

Goulburn Baptist Church



# Constitution and Governance Rules

Last Updated 20/02/14

# This is the Constitution of The Goulburn Baptist Church

Adopted at the Annual General Meeting of the Church held on 10/11/2013  
This Constitution is printed for the guidance of the Church.

## **Vision Statement** *God Glorified*

## **Mission Statement** *Building a Christ centred, Bible based Church family, committed to sharing God's love to all* *(Explained in Appendix A)*

## **Introduction**

This Constitution and Governance Rules document comprises two portions:

**Constitution** Contains those important provisions that are rarely expected to change and which the church wishes to make difficult to change. For example "Doctrinal Position of this Church" and "Eligibility for Membership".

**Governance Rules** Contains those provisions that are of a more procedural nature and which the church wishes to make relatively easy to change. For example "How much notice is required for an Annual General Meeting" and "Minimum age for a Church Council representative"?

# Goulburn Baptist Church – Constitution

## **1. NAME**

The name of the Church is Goulburn Baptist Church.

## **2. DOCTRINAL POSITION OF THIS CHURCH**

The doctrinal position of the church accords with the evangelical doctrines set out in the Baptist Union of NSW Incorporation Act, 1919 (NSW) and subsequent amendments approved by the Baptist Union of NSW Assembly:

- The nature and unity of the Godhead
- The deity and humanity of Christ
- The Holy Spirit
- The divine inspiration of the scriptures
- The sinfulness of people
- Christ's atonement for human sin
- The work of the Holy Spirit in salvation
- The Church
- The baptism of believers only by immersion
- The communion
- The return of the Lord Jesus Christ
- The resurrection of the dead
- Rewards and punishments in a future state

A document entitled "Baptist Union of NSW – Statement of Beliefs" (see Appendix B) provides an expansion of each of these doctrines.

## **3. MEMBERSHIP**

### **3A. Eligibility for Membership**

Members shall be persons who give evidence of a sincere profession of faith in the Lord Jesus Christ who have been baptised as believers by immersion and agree to hold to the doctrines set forth in this Constitution under the heading "Doctrinal Position of this Church".

Provided that in the case of a person who believes that baptism by immersion could be injurious to their health, or is not physically possible, baptism as a believer by anointing may be accepted.

### **3B. Admission to Membership**

- (a) Applicants for membership shall apply to Pastor, Elder or Secretary.
- (b) Members under 18 years of age may not vote on matters relating to property transactions, Pastors, Elders or Constitutional changes.

### **3C. Responsibilities of Membership**

- (a) To endeavour at all times, by God's grace, to remain true to their commitment to Christ.
- (b) To join regularly in the worship and witness of the Church.
- (c) To lead a life worthy of Christ in love, humility and peace, endeavouring to build each other up through encouragement, counsel and comfort.
- (d) To study the Scriptures in private and in groups as the Lord gives opportunity.
- (e) To express their gratitude to God, and their responsibilities as His stewards by contributing regularly and wholeheartedly to the financial support of the Church and the wider work of the Union of Churches or causes of an interdenominational or missionary nature.
- (f) To pray regularly in private and where possible in fellowship for the people and ministry of the Church and the family of Churches
- (g) To support the Pastor and the Pastoral team in their work within the church and community through prayer, and personal encouragement for their spiritual and material welfare.

## **4. PASTOR(S)**

### **4A. Appointment of Pastor(s)**

The Pastor(s) shall be a person whose credentials are acceptable to the Baptist Union of NSW and holds the doctrines set forth in this Constitution under the heading: "Doctrinal Position of this Church".

Where more than one Pastor is appointed, the Pastors shall comprise the Pastoral team in which one will be the Pastoral Team Leader, appointed by the Church. The Pastor or Pastoral Team Leader shall normally be ex-officio President of all organisations, although the responsibility may be delegated to another member of the team or member of the Church Council.

Pastors will be appointed or removed upon 75% majority vote of the members present, eligible to vote, and voting at a meeting of which notice has been given on the two Sundays preceding such meeting, the purpose of such meeting having been specified.

All *terms and conditions* of a call shall be conveyed to a Pastor in writing, having previously been clarified between both parties, together with full particulars of the Church and its development. Pastors may be called to a full time or part time ministry depending on needs and negotiations. Acceptance shall be made in writing to the Church indicating acceptance of terms of call. .

