

BUC GUIDELINES

C.26 Approved Governing Document (04/2008)

These notes are offered as guidelines by The Baptist Union Corporation Limited to provide information for Baptist churches.

These notes can never be a substitute for detailed professional advice if there are serious and specific problems, but we hope you will find them helpful.

If you want to ask questions about the leaflets and one of the Baptist Trust Companies are your property trustees, you should contact them. They will do their best to help. Contact details for churches who have The Baptist Union Corporation, The East Midland Baptist Trust Company Limited or The North Western Baptist Association (Incorporated) as their trustees are included at the end of this leaflet.

If your church property is in the name of private individuals who act as trustees they may also be able to help.

This is one of a set of three leaflets:

- C.24 *Church Constitutions*
- C.25 *Using the Approved Governing Document*
- C.26 *Approved Governing Document*

The text that follows on pages 2 to 23 is the working text of a constitution. It has been prepared after consultation with the Charity Commission for churches in membership with the Baptist Union of Great Britain.

There is no compulsion for churches to use this document, but each church should have a constitution that describes its aims and organisation.

Please also read C.16 *Churches and Charity Registration*.

We are able to send you a word version of the document – on request.

CONSTITUTION FOR BAPTIST CHURCHES 20 MARCH 2008**Notes**

Numbers refer to the clause numbers

The notes are intended to aid drafting and navigation of this document.

1. This clause explains the status of your church as a charity, and allows space for the name of your church to be inserted.

2. This explains the purpose for which the church was founded and operates. This clause is important because it describes what the church does that makes it a charity

3. Churches in membership with the Baptist Union of Great Britain already subscribe to this declaration.

1 THE CHURCH AND ITS NAME

The Church means members of the charitable unincorporated association governed by this constitution and known as NAME (or such other name as shall subsequently be adopted by decision of the Church Members' Meeting and with the consent of the Charity Commission).¹

2 PURPOSE

The principal purpose of the Church is the advancement of the Christian faith according to the principles of the Baptist denomination. The Church may also advance education and carry out other charitable purposes in the United Kingdom and/or other parts of the world.

3 BELIEFS

As a Member of the Baptist Union the Church subscribes to the Union's Declaration of Principle:²

“That our Lord and Saviour Jesus Christ, God manifest in the flesh, is the sole and absolute authority in all matters pertaining to faith and practice, as revealed in the Holy Scriptures, and that each church has liberty, under the guidance of the Holy Spirit, to interpret and administer His laws.

That Christian Baptism is the immersion in water into the name of the Father, the Son and Holy Ghost, of those who have professed repentance towards God and faith in our Lord Jesus Christ who ‘died for our sins according to the Scriptures; was buried, and rose again on the third day’.

That it is the duty of every disciple to bear personal witness to the gospel of Jesus Christ, and to take part in the evangelisation of the world.”

¹ Once a charity is registered changes of name need to be agreed with the Charity Commission.

² The quotation is the Declaration of Principle that is included in section 3 of the constitution of the Baptist Union of Great Britain, as at May 2007.

4.1 Churches are voluntary organisations, so the activities will change.

4.2 This list is intended to illustrate the range of activities, not to limit activities to those on this list, nor to suggest that every Baptist Church will undertake all these activities.

4.3 Those leading the church's Activities remain accountable to the Church, and cannot operate independently of the church.

4 ACTIVITIES

4.1 In fulfilling the Purpose the Church will engage in a range of Activities either on its own or with others that will vary from time to time with Activities being initiated, expanded, or closed, as appropriate.

4.2 The Activities may include but are not restricted to: ³

- regular public worship, prayer, Bible study, preaching and teaching;
- baptism, as defined in the Union's Declaration of Principle;
- the Communion of the Lord's Supper which shall normally be observed at least once a month; ⁴
- evangelism and mission, locally, regionally, nationally and internationally;
- the teaching, encouragement, welcome and inclusion of young people;
- nurture and growth of Christian disciples;
- education and training for Christian and community service;
- giving and encouraging pastoral care;
- supporting and encouraging charitable social action in the United Kingdom and abroad;
- encouraging relationships with and supporting Baptists and other Christians.

4.3 Notwithstanding the appointment of persons to accept responsibility for any of the Activities all individuals, organisations, groups, and committees operating within the life of the Church, and their leaders, shall be accountable to the Charity Trustees and also through any specific direction of the Church Members' Meeting.

5. AFFILIATION AND RELATIONSHIPS

5.1 The Church is a member of the Baptist Union of Great Britain (Baptist Union) and (the appropriate name) Baptist Association (Association). ⁵

³ Some of the activities listed will happen in all churches, but other activities will vary depending on local circumstances and the availability of suitable volunteers.

⁴ Most Baptist churches invite all Christians to share in the Communion of the Lord's Supper. This invitation is a matter for local decision, as are matters related to participation by children and young people.

⁵ Interdependency is another characteristic of Baptist Churches. This has often been demonstrated informally through co-operation between churches and expressed formally through joining a Baptist Association and the Baptist Union.

