

BEESTON FREE CHURCH NOTTINGHAM
CHURCH RULES

We certify this to be the Church Rules adopted by the members of BEESTON FREE CHURCH NOTTINGHAM at a meeting of the members held on the 2nd of July 2014.

Chairman: Secretary:

As amended at a meeting of the members on:

| | Date of Revision | Chair | Secretary |
|-----------------------------|---|-------|-----------|
| Addition of Clause 2.3.2 | Subject to approval at meeting on 25.3.15 | | |

BEESTON FREE CHURCH RULES

CONTENTS

Part 1- Principles for Charity Purposes

Part 2- Rules for the Internal Governance of the Church

- 2.1 Members and Membership
- 2.2 Church Officers
- 2.3 Charity Trustees
- 2.4 Church discipline
- 2.8 Church safeguarding policy
- 2.9 Church Members' Meetings
- 2.10 Amendment of The Rules

Part 1- Principles for Charity Purposes

- 1.1 The Church is established as a Charitable Incorporated Organisation under a constitution dated 2nd July 2014 (“the Constitution”) which contains the main legal provisions governing the Church, its purposes and Basis of Faith, and its powers. 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.
- 1.2 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.
- 1.3 These Rules were initially adopted by the Members on 2nd July 2014 Any amendments since that date will have been approved as provided for under Rule 2.7. Any new Member, including any new Minister and his wife, must confirm in writing their 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 Church Members and Membership

2.1.1 Rule 2.1 comprises the membership requirements of the Church Rules referred to in the constitution.

2.1.2 The Church operates a formal Membership, which serves to remind us of, and encourage us in, our responsibilities to the Lord, to one another and to the work of the gospel. Membership is open to Christians who are willing to be in active partnership with the church in the work of the gospel.

The first members will be those eligible to vote to adopt the Constitution and these Rules and have indicated in writing that they wish to be a member of the CIO. Subsequent members will be admitted in accordance with the provisions of these Rules.

2.1.3 Members are required to affirm:

- a) their dependence on Christ alone for salvation,
- b) their submission to him as Lord,
- c) their desire to be ruled by the Bible's teaching in their personal life and in their fellowship in the Church.
- d) their agreement with the Basis of Faith
- e) their acceptance of the duty of the members set out in the constitution and that they will act in accordance with the general practices of the church

2.1.4 Admission to Church Membership

2.1.4.1 Application for Membership will be made to the church office who will provide an application form, along with copies of the constitution and rules to the applicant. The applicant will confirm their agreement with the basis of faith and acceptance of these rules and their wish to be considered for membership. The office will record the application and the application will be given to the elder(s) responsible for membership.

- 2.1.4.2 Providing the requirements of Rule 2.1.2 are met, a member of the Eldership will interview the applicant. The interview will ensure the requirements of 2.1.3 are understood by the applicant.
- 2.1.4.3 Following the interview the Elders will determine whether an applicant meets the requirements of Rule 2.1.3.
- 2.1.4.4 If the Elders believe that the applicant meets the requirements of Rule 2.1.3 then a resolution will be put to the Church Members at a Church Members Meeting. Such a resolution will not be put to the church members meeting until the individual has been attending regularly for at least six months and may be passed by a simple majority of votes.
- 2.1.4.5 The Minister(s), assistant Minister(s) and their wives are automatically received into membership when taking up their appointments, subject to their compliance with Rules 2.1.2 and 2.1.3.
- 2.1.5 Associate Church Membership:
- 2.1.5.1 Members who, move away temporarily for work or to study or who are sent to serve in another place in formal association with the church may become an Associate Members. Associate Members will be informed periodically about the work of the church, receiving the minutes of Church members meetings.
- 2.1.5.2 Associate Members may attend Members' Meetings and contribute to discussions but are unable to vote.
- 2.1.5.3 Associate membership will be reviewed annually by the Elders.
- 2.1.5.4 At the discretion of the Elders, Associate Members returning may become full Members immediately, subject to compliance with Rule 2.1.2 and 2.1.3.
- 2.1.6 The Church Secretary will maintain a register of all Church Members on behalf of the Charity Trustees.
- 2.1.7 Termination of Membership
- 2.1.7.1 A Church Member may resign by submitting a written notification to that effect to the Church Secretary on behalf of the charity trustees.
- 2.1.7.2 Where a Church Member has been absent from Church on Sundays for more than six months an Elder will take reasonable steps to contact the Church Member. If it is the view of the Eldership that no valid reason for absence has been given, they may then remove that person from the Church Membership register. If the decision is made to remove that person from the Church Membership register the person will be informed in writing provided an address is known.
- 2.1.7.3 A person's membership may also be brought to an end in accordance with the provisions on Church Discipline in Rule 2.4
- 2.1.7.4 Minister(s), Assistant Minister(s) and their wives automatically cease to be Church Members upon termination of office unless they wish to remain Church Members and the Church Members agree to that at a Church Members' Meeting.