The tenure of the Pastor may be terminated by two month's notice in writing by either the Pastor or the Church.

### **4B. Continuity of Leadership**

Should there be no Pastor/s; pastoral responsibilities will be assumed by the Elder/s. In the absence of the Pastor(s) and Elder(s), their respective responsibilities will be assumed by the Church Council (with interim Elders).

## **5. ORDINANCES**

- (a) **Baptism.** The Pastor may baptise any believer upon application, or alternatively a member of the pastoral team, elders or member of the Church may baptise any believer upon approval of the Pastoral Team.
- (b) **Communion.** Communion shall normally be observed once a month in each service. All believers in the Lord Jesus Christ shall be invited to take part in the communion.

## **6. PROPERTY OWNERSHIP AND DISSOLUTION**

### **6A Property Ownership**

The Trustees of all Church property shall be the Baptist Churches of NSW Property Trust.

### **6B. Application of Church Assets and Income**

The assets and income of the church shall be applied solely in the furtherance of its charitable purpose and the advancement of religion and no portion shall be distributed directly or indirectly to the Members except as bona fide reimbursement of expenses incurred on behalf of the church.

### **6C. Church Dissolution**

In the event of the church being dissolved, the amount that remains after such dissolution and the satisfaction of all debts and liabilities shall:

- a) In the case of property held in trust pursuant to the Baptist Churches of NSW Property Trust Act 1984, be dealt with in accordance with that Act and in particular Section 29 which said trusts provide that no portion shall be distributed directly or indirectly to the members of the Church.
- b) In all other cases be transferred to the Baptist Union of NSW or to any other organisation with similar purposes and which has rules prohibiting the distribution of its assets and income to its members and which is exempt from income tax.

## **7. GOVERNANCE RULES**

The church shall conduct itself in accordance with the Governance Rules endorsed by the members.

## **8. ALTERATIONS TO CONSTITUTION**

No alteration shall be made to the Constitution except by a 75% majority of members present, eligible to vote, and voting at a meeting convened for the purpose.

The quorum for such a meeting shall be 50% of the membership

Any proposed change to the Constitution shall be given in writing as a Notice of Motion to the Church Council and shall be distributed by the Secretary to all members not less than one month before the date of such meeting.

The Secretary of the Baptist Union of NSW shall be notified of any changes to this Constitution by the Secretary within 14 days of any decision being made by the Church

# Goulburn Baptist Church - Governance Rules

## **1. OBJECTIVES**

The Church adopts as its objective, as declared in the New Testament, the glorification of God through:

- The inspiration and maintenance of active spiritual growth among its congregation by the regular holding of church services and communion.
- The proclamation of the truths of the Bible so that persons experience salvation.
- Teaching, training, discipling and baptising all who come to faith in the Lord Jesus so that they grow together in love, are loyal to each other and grow to maturity in Christ under the guidance of the indwelling Holy Spirit.
- Proclaiming the sole Lordship of Christ Jesus in the lives of the members of the congregation and seeking to fulfil His desires in the life of the community, nation and wider world through evangelism and other missionary enterprise.
- Assisting those who are in need, believing that social action and evangelism are mutually our response to the Gospel.

## **2. GOVERNMENT (i.e. Decision-making)**

- The Church shall be affiliated with the Baptist Union of NSW accepting its responsibility to support and share in the ministries undertaken by the Denomination.
- Recognising the headship of Jesus Christ and the leadership of the Holy Spirit, the Church shall be governed in line with the fundamental Baptist principle of the autonomy of the local church and congregational government. That is, the decision-making of this Church shall be vested in the body of believers who compose its membership.
- Notwithstanding this principle of autonomy, the Church recognises and sustains the obligations of mutual counsel and co-operation which are common among Baptist Churches. Therefore the Church will be interdependent as well as independent.
- The church shall conduct itself in accordance with the Constitution endorsed by the members.

## **3. MEMBERSHIP**

### **3A. Members Roll**

A Members Roll and an Absent Members Roll shall be kept by the Secretary.