5.2 The Church will normally promote, encourage, support and advance the work of the Baptist Union, the Association and BMS World Mission through prayer, through financial contributions and, where appropriate, by making personnel available from the membership of the Church. When it is able the Church will also support local Baptist and ecumenical gatherings.⁶

6 BELONGING TO THE CHURCH

6.1 The responsibilities of membership normally include:

- attending worship and participating in Church Activities;
- personal prayer and Bible study;
- participation at the Communion of the Lord's Supper as a privilege and a priority;
- helping the Church whenever possible by using gifts and abilities to advance the Purpose of the church through its Activities;
- attending and participating in Church Members' Meetings;
- giving regular financial support to the Church in proportion to personal resources and circumstances;⁷
- upholding Christian values.⁸

6.2 If there are differences that lead to difficulties between members of the Church (and it is recognised that these will sometimes arise) each member should try to resolve the situation with gentleness and humility following Christian and Biblical principles. It may be necessary for another wise and experienced member of this Church (or if invited a member of a neighbouring Church or representative of the Association) to act as mediator or friend to those seeking to achieve reconciliation.⁹

6.2 It is recommended that a clause of this kind is included, to allow a framework for resolving problems in the context of a local Baptist church

7 JOINING AND BECOMING A CHURCH MEMBER

7.1 Baptism by immersion upon personal profession of faith is the normal mode of entry into the membership of a Baptist church.¹⁰

7.2 The church shall apply the following Baptismal qualification for Church Membership.¹¹

⁶ Interdependency is also expressed through supporting national and international Baptist mission initiatives and working ecumenically.

⁷ Although there may be encouragement to give financially this is a private matter.

⁸ The church is a community of Christian believers in which members respect, serve, encourage and help each other and work with others so that the Purpose, Beliefs, and Activities of the Church are maintained and developed.

⁹ This is suggested as a way of resolving differences within the Church.

¹⁰ This is the usual initial mode of entry for new candidates into the membership of a local Baptist church, but once in membership individuals can usually transfer to another Baptist church.

¹¹ There is a divergence of practice between Baptist churches. In preparing this Constitution churches are invited to define their requirements, whether for the future, as a reflection of current practice, or otherwise.

For clause 7.2 choices are offered because of the variation in practice among Baptist churches. Please refer to footnote 11.

Churches are invited to read the three options, and the associated footnotes carefully before making their decision.

There are three suggested alternative endings for clause 7.2

Churches are invited to choose one of the following three options relating to the requirements in relation to Baptism

Clause 7.2 Alternative ending 1 of 3 Open membership so that persons seeking membership who have not been baptised in the manner described in the Union's Declaration of Principle may at the discretion of the Church Members' Meeting be accepted for full membership based on their own public profession of faith.¹²

OR

Clause 7.2 Alternative ending 2 of 3 Closed membership so that persons seeking membership must have been baptised in the manner described in the Union's Declaration of Principle, with the Church Members' Meeting exercising discretion in exceptional cases where people cannot be baptised because of age, illness, or disability.

OR

Clause 7.2 Alternative ending 3 of 3 Closed membership with provision for Associate membership for persons seeking membership who have not been baptised in the manner described in the Union's Declaration of Principle. This limited or Associate membership is offered at the discretion of the Church Members' Meeting on the basis of the applicant's public profession of faith to enable them to participate in Church Members' Meetings but with restricted voting rights as determined from time to time by the Church Members' Meeting.¹³

7.3 Church Membership is open to those who:

- accept the Beliefs of the Church;
- meet the Church's qualification on Baptism;¹⁴
- commit themselves to serving Christ within the Church and beyond;
- abide by the decisions of the Church Members' Meeting;
- acknowledge their responsibilities as Church Members;
- have their membership application accepted by the Church Members' Meeting.

7.4 A person wishing to become a Church Member shall apply in a manner determined by the Church Members' Meeting.¹⁵

7.5 The Church Members' Meeting will consider and vote on the application for membership and if accepted the new member will normally be welcomed publicly.

¹² This is open membership. It allows a church to welcome as members people who have not been baptised by immersion as believers, even though the candidate may be encouraged to consider prayerfully Believers' Baptism.

¹³ This is closed membership with an Associate membership list for those who have not been baptised by immersion.

¹⁴ The Church's qualification on Baptism is set out in clause 7.2.

¹⁵ The process should enable applicants to find out about the church, the responsibilities of Membership, and enable the Church Members' Meeting to make an informed decision about the application.

8 THE MEMBERSHIP LIST

8.1 Decisions about the membership list rest with the Church Members, but the Charity Trustees shall be responsible for administration.

8.1 A list of the current Church Members shall be maintained by the Charity Trustees incorporating routine changes because of additions or deletions arising through death, transfer to another church, resignation, or a resolution by Church Members' Meeting.¹⁶

8.2 The Church Members must be notified of all changes to the list.

8.2 Routine changes to the membership list shall be reported at the next convenient Church Members' Meeting.

8.3 A regular review is helpful in keeping the list up to date.

8.3 In order to keep the membership list up to date the membership list shall be reviewed at least once every three years when the Church Members' Meeting may resolve to make any appropriate deletions.¹⁷

8.4 On very rare occasions it may be necessary to revoke someone's membership.

8.4 At any time, in exceptional circumstances where the conduct of a Member is considered to be contrary to the Purpose and Beliefs of the Church and/or disruptive to the relationships between Members then the Charity Trustees may recommend to a Church Members' Meeting that the membership of that person be reviewed. The Church Members may, after considering the facts, terminate the membership of that person. The Church Member shall be allowed to hear what is said at the Church Members' Meeting, to correct any errors of fact and offer any explanation of the circumstances or reasons for their actions before withdrawing from the meeting so that the Church Members' Meeting may prayerfully and carefully consider whether they should resolve to remove that person's name from the list of Members.¹⁸

This clause seeks to ensure that the members receive enough information to make a decision and that the individual concerned has an opportunity to make representations.

9 CHURCH MEMBERS' MEETINGS

9.1 Church Members shall meet together in a Church Members' Meeting under the guidance of the Holy Spirit and under the Lordship of Christ to discern the mind of God in the affairs of the Church.

¹⁶ Maintaining an up-to-date list is important because of the need to know the identity of Members entitled to vote at Church Members' Meeting.

¹⁷ Revising a membership list should be approached with care and pastoral concern for the individuals involved. The removal of any individual who cannot attend because of advanced age or illness is not envisaged. This process is intended to allow the Membership List to be kept up to date with adjustments to take account of people who have left the area or with whom the church has lost contact.

