

### 3. PRACTICES AND PROCEDURES

#### 3.1 History

Date of Church Meeting	Section(s) Changed
Oct-1995	N/A
Sept-1997	3.3.2
June 2013	Various changes to align with new Constitution
Nov 2013	Approved at Special Church Meeting
March 2017	Minor changes to meeting notice timescales.

#### 3.2 Practices

##### 3.2.1 Name of Church

A. The Church shall be known as 'Walsworth Road Baptist Church'. The Church shall be affiliated to the Baptist Union of Great Britain and to the Central Baptist Association.

##### 3.2.2 Membership

A. Membership is open to applicants in accordance with section 7 of the Constitution. Believers who have not confessed their faith through Baptism by immersion will be encouraged to give earnest and prayerful consideration to this matter in the light of New Testament teaching.

B. The name of each person wishing to join the membership shall be given to the Minister or Church Secretary. The Diaconate shall then appoint two church members to visit the applicant. The visitors shall make a report and give an appropriate recommendation to the Church Meeting. Those accepted by the Church Meeting shall be received into the membership of the Church at the first convenient Communion Sunday.

C. Members of other churches may indicate that they wish to be accepted into membership by letter of transfer. Once such a letter has been received the Diaconate shall appoint two church members to welcome the applicant, and make an appropriate recommendation to the Church Meeting. Those accepted by the Church Meeting shall be received into the membership of the Church at the first convenient Communion Sunday.

D. Any application for a transfer from this Church to another shall be dealt with by Letter of Transfer by the Church Secretary after the approval of the Diaconate.

E. Any member whose conduct is thought to be incompatible with the responsibilities of a church member shall be counselled in accordance with section 8.4 of the Constitution.

##### 3.2.3 Ordinances

A Baptism shall be that of believers usually by immersion in water in the name of God the Father, Son and Holy Spirit. It shall only be available to those who profess their personal faith in Jesus Christ as Saviour and Lord.

B. The Lord's Supper shall be observed at least once a month, and all Christian people are invited to share in this. Members are expected to do their utmost to be present at Communion Services, regarding it as a sacred privilege.

##### 3.2.4 Church Meetings

A. Members shall be called together so that they may seek the will of God through the guidance of the Holy Spirit and under the Lordship of Christ. Such a meeting of members shall be termed the Church Meeting. The Church Meeting shall be called and conducted in accordance with the relevant sections of the Constitution. It is our aim to give oral notice of the date, time, and place, of the meeting during the services on the two Sundays immediately preceding the meeting.

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C. Ordinary Church Members' Meetings shall be held at regular intervals on not less than four occasions in any calendar year. Oral notice shall be given of the date, time, and place, of the meeting in accordance with the Constitution

D. An agenda for an Ordinary Church Meeting shall be made available by the Diaconate no later than the Sunday immediately preceding the meeting. Matters which are not on the agenda may be considered under 'Any Other Business' at the discretion of the Chairman, and they shall normally be of minor importance. If a matter submitted needs to be discussed at a Special Church Meeting the Diaconate shall report this fact to the Ordinary Church Meeting.

E. Decisions at an Ordinary Church Meeting shall be taken in accordance with the Constitution.

F. A Special Church Meeting may be called by the Diaconate to consider important items. Oral notice shall be given of the date, time, place and subject of the meeting in accordance with the Constitution

G. Decisions at a Special Church Meeting shall be taken in accordance with the Constitution.

H. The minimum age for voting at either an Ordinary Church Meeting or a Special Church Meeting shall be 16 years.

### 3.2.5 The Diaconate

A. The Diaconate shall comprise the Minister or Moderator and Deacons including the Secretary and Treasurer. The Diaconate shall give spiritual and practical leadership and shall be responsible for day to day administration of the Church.

B. A maximum of ten Deacons shall be elected. All Deacons shall be Church Members, and will generally be baptised Church Members. See also 3.3.2 Election of Deacons

C. A Deacon shall be elected as set out in section 3.3.2 Election of Deacons.

D. The Diaconate shall meet in accordance with the Constitution.

### 3.2.6 Secretary and Treasurer

A. The Church Meeting shall elect a Treasurer and Secretary from the Diaconate. The procedure to be used is set out in section 3.3.3 Election of Secretary or Treasurer.

B. If the Secretary or Treasurer becomes unable to act then a temporary replacement shall be appointed. The procedure to be used is set out in section 3.3.4 Appointment of a Temporary Secretary or Treasurer.

### 3.2.7 Minister

A. When it becomes clear that a pastoral vacancy will arise the Deacons shall consult with the Central Baptist Association as to the current Baptist practice used to appoint a Minister, and also in respect of the appointment of a Moderator. The procedure to be used is set out in the Constitution.

### 3.2.8 Church Organisations

A. Every Church Organisation shall have its objectives approved by the Church Meeting, and may only act in the name of the Church after such approval.

B. The Minister shall be ex-officio president of all Church Organisations, but may delegate this presidency as he/she sees fit. The Minister shall have the right to recover the delegated presidency of an organisation as required.

### 3.2.9 Church Accounts

Section deleted

### 3.2.10 Alterations

A. These practices and procedures may be altered, provided that such alterations do not conflict with the Constitution or Church's Trust Deeds, by a resolution of a Special Church Meeting called only for that purpose. At least two months' notice must be given of such a meeting, along with the proposed alteration(s).

B. Where these practices and procedures conflict with the Constitution or Trust Deeds of the Church the Constitution take precedence.

## **3.3 Procedures**

### 3.3.1 Appointment of a Minister

A. The procedure to be used for Appointment of a Minister is set out in the Constitution. The Diaconate shall consider ministerial candidates, and having given the Church an opportunity to meet one candidate, the Deacons shall call a Special Church Meeting to consider the prospective minister.

B. At this Special Church Meeting a vote shall be taken, and a call only sent if the candidate receives at least 4/5 of the votes of those Church Members present. See section 13.10 of the Constitution regarding the procedure for the setting of a higher proportion of votes than is normal.

### 3.3.2 Election of Deacons

A. Nominations for the office of Deacon shall be made in accordance with the Constitution. The nominee will generally have been a Church Member for at least one calendar year prior to their nomination.

B. Oral notice of the nominations shall be made at all services on the two Sundays (or other regular weekly meeting time when the Church gathers together) immediately before the Church meeting and the nominations shall be displayed in the Church on these Sundays.

C. If a Deacon retires before serving a full three year term a newly elected, or re-elected, Deacon shall replace the retiring Deacon and serve the rest of that term. This ensures that approximately 1/3 of the Deacons will stand for election each year.

### 3.3.3 Election of Secretary or Treasurer

A. The Election of a Secretary or Treasurer shall take place in accordance with the Constitution

B. Should it not be possible to elect either a Secretary or Treasurer the Diaconate shall appoint a temporary Secretary or Treasurer to act until the next Church Meeting.

### 3.3.4 Appointment of a Temporary Secretary or Treasurer

A. Should either the Secretary or Treasurer become unable to act then the Diaconate shall appoint a temporary replacement, who is either a currently serving Deacon or an ordinary Church Member, to deal with the day to day running of the Church.

B. The election of a Temporary Secretary or Treasurer shall take place in accordance with the Constitution's process for the election of a Secretary or Treasurer

C. The Temporary Secretary or Treasurer may be appointed to act for any period of time, up to the next Election of Deacons.