### **3B. Admission to Membership**

Applicants for membership shall be advised to the church and visited by two members appointed by the Pastor, Elders or the Church Council to discuss their testimony to faith in Jesus Christ, membership responsibilities, the Church

Constitution, Governance Rules and the various ministries of the church. A report shall be presented to the Pastor, Elders or the Church Council following the visitation. Applicants may be received into membership by the church. The church shall welcome the new member at the next possible service.

Where the applicant for membership has been a member of another Baptist Church, letters of transfer or commendation shall be sought and taken into account by the Church Council or by the church when determining the application for membership. The church shall be informed of all transferred memberships.

### **3C. Removal from Membership**

The Church Council, elders or other appropriate body will prayerfully review the Members Roll annually.

Members who for a period of six months fail to participate in the Worship of the Church without satisfactory explanation or fail to honour other responsibilities of membership should be followed up by the church council, elders or other appropriate body. Where the failure to participate in the Worship of the Church relates to moving out of the district in which the Church is situated, then such members shall be transferred to an Absent Members Roll.

Where the failure to participate in the Worship of the Church relates to some reason other than moving out of the district or where the member in question fails to honour other responsibilities of membership, every effort shall be made to restore such members to worship and fellowship (Matt. 18:15-17).

Where these efforts fail, the church may remove the member from the Members Roll or transfer them to an Absent Members Roll. The church shall be informed of all such actions by the church council at the next Church meeting.

Members whose names are on the Absent Members Roll shall have no right to vote at any Church meeting.

The church council, elders or other appropriate body will prayerfully review the Absent Members Roll annually, seeking to determine those members who should be restored to active membership; have their membership transferred to another church or, if all reasonable actions have failed, have their name removed from the Absent Members Roll. The church shall be informed of all such actions by the church council at the next Church meeting.

### **3D. Transfer of Membership**

Any member in good standing may request that a letter of commendation be sent to another Baptist Church they wish to join. The Church Council may process the request, reporting their action to the next Church meeting for confirmation.

## **4. OFFENCE AND DISPUTE**

(a) Where a member becomes an offence to the Church by reason of immoral or un-Christian conduct, the Church will make every effort, in the spirit of love and meekness, to restore the member to fellowship (Matt. 18:15 - 17). Where such efforts fail, the Church may terminate, or suspend for a specified time, the membership. Termination or suspension of membership shall be only on the decision of a 75% majority of members present and voting at a Church



meeting.

- (b) In the event of a dispute arising either between the members, the Pastor/s and the members, or the Church and the Baptist Union, such dispute may, after every effort has been made to resolve it within the Church or through the services of Ministry Support and Development be referred for decision to the Panel of Arbitrators elected by the Assembly, if agreed to by all parties of the dispute.
- (c) Matters of offence or dispute between members shall not be brought before the Church unless the parties have first complied with the direction of Matthew 18:15-17.

## **5. PASTORS, ELDERS AND CHURCH COUNCILS**

### **5A. Pastors**

When calling a Pastor -

- (a) A Pastorate Committee appointed by the Church shall call for nominations. Members of the congregation may make recommendations for discussion within the Committee by submitting a name, together with reasons supporting the recommendation, in writing to the Committee.
- (b) The Committee may advise the Baptist Union of the vacancy and seek advice and assistance from the appropriate denominational officer.
- (c) Should more than one name come before the Committee, discussion will continue until agreement is reached regarding the approach to one person.
- (d) The Committee shall communicate privately with this nominee and/or with the appropriate Union officer, to ascertain their willingness to allow their name to be placed before the Church.
- (e) Should this nominee be willing, the name shall be submitted to the Church Council who if they approve shall present the recommendation to the Church. Only one name shall be before the Church at any one time.
- (f) In the event of an adverse vote, or a call or approach not being accepted, the above procedure shall be repeated until successful.

### **5B. Elders**

The Church may appoint Elders from the members of the Church, who shall support the spiritual ministry of the Pastor/s and to share with the Pastor/s in the pastoral care of the Church. Members of the Church who are over the age of 25 years and who have been in membership for at least twelve months may be appointed to the office of Elder by the Church at the Annual Meeting.

The biblical material, especially 1 Timothy 3:2-7, Titus 1:7-9 and 1 Peter 5:1-4, should be considered by the Church when appointing Elders. Only persons of known maturity, spirituality and gifts appropriate to the office shall be appointed upon attaining 75% majority of members present, eligible to vote, and voting at the Annual Meeting.