¹⁸ This is a framework for dealing with the termination of membership. The clause should operate only after all attempts at reconciliation have been exhausted.

9.2 Notwithstanding the expectation that the Church Members shall be able to express their views in a Church Members' Meeting, this clause reserves some matters for decision by the Members.

10.2 This explanation is necessary because newcomers to the church may not understand that there are two kinds of meeting.

10.2 A regular pattern of Church Members Meetings would be expected, although the exact intervals between meetings are a matter for local decision. It is not envisaged that churches will amend this clause to provide for meetings in particular months of the year.

9.2 The Church Members' Meeting shall have reserved authority in the appointment and removal of a Minister, the appointment and removal of Charity Trustees, decisions related to church property including (without limitation) any purchase, sale, lease, mortgage, or redevelopment of property, the administration of the membership list, and the closure of the Church.

9.3 Any decisions taken under 9.2 in relation to property must comply with the requirements of statute law and any specific property trusts under which the land and buildings are used and occupied by the church.

10. ORDINARY AND SPECIAL CHURCH MEMBERS' MEETINGS

10.1 There are two types of formal Church Members' Meetings, Ordinary Church Members' Meetings and Special Church Members' Meetings.

10.2 Ordinary Church Members' Meetings shall be held at regular intervals on not less than four occasions in any calendar year and shall be an opportunity to consider and review routine matters associated with the life of the Church including issues related to church membership, the appointment and dismissal of the Charity Trustees, the approval of the budget, with opportunities for considering proposals from the Charity Trustees or other Church Members for the development of the Church and the advancement of its Purpose through its Activities.

10.3 One Ordinary Church Members' Meeting each year shall include the Annual Church Members' Meeting for the Church Members to receive annual accounts and reports, to appoint Auditors or Independent Examiners, and to consider proposals for the strategy and vision of the church in the coming year, with other appropriate matters.

10.4 A Special Church Members' Meeting shall be convened when necessary to consider the appointment or dismissal of a minister, matters relating to the purchase, sale, lease, mortgage or redevelopment of church property, the closure of the church, or matters considered by the Charity Trustees to be of sufficient importance to require the calling of a Special Members' Meeting.

11 CALLING CHURCH MEMBERS' MEETINGS

11.1 It is recognised that there will never be a time and date that suits all members.

11.1 Church Members' Meetings shall be convened by the Charity Trustees so as to be convenient for as many Church Members as is reasonable.

11.2 This does not prevent longer notice being given, the additional notices being included in printed material or communicated electronically.

11.2 An Ordinary Church Members' Meeting shall be properly convened if as a minimum requirement the date, time and place for the meeting are publicised at the worship service or services on the previous Sunday (or other regular weekly meeting time when the Church gathers together) with an indication (if possible) of the matters to be considered.¹⁹

11.3 The notice must include an indication of the topic to be discussed.

11.3 A Special Church Members' Meeting shall be properly convened if as a minimum requirement the date, time and place for the meeting are publicised, with as full an indication of the matters to be considered as possible, at the public worship service or services on the two previous Sundays (or other regular weekly meeting time when the Church gathers together).²⁰

11.4 This provision enables Church Members to request a Church Members' Meeting

11.4 Additional meetings whether Special or Ordinary shall be convened by the Charity Trustees as necessary but they shall have specific responsibility to convene a Special Church Members' Meeting as soon as possible upon the receipt of a written request for a meeting signed by at least one tenth of the church membership or twelve Church Members, whichever is the less.

Churches are invited to choose one of the following two options

Option 1 of 2

11.5 Apart from invited guests, only Members of the Church shall attend a Church Members' Meeting

OR

Option 2 of 2

11.5 Members, invited guests, and, if publicly invited, those who normally attend church events may attend a Church Members' Meeting but only Members may vote.²¹

¹⁹ This approach enables the Church to use all possible means to ensure that members know a meeting is planned. It is desirable that an indication of the agenda is provided.

²⁰ Items for discussion at a Special Church Members' Meeting may have long term implications so more notice and information is needed. It is imperative that members have notice of the matters to be considered.

²¹ A choice is offered because of a variety of practice but clarity about who may or may not attend and vote is essential. Associate members of closed membership churches may also vote if permitted in clause 7.2.

12 THE CONDUCT OF CHURCH MEMBERS' MEETINGS

12.1 Worship including prayer and the reading of Scripture shall be a key feature of the Church Members' Meeting. The discussion of any matters affecting the life and activities of the Church shall be set in this context with the intention that, so far as possible, practical issues are not perceived as being separate from the spiritual aspects of the Church.

12.2 A choice is offered because of the variety of practice, but please consider the options carefully and refer to the notes and footnotes

Churches are invited to select one of the following two options that relate to setting a quorum for Church Members' Meetings

Option 1 of 2

12.2 A quorum of (proportion or percentage eg 15%, 25%, 50%) of the total number of Church Members shall apply to Church Members' Meetings.²²

OR

Option 2 of 2

12.2 A quorum of (number) members shall apply to Church Members' Meetings.²³

12.3 It is not automatically assumed that a minister must chair a Church Members' Meeting although this often happens.

12.3 The Church Members' Meeting shall appoint a person (who may or may not be a Minister of the church) to chair the Church Members' Meetings.

12.4 A resolution passed at either an Ordinary Church Members' Meeting or a Special Church Members' Meeting shall not be rescinded within one year, unless notice of the resolution for rescission is given at the Church Members' Meeting prior to that at which there is to be a vote on the resolution to rescind.²⁴

13 VOTING

13.1 Members shall, so far as possible, seek consensus on all matters considered at a Church Members' Meeting.

13.2 For matters requiring a decision a vote shall be taken and the outcome of the vote recorded as the resolution of the Members.