2.2 Church Officers

2.2.1 The church officers are the people who hold the roles set out in this Rule 2.2.1.

2.2.1.1 Minister

2.2.1.1.1 The Minister(s) are elders recognised and appointed by the church to take a lead in the Bible teaching for the equipping of God's people for works of service in conjunction with the Eldership.

2.2.1.1.2 The recruitment of a Minister shall be in line with the Church's Human Resources policies.

2.2.1.1.3 The appointment of a Minister shall be recommended by the Elders to the Church Members at a Church Members' Meeting. Details of his conversion, gospel ministry and training and work experience shall be given to the members in writing at the time of the announcement of the proposed vote. The proposal to approve the recommended appointment shall not be carried unless at least 75% of those Church Members voting are in favour of the appointment. The Minister is automatically appointed to the Eldership when taking up the appointment.

2.2.1.2 Elder

2.2.1.2.1 The Eldership shall be responsible for the doctrinal integrity, policy and strategy of the Church.

2.2.1.2.2 All Elders are required to be male and to display the attributes outlined in 1 Timothy 3 v 1-7 and Titus 1 v 5-9.

2.2.1.2.3 Church Members will be invited to make recommendations to the Elders annually, of Church Members they feel could serve on the Eldership. The Elders will consider all nominations and may recommend to the Church Membership, at a Church Members' Meeting, that a Church Member be elected to the Eldership. If it is decided not to proceed with the nomination for whatever reason feedback will be given to the nominating church member(s).

2.2.1.2.4 He shall be appointed if approved by the Church Members. The appointment to the Eldership shall be for three years. At the end of this period he may be reappointed. After two consecutive terms of three years he may not be appointed again to the Eldership for at least a year. This Rule 2.2.4.1.3 shall not apply to any Minister.

2.2.1.2.5 If it is considered that a member of the Eldership is no longer able to meet the requirements of office for any reason, but is not prepared to resign, then he will be removed from office if the Church Members approve such a course of action at a Church Meeting in a poll.

2.2.1.3 Deacon

2.2.1.3.1 Subject to the oversight of the charity trustees the Deacons shall be responsible for practical matters relating to employment, finance, legal issues and property.

2.2.1.3.2 Church Members will be invited to make recommendations to the Elders annually, of Church Members they feel could serve as a Deacon. The Elders will consider all nominations and may recommend to the Church Membership, at a Church Members' Meeting, that a Church Member be elected as a Deacon. If it is decided not to proceed with the nomination for whatever reason feedback will be given to the nominating church member(s).

2.2.1.3.3 He/She shall be appointed if approved by the Church Members. Appointments are for three years. At the end of this period he/she may be reappointed. After two consecutive terms of three years he/she may not be appointed again as a Deacon for at least a year.

2.2.1.3.4 If it is considered that a Deacon is no longer able to meet the requirements of office for any reason but is not prepared to resign then he/she will be removed from office provided that the Church Members approve such a course of action at a Church Members' Meeting in a poll.

2.2.1.4 Church Secretary

2.2.1.4.1 The Church Secretary shall be responsible for the administration of the meetings of the charity trustees and is accountable for executing the church's compliance procedures.

2.2.1.4.2 The appointment of the Church Secretary shall be recommended by the charity trustees to the Church Members at the Annual General Meeting and will be appointed if approved by the church members.