Elders shall be responsible to the Church, in co-operation with the Pastor/s, to:

- (a) Assist in shepherding those who are part of or associated with the Church, willingly and ably encouraging and building up such people and being an example to the Church in Christ-like living;
- (b) Participate in the visitation, care, and support of all who attend the Church;
- (c) Participate in the preaching and teaching ministry of the Church when they are recognised as having these gifts and are invited to do so by the Pastor;
- (d) An Elder's term of office shall be two years with eligibility for re-appointment.

Elders, while meeting separately, may attend, participate and vote in meetings of the Church Council.

Elders nominating committee should comprise of 4 persons:

- Pastor, one Elder, one Church Council member and one Church member

Or (in the event of an absence of a Pastor) in preferential order

- Two Elders, one Church Council member and one Church member Or
- One Elder, two Church Council members and one Church member Or
- Two Church Council members and two Church members

### **5C. Church Council**

Members of the Church who are over the age of 21 years and have been in membership for at least twelve months may be appointed to the office of Church Council by the church at the Annual Meeting.

The number of Church Council representatives to be appointed, including the Church Secretary, Treasurer and Property Manager, shall be no more than 10, who along with the Pastor/s shall be a committee to transact church business, and shall have the oversight of the church business, its members and auxiliaries. Nominees shall give evidence of spiritual maturity and fulfil the qualifications of 1 Timothy 3: 8 -13 and Acts 6:1-6.

The Church Council will be made up of 10 people:

1. Treasurer, elected by the Church
2. Secretary, elected by the Church
3. Property Manager, elected by the Church
4. Worship team leader, nominated by the Pastor and elected by the Church
5. Pastoral Care Coordinator, nominated by the Church Council and elected by the Church

The remaining five are to be representatives of church ministry groups elected by the Church and will be acknowledged by the Church meeting. The ministry groups to be represented are to be decided by a 50% plus one majority vote of members present at the AGM Church meeting.

The Pastor, or a delegated elder, is an exofficio member of the Church council.

The Church Council shall meet monthly and at other times as required. The Pastoral Team Leader may be the chairman or a chairman may be appointed from

among the Church Council. A quorum at a meeting of the Church Council shall be five.

Church Council shall endeavour to attend all appropriate meetings connected with the Church, and be empowered to transact the routine business of the Church.

Church Council decided upon by the Church shall be elected for a term of one year and shall be eligible for re-election.

The Church Council shall administer the business and practical affairs of the Church.

## **6. OTHER CHURCH APPOINTMENTS**

### **6A. Secretary**

A Secretary shall be elected by the Church at the Annual Meeting. The Secretary shall be a member of the Church Council by virtue of office. Eligibility requirements and mode of election is as for Church Council representatives.

The Secretary shall ensure that adequate records of all Church, Church Council and Committee meetings are kept, conduct correspondence for the Church and generally deal with the business of the Church.

By means of an annual report and otherwise, he/she will ensure an adequate flow of information from the various Committees to the Church members.

The Secretary will keep an up-to-date Members Roll and Absent Members Roll of the Church, which will be available for members to scrutinise.

### **6B. Treasurer**

A Treasurer shall be elected by the Church at the Annual Meeting. The Treasurer will automatically be a Church Council by virtue of office. Eligibility requirements and mode of election is as for Church Council representatives.

The Treasurer shall receive all moneys for the Church and make such payments as may be directed. He/she shall keep a record of all financial transactions, keeping the Church informed through regular reporting.

The Treasurer shall present a Financial Statement and Balance Sheet to the Annual Meeting covering the income and expenditure for the previous year. Such statement shall be audited. At all quarterly Church Meetings, the Treasurer will present a financial statement covering the income and expenditure for the previous quarter, and year to date.

### **6C. Property Manager**

A Property Manager shall be elected by the Church at the Annual Meeting. The Property Manager will automatically be a Church Council representative by virtue of office. Eligibility requirements and mode of election is as for Church Council representatives.

The Property Manager shall take responsibility for maintenance of all property and equipment of the church. He/she shall keep a record of all maintenance carried out, keeping the Church informed through regular reporting.

The Property Manager shall present an annual report to the Annual Meeting covering the maintenance for the previous year.