²² Churches wishing to set a quorum may wish to describe this as a proportion of the membership, but setting a quorum too high may make it difficult to convene meetings that are able to take decisions.

²³ Churches could choose to set a minimum number of members, but care is needed. If the membership declines the number should be reviewed.

²⁴ This avoids issues being re-examined repeatedly without allowing time for implementation of valid decisions and giving time for further thought and prayer.

13.3 *The pattern of Members being present in the meeting is the normal pattern.*

This alternative ending may be added where churches have chosen to apply Option 3 in clause 7.2

13.4 *A choice is offered because of a variety of practice within Baptist churches.*

Option 1 of 2

Option 2 of 2

13.5 *This may not always be necessary but can be helpful particularly when dealing with appointments where the number of votes is significant.*

13.7 *Please take time to read this clause and the footnote carefully particularly if your church is more familiar with an alternative pattern*

13.3 Each Member shall have one vote which they may use at the Church Members' Meeting after hearing about the issues and any comments or questions raised by other Members in advance of the vote.

[alternative / additional wording

and if there are Associate Members they may vote at the Church Members' Meeting as agreed by the Church Members' Meeting]²⁵

Churches are invited to choose one of the following two options

13.4 No proxy votes shall be allowed and no postal votes shall be valid

OR

13.4 No proxy votes shall be allowed and no postal votes shall be valid save that the Church Members' Meeting may authorise postal voting for the election of individuals to roles or responsibilities within the church (except for decisions relating to a Minister) where the names of those nominated are known in advance of the meeting. The process for collecting and counting postal votes shall be determined by the Church Members' Meeting.

13.5 If any matter requires a decision affecting or involving individuals and any embarrassment might arise by a public vote then a secret ballot shall be held if requested and agreed by the Church Members' Meeting.

13.6 If a secret ballot is to be held two persons will be appointed as scrutineers to the ballot to count the votes. The person chairing the Church Members' Meeting shall announce the outcome without necessarily revealing the numbers of votes.²⁶

13.7 Except for the Appointment of Charity Trustees referred to in clause 15.12 a resolution at an Ordinary Church Members' Meeting shall be carried if supported by a majority of the Members present, entitled to vote and voting.²⁷

²⁵ It must be clear whether Associate Members, (where a church has this category of membership) may vote. This is a matter for decision by the Church Members' Meeting, see clause 7.2

²⁶ An announcement of who has been elected need not include any indication of how close, or otherwise, the decision was.

²⁷ This wording means that an abstention is a decision not to vote, and therefore it is not counted as a vote against the proposal.

The alternative pattern of a resolution being carried by a decision of those members present and entitled to vote has not been offered. The Charity Commission has indicated that experience in case work and decisions taken in various court cases make the creation of this kind of arrangement unacceptable. Uncertainty would be created around the question of the significance and interpretation of an abstention.

13.8 Please take particular note of this clause, since it does not follow the pattern where the person chairing the Church Members' Meeting has a casting vote.

13.10 This has been included for added clarity. Churches may require a higher vote but need to follow this process to ensure that there is no question later about what was intended

13.11 This is a matter for local decision.

13.8 If there is an equality of votes on any matter at an Ordinary Church Members' Meeting the resolution will be considered rejected and the matter shall be referred back to the submitter for review and if appropriate resubmission to a subsequent meeting for consideration.²⁸

13.9 A resolution at a Special Church Members' Meeting shall be carried if supported by at least two thirds of the Members present, entitled to vote and voting.²⁹

13.10 The Church Members' Meeting or Charity Trustees may want a higher measure of support for a particular resolution but a higher proportion of votes for a resolution shall not override the arrangements in clauses 13.7 or 13.9 unless, before the vote is taken, the Church Members' Meeting passes a further or enabling resolution referring to that particular resolution and specifying the proportion of votes necessary to pass it.³⁰

13.11 Although Members of any age may attend and participate in a Church Members' Meeting the minimum age for voting will be determined by the Church Members' Meeting.

14 MINUTES

14.1 The business conducted at Church Members' Meetings and, in particular, any decisions of the Members shall be recorded in the Minutes for future reference.

14.2 The Minutes shall be written or printed and filed in a book or binder set aside for this purpose using materials of sufficient quality to ensure that they survive for many years and shall be kept in a safe place.³¹

14.3 Each set of Minutes shall be approved by the Church Members attending the next Church Members' Meeting. They shall have the opportunity to review the Minutes and to correct any errors of fact before a formal vote on the approval of the Minutes is taken. If the Minutes are approved the person chairing the Church Members' Meeting shall confirm the Members' acceptance of the Minutes by signing and dating them as a correct record of the preceding meeting.³²

14.4 The signed Minutes shall be conclusive evidence of the decisions taken at the Church Members' Meeting to which they relate.

²⁸ If the use of a casting vote is critical a period of reflection is probably appropriate.

²⁹ See footnote 27.

³⁰ It may be appropriate to test the Members' support for very significant decisions by setting a higher tariff than for most Ordinary or Special Church Members' Meeting resolutions. It is important that the arrangements are clear and accepted by the Members before the vote is taken on the main proposal. For example, a decision to buy a new site may only be financially viable if there is wholehearted support from all the Members, so a vote of 85% in favour of the resolution may be sought.

³¹ Old Minute books should be preserved for historic interest and lodged in a suitable archive.

³² It is good practice to make minutes available to members in advance of the meeting.