2.2.1.5 Church Treasurer

2.2.1.5.1 Under the oversight of the charity trustees the Church Treasurer shall have responsibility for the supervision of the church's financial management systems and processes.

2.2.1.5.2 The appointment of the Church Treasurer shall be recommended by the charity trustees to the Church Members at the Annual General Meeting and will be appointed if approved by the church members.

2.3 Charity Trustees

2.3.1 The Constitution sets out which of the Church Officers are charity trustees and also contains provisions for appointing acting trustees where the number of church officers who are specified as charity trustees is less than three.

2.3.2 Where any meeting of the charity trustees takes place, including all sub-groups, there will always be a clear majority of unpaid / unconnected trustees present.

2.4 Church Discipline

2.4.1 The procedure set out in this Rule 2.4 shall be followed where any Church Member is accused of immorality, failure to accept the Basis of Faith or any other action or behaviour that brings dishonour to the name of the Lord. The aim of church discipline is to bring about repentance and reconciliation and maintain unity.

2.4.2 The Elders must be informed where it is believed that any of the reasons set out in Rule 2.4.1 apply to a Member of the Church. 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.

2.4.3 Where the Elders are informed or they themselves believe that any of the reasons at Rule 2.4.1 apply to a Member, they shall appoint two of their number to meet with the Member 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.

2.4.4 After the persons appointed under Rule 2.4.3 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 a Charity Trustee Disciplinary Meeting (“the CTD meeting”) to be held and what additional steps they should take (if any).

2.4.5 A Member may only be removed from membership by a resolution of the members at Church Members’ Meeting which has been proposed by the charity trustees of the Church.

2.4.5 The charity trustees shall not propose a resolution to remove a Church Member unless the following steps have been taken:

2.4.5.1 The charity trustees have held a CTD meeting at which they considered whether or not to propose a resolution to remove the Member (“M”) from membership;

2.4.5.2 The charity trustees have given to M 21 clear days’ notice of the Meeting, informing M why his or her removal from membership is being considered, and inviting the M to make representations to the charity trustees as to why he or she should not be removed from membership;

2.4.5.3 The charity trustees allowed the Member to make those representations at the CTD Meeting himself or herself or through his or her representative; and

2.4.5.4 The charity trustees took those representations into account when deciding whether to propose a resolution that M be removed from membership.

2.4.5 The Member whose removal from Membership is proposed shall be entitled to a reasonable amount time during the meeting at which the Church Members vote on the resolution to remove 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.

2.4.6 The Member shall be informed of the decision of the Members by the Church Secretary and the register of Members amended accordingly where termination of membership is to be applied.

2.4.7 A person who has been removed from membership shall be welcomed back into membership if they apply for membership in the normal way and their application is approved.

2.4.8 Whenever the Members vote to remove a person from membership, they may also resolve to impose a restriction from attending or taking part in any or all of the meetings of the Church, other than those open to the public.

2.5 Church Members’ meetings

2.5.1 The provisions for Church members’ meetings are set out in the Constitution under the clauses headed “Members’ decisions” and “General meetings of members”. A “general meeting of members” under the Constitution is referred to as a “Church Members’ Meeting” in these Rules.

2.6 Church safeguarding policy

2.6.1 The charity trustees shall operate a church safeguarding policy and shall ensure that activities involving children and vulnerable adults are carried out in accordance with that policy.

2.6.2 Each person overseeing church activities involving children or vulnerable adults and every charity trustee shall provide to the Church Secretary a current Disclosure and Barring Service certificate.

2.7 Amendment of the Rules

2.7.1 Other than Rule 1.1, any Rule 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 Members 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 these Rules to be inconsistent with the Constitution. Rule 1.1 can only be amended where this is required because the provisions of the Constitution have changed.

2.7.2 A majority of 75% of those Members present and voting at the Church Meeting is required to approve a proposed amendment to any Rule excepting Rule 1.1 where the charity trustees shall make the amendment without the need for a vote following any change to the Constitution.

2.7.3 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 3 weeks before the meeting at which the proposal will be discussed. A vote will be taken if necessary at a subsequent meeting. Failure to be able to give notice to individual Members because they are out of the country or away from the Church on holiday or for any other reason shall not constitute failure to give proper notice under this Rule.