These three make up the Administration Team.

a) Nominations for the Administration Ministry Team positions shall be made in writing to the Secretary by a member, with the consent of the nominee, at least one week prior to a Members' Meeting at which an election is to be held. No member shall be eligible for these positions unless that member has been in active membership for at least twelve months.

b) Administration Ministry Team positions term of appointment will normally be two years with no more than three terms to be held in that position. After this a minimum recess of two years must be taken before accepting any further appointments on the Administration Team. If a Member leaves office before the end of his elected term the Church may fill the vacancy.

c) Administration Ministry members shall be elected or removed by a simple majority vote of members present and voting at a Members' Meeting and shall include those persons elected to the Administration Ministry Team.

d) All voting relating to the election of Church Council shall be by secret ballot.

#### **6D. Other Elected Roles**

Members may elect persons to such other representative roles as the church deems appropriate, in order to function effectively

#### **6E. Employees**

The Church members may, on the recommendation of the Church Council, resolve to employ clerical or other paid support staff, in order to function effectively. The Church Council shall determine the employment details of any such employee/s. All people's paid wages, salaries, stipends or other employment related benefits by the Church, are employees of the Church.

#### **6F. Church Officers**

Pastor/s, Elder/s, Church Secretary, Treasurer, Property Manager and Church Council representatives are the Officers of the Church. Such Officers will attend to the affairs of the Church within the framework of the Constitution and Governance Rules, and are responsible for the adherence to Laws and Legislation that are in force from time to time.

#### **6G. Nominations**

Nominations for all elected positions shall normally be invited from members at least one month prior to the Annual Meeting. Nominations are to be in writing, signed by the nominee and the nominator, and handed to the Church Secretary no later than after the conclusion of the Sunday evening service preceding the Annual Meeting.

#### **6H. Elections of Officeholders to Fill Casual Vacancies**

In the event of any elected position holder being unable to fulfil their full term the church may appoint someone to fulfil the remainder of their term. In the event of an unexpected vacancy, the Church Council may appoint an interim until the next church meeting.

Nominations for casual vacancies during the year shall normally be invited from members at least two weeks prior to the Church Meeting at which the elections will be held. Nominations are to be in writing, signed by the nominee and the nominator, and handed to the Church Secretary no later than after the conclusion of the Sunday evening service preceding the Church Meeting.

#### **6I. Removal of Officeholders**

Anyone elected to office may be removed from office by a simple majority of the members present at a Church meeting.

### **7. CHURCH MEETINGS AND PROCEDURES**

#### **7A. Meetings**

Church meetings shall normally be held quarterly.

Additional Church meetings may be convened by the Pastor/s, or upon requisition signed by 10% of the members or a majority of the Church Council representatives. A meeting may be called for a special purpose and only consider matters of which written notice has been given.

Notice of all Church Meetings shall be given at all services on at least the two Sundays prior to the meeting.

An Annual Meeting shall be called each year to receive reports and conduct elections as herein prescribed, such meeting to be within two months of the end of the Church Financial Year which will close on 31 December each year.

In the absence of a Pastoral Team Leader, an Elder or one of the Church Council representatives or a member of the Pastoral Team, a Church member shall be elected to preside. Alternatively, for special reasons, in consultation with Ministry Support and Development of the Baptist Union of NSW, an outside chairperson may be appointed. Such a chairman shall be a member in good standing in a Church affiliated with the Baptist Union of NSW.

The Church Meeting shall be a meeting of those persons on the Members Roll.

The quorum at the Annual Meeting shall be 50 %. At all other church general meetings the quorum shall be 25%. Required voting is 50% plus one.

Non-Church members may be invited to be present at and to take part in the whole or any part of a Church Meeting, without the right to vote.

#### **7B. Procedure**

All matters affecting the management and general interests of the Church shall normally be submitted to the Church Council before presentation to the Church.

Except in the case of the election of the Officers of the Church, where voting shall be by ballot, voting shall be by voices or show of hands, or as determined by the chairperson. The Chairperson may only exercise one vote.

Any person who has a financial or other pecuniary interest in a matter which the Church wishes to discuss, shall retire from the meeting during such portion of the discussion as the majority of the members present shall determine.

## **8. CONFIDENTIALITY**

If a matter is declared confidential it will be treated as confidential by all who attend a Church Meeting, until such time as the matters discussed have been made public by a person authorised by the church, or the Church Council, to do so.

