

# SUTTON COLDFIELD BAPTIST CHURCH

## Church Constitution

### Additional Practices and Procedures

#### **Introduction**

This document details the practices and procedures of the church which are not covered within the 2008 Trust documents. This document can only be modified by agreement at a Special Church Members Meeting at which details of the proposed amendments have been made at least 6 months prior to the meeting. For changes to be confirmed the support of at least 75% of those members present will be required.

#### **Leadership of the Church**

The Leadership Team is responsible for the overall direction of the church, the oversight of church organisations, including small groups, and the development of teaching, preaching, worship, outreach and pastoral care. Leadership Team members are responsible for encouraging a sense of unity and common purpose, and relating to each other and members in ways which reflect the love of Jesus.

The Leadership Team comprises of the Minister, Elders and such other leaders as the Church Meeting appoints to serve the church. The Leadership Team acts on behalf of the church in ways which are consistent with decisions taken at Church Meetings.

The Leadership Team will always seek God's guidance through his Holy Spirit, biblical teaching and will seek to learn from experience, listen to what God is saying to the church, contribute to the developing vision for the church and strengthen the team element of team leadership within the church.

All members of the Leadership Team, whether minister, staff or elders will have been baptised by immersion upon a personal profession of faith. Nominations for appointments will be brought to the Church Meeting by the Leadership Team, in which case the support of at least 75% of those present is required for the appointment to be confirmed.

#### **Employment of Church Staff**

When the church wishes to make other staff appointments, which are not ministers, procedures will be agreed by the Church Meeting. Recommendations for appointments may be brought to the Church Meeting by the Leadership Team, in which case the support of at least 75% of those present is required for the appointment to be confirmed. Alternatively the Church Meeting may delegate, to the Leadership Team, the appointment of particular church staff.

#### **Terms and Conditions of Service**

Terms and conditions of service may vary depending on the type of appointment.

### **Church Activities**

The Leadership Team is responsible for reviewing the leadership needs of church activities and making appointments as required, always ensuring that appointments have support of the activity. Leaders of activities must be church members. Other helpers must be approved by the Leadership Team, be a Christian and in good standing with the church. The Leadership Team will ensure that a review takes place at least every 5 years to review their continuing leadership of the activity.

### **Church Meetings**

Non-members may be invited by the Leadership Team to address or advise the Meeting.

Notification of all Church Meetings will be given at least two weeks prior to the Meeting.

### **Financial**

The Leadership Team has overall responsibility for the financial management of the church. At the last Church Meeting in each accounting year the budget for the following year will be presented for approval. The approval of the budget will authorise expenditure of funds in accordance with that budget. The financial position of the church will be reported to the church meeting on a regular basis throughout the year.

The Trustees (Elders) will determine the salaries to be paid to ministers and staff in accordance with procedures approved by the Church Meeting.

Each church activity, that has its own bank account, must maintain proper accounts and present them for audit to the leadership team within 6 weeks of the year end.