15 THE APPOINTMENT AND REMOVAL OF CHARITY TRUSTEES

- 15.1** The statutory definition of Charity Trustees in Section 97(1) of the Charities Act 1993 is “persons having the general control and management of the administration of a charity.”³³
- 15.2** The Church Members’ Meeting shall appoint Charity Trustees to be responsible for the governance of the Church and where there is a Minister that person is a Charity Trustee because of their role and responsibilities. Subject to any specific or general directions of the Church Members’ Meeting and the provisions of 9.2 the control management and administration of the Church shall be by the Charity Trustees, save that the Charity Trustees are not required to do anything that would cause them to be in breach of this Constitution or any trustee duty placed upon them as a result of this role.³⁴
- 15.3** No person may serve as a Charity Trustee if they are disqualified.³⁵
- 15.4** Charity Trustees shall with the possible exception of any newly appointed Minister be chosen from among the Church Members with the maximum number of Charity Trustees being agreed from time to time by the Church Members’ Meeting.³⁶

15.3 This limitation is imposed by statute

³³ The statutory definition is included because a variety of titles are used for church leaders. The term Managing Trustees or Charity Trustees has usually been used to distinguish the local role from the function of property or holding Trustee.

³⁴ Baptist churches are characterised by non-hierarchical leadership arrangements. Governance of a local Baptist church is achieved through the Church Members meeting together to consider matters related to the life and work of the Church. Local Baptist Churches have nevertheless appointed individuals to responsibilities within the church so its mission can be advanced through the effective and deliberate sharing of tasks, within a framework of mutual accountability.

³⁵ Persons under the age of 18 years or otherwise unable to manage their own affairs, un-discharged bankrupts or persons who are insolvent, those with an unspent conviction for a serious offence involving dishonesty, those convicted of a serious offence involving children or those disqualified from appointment as a company director may not be appointed as a Charity Trustee, unless the Charity Commission has received a specific application and granted a waiver.

³⁶ In Baptist Churches the Church Members have gathered together regularly in a Church Members’ Meeting to consider important matters of principle but day to day matters have usually been delegated to a group called a diaconate, made up of the deacons, minister (if any), and elders (if any), and the church secretary and treasurer. An individual local Church may use or continue to use these descriptions for their Charity Trustees, or choose alternative descriptions, provided that the identity of the Charity Trustees and the Church Members is clear. This clause is not intended to prevent the appointment of an existing Church Member as a Minister.

15.5 In this church it shall be the Minister(s) if any and :-

Deacons	Elders
Secretary	Treasurer
Leadership Team			
Other (specify title)		
Other (specify title)		

who together are the Charity Trustees of the Church at the time of adoption of this constitution or the registration of the Charity with the Charity Commission.³⁷

Some Baptist churches choose their secretary and treasurer from among the 'deacons' or Charity Trustees already chosen by the Church Members. This clause does not inhibit the operation of this process

15.6 The Church Members' Meeting shall arrange for the appointment of a Church Secretary and Church Treasurer (or equivalents) who shall by the nature of their responsibilities be Charity Trustees.

The qualifications for Charity Trustees may vary between churches. The choices of 15.7 should not conflict with the choices made at 7.2. Again, please read the clauses and footnotes carefully.

Churches are invited to choose one of the following four options

Option 1 of 4

15.7 Any person qualified to be a Member of the church shall be eligible for election as a Charity Trustee (unless disqualified by statute).³⁸

OR

³⁷ Due to variations of practice Baptist churches are invited to identify those roles that also carry the responsibility of being a Charity Trustee. The Minister/s will always be a Charity Trustee. Each of these groups must be taken in their entirety. When a Church is registered with the Charity Commission and Charity Trustees change, the new names must be notified to the Charity Commission, but changes of title, eg Diaconate to Leadership Team do not need to be notified. Omitting to include a category in the list for your church does not automatically absolve individuals from responsibility if they are actively involved in the governance of the church. For example a person bearing the title 'Treasurer' and managing the church's finances would be a Charity Trustee even if that title and category had not been included.

³⁸ Choosing this option would open the opportunity to serve as a Charity Trustees to all members within either an open membership or a closed membership church. For churches that practice closed membership and maintain a list of Associate members, it is not envisaged that Associate Members would be eligible to serve as Charity Trustees.

Option 2 of 4

15.7 A person (who is not disqualified by statute) may not be a Charity Trustee unless that person has been Baptised in the manner described in the Declaration of Principle referred to in clause 3. ³⁹

OR

Option 3 of 4

15.7 At all times a majority of the Charity Trustees shall be persons (who are not disqualified by statute) who have been baptised in the manner described in the Declaration of Principle in clause 3. ⁴⁰

OR

Option 4 of 4

15.7 Any person qualified to be a full member (rather than an Associate member) of the church shall be eligible for election as a Charity Trustee (unless disqualified by statute). ⁴¹

This should only be chosen if the church has already decided to select the third alternative ending at 7.2, creating a closed membership with Associate members.

15.8 Some Baptist Churches may want to include a restriction on the appointment of close relatives to serve at the same time as Charity Trustees. Where this provision is included its purpose is to ensure balance within the group of Charity Trustees.

Other churches find this to be a disadvantage because it restricts the participation of potentially gifted people.

Churches are invited to choose one of the following two options

³⁹ This would automatically apply to Charity Trustees appointed from among the membership of a closed membership church since they would already have met this requirement. It could be chosen by an open membership church that was content for persons who had not been baptised as defined in the Declaration of Principle to be welcomed as Members, but were not content that they should serve as Charity Trustees.

⁴⁰ This clause might be chosen by an open membership Church that wanted to permit Members who had not been baptised as defined in the Declaration of Principle to serve as Charity Trustees, but subject to restrictions. There are potential difficulties with this choice. It can create something like a two tier membership with different privileges for different groups of members. It often makes the process of electing new Charity Trustees difficult, particularly if a nominated candidate is chosen but cannot accept appointment without breaching this rule. However, it is a provision that has often been included in the constitutions for Baptist churches as providing a safeguard of Baptist identity.

⁴¹ Churches that practice closed membership with an Associate list would need to, or may wish to, limit the opportunity to serve as Charity Trustees to those individuals who are full members.