## **9. CHURCH ORGANISATIONS**

The Pastoral Team Leader has the discretion to preside (not compulsory) at all meetings of the Church, Church Council and Church committees.

All committees associated with the Church shall formulate and present, for approval to the Church Council, guidelines governing their operations annually.

The leader of Church committees shall normally be elected by the Church at the Annual Meeting, upon nomination from the respective committees, provided that any Church member may submit a nomination.

All committees shall submit to the Church Council the names of all appointees to their various offices other than those elected at the Annual Meeting. The Church Council shall then submit a report to a Church meeting that shall have the right to discuss and confirm appointments.

## **10. GENERAL**

### **10A. Property**

Church buildings and property shall not be used or occupied by people or organisations for any purpose except with prior consent of the Secretary, who may give such consent in accordance with the decisions and guidelines laid down by the Church.

### **10B. Insurance**

Insurances policies, as recommended by the Baptist Union of NSW, will be held by the Church. Property and Property Contents related policies will have “insured values” which fairly approximate the replacement value of the property and contents insured.

### **10C. The Ministry**

The ministry of the Church shall be supported and expenses met by voluntary contributions, or any other method approved by members. Cheques shall be signed on behalf of the Church by two members of the Church Council, one of whom would normally be the Treasurer.

### **10D. Auditor**

An auditor shall be appointed by the Church Council and shall audit the financial records of the Church for presentation at the Annual Meeting.

### **10E. Other**

In order to satisfy the requirements of the Incorporation Act and the Property Trust Act, only persons who have been baptised as believers by immersion can:

- be called as a Pastor
- be a delegate to Assembly
- be entitled to vote on a resolution concerning property (see Section 42 of the Property Trust Act)

## **11. ALTERATIONS TO GOVERNANCE RULES**

No alteration shall be made to the Governance Rules except by a simple majority of members present, eligible to vote, and voting at a meeting.

The quorum for such a meeting shall be 25% of the membership.

Any proposed change to the Church Governance Rules shall be given in writing as a Notice of Motion to the Church Councils and shall be distributed by the Secretary to all members not less than one month before the date of such meeting.

# Appendix A

## **Mission Statement**

Building a Christ centred, Bible based Church family committed to sharing Christ's love to all.

- Building:** Speaks of the process into the future, activity, development, structure progress.
- Christ centred:** He is central to all that we do.
- Bible based:** The word of God is the only rule of faith and practice.
- Church family:** Speaks of intimate family relationships between brothers, sisters, parents & children in the Lord.
- Committed:** Passion and dedication to the task no matter what the cost.
- Sharing:** Involves knowing & owning it's reality and then introducing others to it.
- Christ's love:** That all inclusive love that expresses it's self in emotional involvement and giving to others in need, even to the point of self denial and sacrifice.
- To all:** His love is for all and we are committed to sharing it with all for whom He died.



## Appendix B

### BAPTIST UNION OF NEW SOUTH WALES STATEMENT OF BELIEFS AS APPROVED BY THE 2003 ASSEMBLY

1. **THE NATURE AND UNITY OF THE GODHEAD**  
There is one God Who is eternal personal Spirit. He is infinite in power, wisdom, holiness and love. God is Triune in essential being and revealed to us as Father, Son and Holy Spirit.
2. **THE DEITY AND HUMANITY OF CHRIST**  
Jesus Christ as the second Person of the Godhead is eternally one with God the Father of whose person and glory Jesus is the accurate expression. To become human He was conceived of the Holy Spirit and born of the virgin Mary, so that two whole and perfect natures, the nature of God and human nature, were united in one Person; truly God and truly human.
3. **THE HOLY SPIRIT**  
The Holy Spirit is the third Person of the Trinity is eternally one with the Father and the Son yet He is sent by Them to achieve the divine purpose in the world and in the Church.
4. **THE DIVINE INSPIRATION OF THE SCRIPTURES**  
The Scriptures, consisting of the sixty-six books of the Old and New Testaments, are the infallible Word of God. They were written by holy people of God inspired by the Holy Spirit and have supreme authority in all matters of faith and conduct.
5. **THE SINFULNESS OF PEOPLE**  
People were made in the image of God and for fellowship with God. By transgression of God's command humankind fell from fellowship with God and their nature was corrupted. As a consequence all people are spiritually dead under Satan's dominion and control and subject to God's wrath and condemnation. Therefore, apart from God's grace, people are helpless and hopeless.
6. **CHRIST'S ATONEMENT FOR THE SIN OF MAN**  
In order to redeem people from the guilt, penalty and power of sin, Jesus Christ became human and died a sacrificial death as our representative substitute. By His resurrection, God's acceptance of His atoning death was demonstrated. This atonement is sufficient for the whole world, but effective only in those who received it. The sinner is justified and reconciled to God, not through any personal merit, but solely on the basis of God's gracious gift of salvation in Jesus Christ received through faith.

