- **Contact information:**
  - Stored and accessible in the online directory – secured by individual usernames/passwords – for general communication by members only.
  - Used by your allocated home group leader – e.g. for news/information about the group, prayer requests, and church meeting agenda/minutes.
  - Email address used by any ministry teams you are involved with.
  - Email address added to Carey News (the weekly e-newsletter, via MailChimp) as the primary source of communication from the church – if not already subscribed. You can unsubscribe at any time.
- **Pastoral/sensitive information:** Any digital correspondence or minutes from elders meetings are held by the pastors and elders on password protected devices.

**I understand that:**

- I am responsible for updating my personal details on the members' directory.
- My data will not be shared with any third party.
- My data will be stored securely, and that I have the right to access it at any time or to ask for it to be destroyed.
- If/when I leave membership, my contact information will be removed from the online directory and any ministry lists.
- I will keep receiving 'Carey News' emails until I decide to unsubscribe.
- We may need to share your information if there is a legal requirement to do so.

For more details, please view our Privacy Notice: <https://www.careybaptistchurch.org.uk/privacy-notice>

APPLICATION AND CONSENT:	
<b>Signed:</b>	
<b>Date:</b>	

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**PLEASE RETURN THIS FORM BY:**

- Option 1:** Handing it to one of the Pastors.
- Option 2:** Leaving it in the locked black letterbox in the mingling area or returning it by post to The Carey Centre, Anstey Road, Reading RG1 7JR.
- Option 3:** Scanning your signed form and emailing it to **office@careybaptistchurch.org.uk**

**For any queries, please contact the Church Office:** 0118 9590058 / office@careybaptistchurch.org.uk