<i>Option 1 of 2</i>	<p>15.8 A close family member (spouse, parent, child, sibling) of a serving Charity Trustee shall be eligible for appointment as a Charity Trustee.⁴²</p> <p>OR</p>
<i>Option 2 of 2</i>	<p>15.8 A close family member (spouse, parent, child, sibling) of a serving Charity Trustee shall not be eligible for appointment as a Charity Trustee.⁴³</p>
<p><i>15.9 It is essential that the continuing support of the members is tested. It should not be assumed that because there is a vacancy for a Charity Trustee, and a willing candidate that a formal appointment is not needed.</i></p> <p><i>15.10 A choice is offered because of a variety of practice.</i></p>	<p>15.9 Charity Trustees shall serve so long as they have the support of the Church Members' Meeting and (except for those in ministerial office) shall be actively appointed and reappointed at least once every three years.</p> <p style="text-align: center;">Churches are invited to choose one of the following two options</p>
<i>Option 1 of 2</i>	<p>15.10 Charity Trustees (except for those in ministerial office) shall be appointed for one term of three years with the opportunity to be nominated for one further three year term only that must be followed by a vacant year when they shall not be eligible for reappointment.</p> <p>OR</p>
<i>Option 2 of 2</i>	<p>15.10 Charity Trustees (except for those in ministerial office) shall be appointed for an initial three year term with the opportunity to be nominated for reappointment at the end of each three year term.</p>
<p><i>15.11 This is a fundamental principle.</i></p>	<p>15.11 The appointment of Charity Trustees shall be undertaken by processes that are public, clear and open so that all Church Members are enabled to consider prayerfully who should be appointed as Charity Trustees. The process shall ensure that notice is given of any forthcoming election so that Church Members may freely nominate prospective Charity Trustees whose names shall be submitted (after they have indicated a willingness to be appointed) for decision to the Church Members with the intention of ensuring that those appointed have a sufficient level of support from them.</p>
<p><i>15.12.2 Two alternative voting procedures are suggested, both meet the requirements of 15.11.</i></p>	<p>15.12 In this church:-</p>

⁴² Some Baptist Churches find any kind of restriction to be a disadvantage because it restricts the participation of potentially gifted people.

⁴³ Some Baptist Churches include this restriction to ensure balance within the group of Charity Trustees.

15.12.1 Nominations for the role of Charity Trustee other than a Minister shall be made to the Church Secretary (or equivalent) not later than three Sundays (or other regular weekly meeting time when the Church gathers together) before the Ordinary Church Members' Meeting at which the election is to be held. Nominations must be submitted in writing with the supporting signature of two other Church Members and the consent of the candidate. No person may nominate more candidates than there are places vacant. Requests for nominations shall be made at all services on the two Sundays (or other regular weekly meeting time when the Church gathers together) immediately before that Sunday [**alternative** or day] when nominations must cease.

Please choose either option 1 or option 2. They describe two different voting methods.

15.12.2 Two alternative voting procedures are suggested. Both meet the requirements of 15.11. Churches choosing Option 2 also need to consider including 15.2.4 to overcome potential problems where there is an equality of votes.

Option 1 of 2

Option 1 of 2

15.12.2 Voting shall be by secret ballot at an Ordinary Church Members' Meeting. Church Members shall be asked to vote for those nominated candidates who they believe would serve the church well as Charity Trustees. Each Member may vote for as many nominees as they believe meet this criteria. [The number of candidates, being not more than the number of vacancies, receiving the highest number of votes shall be elected provided each candidate shall have received votes from at least [**alternative permitted eg.** 60%, 66%] of those members voting.⁴⁴

OR

Option 2 of 2

15.12.2 Voting shall be by secret ballot at an Ordinary Church Members' Meeting. Church Members shall be asked to vote for those candidates whom they believe could serve the church well as Charity Trustees. They shall vote for no more candidates than there are vacancies. The scrutineers shall report in writing and in confidence to the person chairing the Church Members' Meeting the number of votes cast for each candidate. The number of candidates, being not more than the number of vacancies, receiving the highest number of votes shall be declared to be elected provided that each candidate so declared shall have received votes from at least [**alternatives permitted eg.** 50%, 60% or 66%] of those members voting.

⁴⁴ This voting system where members may vote for more nominees than there are vacancies enables the church to set a higher percentage support required for the election of a Charity Trustee without making this difficult to achieve when there are more nominations than vacancies. In this situation some churches have made provision for a second ballot paper if those with the higher number of votes have not achieved the required percentage support. In the second ballot it is assumed that some members will switch their vote to other candidates, believing that they are also suitable to serve as Charity Trustees. The method of voting represented here enables members to make that indication in the first instance.

This next clause 15.12.3 is optional within the framework of either of the two options at clause 15.12.2. It may be included if the church wishes to permit postal voting as its choice at 13.4

15.12.3 In cases of unavoidable absence Church Members may exercise a postal vote where this is permitted under clause 13.4 provided that votes are returned before the commencement of the Church Members' Meeting at which the election is to be held.⁴⁵

This next sub-clause 15.12.4 is optional within the framework of Option two of clause 15.12.

15.12.4 – If a church has selected option two at 15.12.2 then this clause can be very useful if there are more candidates than vacancies and the spread of votes is wide. The purpose of the second ballot is test whether the highest polling candidates can achieve an affirmation of support to be appointed as a Charity Trustee in accordance with the requirements of 15.12.2, within Option two.

This clause is not needed if the church has chosen option one at 15.12.2.