7. THE WORK OF THE HOLY SPIRIT IN SALVATION  
The ministry of the Holy Spirit is necessary for the acceptance of God's provision of salvation. The Holy Spirit convinces sinners of their sinfulness, leads them to personal faith in Jesus Christ as Lord and Saviour and so brings them to spiritual birth as God's children and to fellowship in Christ. Working within the life of believers the Holy Spirit makes real the presence of Christ, witnesses to their relationship with God, leads into all truth, bestows gifts for effective service and produces graces for holy living.
8. THE CHURCH  
The Church is the body of people whom God has separated from the world through faith in Jesus Christ as their Lord and Saviour. All regenerate persons are members of the universal Church of God which takes local form wherever groups of believers unite for worship, fellowship and service in accordance with scriptural principles. All believers are called to a priestly ministry in the offering of spiritual sacrifices and sent into the world to be witnesses. God calls individuals to positions of oversight and leadership or to special ministries. The Church recognises such by ordaining pastors, commissioning missionaries, appointing deacons and other leaders, following New Testament practice.
9. THE BAPTISM OF BELIEVERS ONLY BY IMMERSION  
Baptism is an ordinance of the Lord Jesus Christ. It is a public declaration of a person's faith in Jesus Christ as Lord and Saviour. In accordance with New Testament Scripture it should be administered only by total immersion which symbolises the believer's identification with Christ in death, burial and resurrection, the remission of sins and the believer's dedication of himself (*delete "of himself"*) to God to live and walk in newness of life.
10. THE COMMUNION  
The Lord's Supper is an ordinance of the Lord Jesus Christ instituted by Him to be celebrated with the elements of bread and wine by believers in Christ until the end of the age. It commemorates and declares our thanks for the Lord's substitutionary death. The celebration of the ordinance expresses our fellowship with and in the Lord Jesus Christ as members of the Body of which He is the Head.
11. THE RETURN OF THE LORD JESUS CHRIST  
At the end of this age, according to His promise, Jesus Christ will return personally and visibly in His glory to the earth. The full consummation of the Kingdom of God awaits His return.
12. THE RESURRECTION OF THE DEAD  
At the end of the age, there is to be a resurrection both of the righteous and the unrighteous. After death the bodies people=s bodies return to dust, but their spirits return immediately to God - the righteous to be with Him and the unrighteous to be reserved for the judgment.
13. REWARDS AND PUNISHMENTS IN A FUTURE STATE  
God has appointed a day of final judgment for the world. At that time Jesus Christ will judge every person and each will receive reward or punishment according to their deeds. Those judged righteous, in their resurrected and glorified bodies, will receive their reward and will dwell forever in Heaven with the Lord. The unrighteous will be consigned to Hell, the place of everlasting punishment.

## Appendix C

# **WORDS OF COUNSEL**

1. Never neglect, on any plea, secret prayer, and the daily reading of the Scriptures. Isaiah: 40:29-31.
2. Never, without a sufficient cause, be absent from, or late at, the services of the Church. Come in a prayerful spirit and with a prepared heart, to worship the Lord. Hebrews: 10:25.
3. God has entrusted you with some talent. Discover what it is, and use it for His glory and the welfare of your fellows. 1 Peter 4:10.
4. In your home and business life strive to live according to 1 Corinthians: 10:31.
5. Love your brethren. Think no evil. Be not easily provoked. Help one another to live the Christlike life. Galatians 6:1.
6. Cherish the reputation of your Church and its officers, your Pastor and all your brethren, and pray for them. Hebrews: 13:17-18; Ephesians 6:19.