15.12.4 If there are more candidates than vacancies and if after the ballot, some vacancies remain unfilled because insufficient candidates have received votes from at least 50% of those members voting then, if that Church Members' Meeting agrees, the person chairing the Church Members' Meeting shall delete from the names of those who have not been elected those with the lowest number of votes so as to leave as many names as there now are vacancies (he or she may use his or her casting vote where there is a tie). These names shall be submitted to that or another Church Members' Meeting for balloting on the remaining places.⁴⁶

15.13 A technical defect in the appointment of a Charity Trustee of which the Charity Trustees were unaware at the time does not invalidate decisions taken by the Charity Trustees.

15.14 A Special Church Members' Meeting may rescind the appointment of any Charity Trustee (except for those in ministerial office) at any time.

15.15 Where a Special Church Members' Meeting is considering the dismissal of a Charity Trustee (except for those in ministerial office) the Charity Trustee shall be allowed to hear what is said to the Church Members' Meeting and to correct any errors of fact and offer any explanation of the circumstances or reasons for their actions before withdrawing so that the Church Members' Meeting may prayerfully and carefully consider whether the appointment should be terminated.

⁴⁵ Clause 15.12.3 (within Option one) is offered as an option to churches who wish to allow for 'postal' votes in connection with the election of Charity Trustees.

⁴⁶ Clause 15.12.4 (within Option one) is offered as an option for use where the Church wants to avoid vacancies that might arise because there are a large number of candidates. Alternatively the Church may decide to hold a fresh election at a subsequent Church Members' Meeting to deal with unfilled vacancies. A tie would be unusual. The chairperson may also decline to choose between the two candidates in these circumstances. It could be difficult for an individual to delete a name in these circumstances.

16 RESPONSIBILITIES OF CHARITY TRUSTEES

16.1 For further information about the Responsibilities of Charity Trustees please refer to the Charity Commission website and the Baptist Union Corporation Guidelines leaflets on the Baptist Union of Great Britain website.

16.2 This clause is included as a reminder of a key area of responsibility, to maintain property and ensure appropriate insurance is effected.

16.1 The Charity Trustees shall be responsible for the governance of the Church and the fulfilment of the Purpose through its Activities acting according to the will of God as discerned by the Church Members' Meeting and subject to any specific or general directions of the Church Members' Meeting in relation to the matters set out in clause 9.2.

16.2 The Charity Trustees should keep in an appropriate state of repair and insure to their full value against fire and other usual risks all the buildings of the Charity (except those where the responsibility is of a third party where they shall use reasonable endeavours to ensure that the third party does so). They must ensure that suitable public liability and employer's liability insurance is in place.

17 PROCEEDINGS OF CHARITY TRUSTEES

17.1 Worship including prayer and the reading of Scripture shall be key features of any meeting of the Charity Trustees whose leadership and administration of the church shall be characterised as much by mutual accountability, service, and pastoral care, as strategic thinking and effective management.

17.2 The Charity Trustees shall determine when and how frequently they shall meet provided that they shall convene meetings of the whole group not less than once every two months.

17.3 The Charity Trustees shall determine a quorum for their full meetings that shall not be less than two persons or half of their number whichever is the greater number.

17.4 Notwithstanding the joint and several responsibilities of all the Charity Trustees and in addition to regular meetings of the whole group they may meet in such sub-groups as are necessary and convenient. Reports of such subgroup meetings must be made to the next full Charity Trustees Meeting.

17.5 For matters requiring a decision the Charity Trustees shall, so far as possible, seek consensus on all matters considered at their meetings but where this is not possible a vote shall be taken and the outcome recorded as the resolution of the Charity Trustees.

17.6 The same principles shall apply in Charity Trustees meetings as in Church Members' Meetings, see clause 13.3, to ensure informed decisions are made.

17.6 Each Charity Trustee shall have one vote to be exercised at the meeting.

- 17.7** Every issue may be determined by a simple majority of votes cast at a meeting of the Charity Trustees but if there is an equality of votes on any matter the resolution will be considered rejected and the matter shall be referred back to the submitter for review and if appropriate resubmission to a subsequent meeting for consideration.
- 17.8** The Charity Trustees shall always act in accordance with the provisions of this Constitution and the general law.
- 17.9** Subject to clause 9.3 the Charity Trustees shall act in accordance with the specific directions of the Church Members' Meeting in relation to matters relating to church property including any purchase, sale, lease, mortgage or redevelopment of church property.
- 17.10** Minutes shall be prepared of the proceedings at the meetings of the Charity Trustees including any appointments, the names of those present, the decisions taken, and where appropriate the reasons for the decisions and the Charity Trustees shall decide from time to time whether all or part of these minutes shall be treated as confidential.
- 17.11** Charity Trustees shall respect the confidentiality of their meeting.

18 POWERS OF CHARITY TRUSTEES

- 18.1** The Charity Trustees shall have specific power subject to any general or specific directions of the Church Members' Meeting to apply for and accept grants and to provide security in respect of obligations under grant agreements.
- 18.2** For the avoidance of doubt the Charity Trustees shall have power to borrow money, receive grants, give guarantees and or security for loans, and to make grants or loans of money towards the advancement of the Purpose. In the event of a charge over land and/or buildings being required this must be consistent with provisions in the trusts for the land and with statute law.
- 18.3** For the avoidance of doubt the Charity Trustees shall have power to make grants to other charities working elsewhere in the United Kingdom and/or other parts of the world.

19 APPLICATION OF INCOME AND CAPITAL

The Charity Trustees must use the income and may use the capital where trusts permit it to be spent to promote the Purpose provided that the Charity Trustees may apply an appropriate reserves policy in accordance with the general law.⁴⁷

20 REMUNERATION OF CHARITY TRUSTEES

- 20.1** With the exception only of a Minister or Ministers as authorised by clause 23, or a remuneration permitted under clause 20.2 no Charity Trustee (or any person, firm or company connected with the Charity Trustee) may be paid or receive any other direct or indirect benefit for being a Charity Trustee except the reimbursement of reasonable and proper expenses and other payments permitted by statute or specifically authorised by the Charity Commission.

20.1 There is further guidance on the Charity Commission publication CC.11 Payment of Charity Trustees

⁴⁷ The assets and income must only be applied towards achieving the purpose. Sometimes charities benefit from separate capital funds that are subject to special restrictions or trusts. This needs to be checked carefully because using this capital may be subject to particular rules and limited to restricted uses.

20.2 Where it is proposed that a Charity Trustee (or person, firm or company, connected with the Charity Trustee) is to be employed or receive remuneration or sell goods or services or any interest in land to the Church and where this gains the approval of the Church Members' Meeting then this shall be permitted only if:

- the Charity Trustee or any person connected with the trustee who may benefit directly or indirectly from the proposed remuneration declares an interest in the proposal before discussion on the matter begins;⁴⁸
- absents himself or herself (or in the case of any connected persons themselves) from any part of any meeting at which the proposal is discussed and takes no part in any discussion of it and is not counted in determining whether any such meeting is quorate;
- does not vote on the proposal;
- the remaining Charity Trustees who do not stand to receive the proposed benefit are satisfied that it is in the interests of the Church to contract with or employ that Charity Trustee (or connected person) rather than another independent person and must record the reason for their decision in the minutes;
- in reaching that decision the Charity Trustees must balance the advantage of contracting with or employing a Trustee against the disadvantage of doing so (especially the loss of the Trustee's services as a result of dealing with the Trustee's conflict of interest);
- The Charity Trustees authorising the proposed transaction comprise a majority of the Charity Trustees body and have not received any such benefit.

21 MINISTERS

21.1 The Church may have a Minister or more than one Minister or no Minister. Where a Minister is appointed it is expected that they will become a Member of the Church.

21.2 As in clause 3

21.2 A Minister of this Church shall accept the Beliefs being the Baptist Union's Declaration of Principle.

21.3 Where the Church has a Minister she or he shall be in relationship with the Baptist Union and the Association normally expressed by being on the Baptist Union's Register of Covenanted Persons Accredited for Ministry.

21.4 The Minister, whether or not they are on the Register of Persons Accredited for Ministry shall be supportive of the Church's relationships with other Baptist Churches, the Association and the Baptist Union.

⁴⁸ The statutory definition of a connected person can be found in the Charities Act 1993 Schedule 5.

21.6 In terms of employment law ministers have been considered office holders, a recent court case (as at June 2007) casts doubt on this situation but an appeal is pending. The purpose of this clause is to describe the style and kind of relationship between Church and Minister, not to explore aspects of employment law.

21.5 The tasks fulfilled by Ministers will vary depending on individual ability and gifting but a Minister is normally expected to be involved in the Activities of the Church with an emphasis on the leading of worship and prayer, the teaching of the Christian faith and the pastoral care of individuals. The Minister shall work with the Church towards achieving its Purpose through its Activities.⁴⁹

21.6 Notwithstanding any legal status afforded to a Minister by statute the Church recognises that the Minister and the Church are in a Covenant relationship based on Christian love and trust and mutual accountability. A Minister shall be in a relationship of mutual accountability with the other Charity Trustees and also with the Church Members.

22 THE APPOINTMENT AND REMOVAL OF MINISTERS

22.1 When the Church is seeking to appoint a Minister it will normally consult the appropriate staff within the Association before commencing any appointment process and follow, so far as practicable, the Baptist Union's procedures and recommended terms for the settlement of Ministers.

22.2 A Minister will be appointed or removed by a resolution of the Church Members at a Special Church Members' Meeting at any time.⁵⁰

22.3 Where a Special Church Members' Meeting is considering the dismissal of a Minister the Minister shall be allowed to hear what is said to the Church Members' Meeting and to correct any errors of fact and offer any explanation of the circumstances or reasons for their actions before withdrawing so that the Church Members' Meeting may prayerfully and carefully consider whether the appointment should be terminated.

22.4 The Church and the Minister shall normally agree 'terms and conditions of appointment' including termination procedures based on the standard terms of appointment published by the Baptist Union of Great Britain.

23 THE REMUNERATION OF MINISTERS

Notwithstanding the fact that any Minister or Ministers appointed by the Church are Charity Trustees they will be entitled to be paid an agreed and reasonable remuneration or stipend out of the funds of the Church.

⁴⁹ Any Minister serving the Church will by the nature of their work be a Charity Trustee.

⁵⁰ Many Baptist Churches would only call a Minister if the vote exceeded the two thirds required at a Special Church Members' Meeting, see clause 13.9 but also refer to clause 13.10. Churches contemplating the presentation of a resolution to remove a Minister should take appropriate legal advice and are advised to contact the Association.

24 PASTORAL VACANCIES AND THE APPOINTMENT OF A MODERATOR

When there is no appointed Minister the Church Members' Meeting may appoint a person who is a Church Member or a member of another Baptist Church to be the Moderator (but if they do not do so then the Association may make an appointment of a suitable person) who will hold this office until a new Minister is appointed or until they resign or are released or dismissed by the Church Members' Meeting.⁵¹

25 FINANCE

25.1 The Charity Trustees are jointly and severally responsible for the financial administration of the Church.

25.2 Once in each year the Charity Trustees shall present a budget of subsequent years' projected income and expenditure at a convenient Church Members' Meeting.

26 RECORD KEEPING AND ACCOUNTING

26.1 The Church's annual financial year will run from (e.g. 1 January) to (e.g. 31 December).

26.2 Financial statements of all Church organisations that form part of the Activities shall be presented to the Charity Trustees and incorporated into the Church's financial statements.

26.3 A statement of the Church Accounts (audited or independently examined as required by law) shall be received by a Church Members' Meeting.

26.4 Financial Records, annual reports and statements of account relating to the Church for the previous six years must be available for inspection by any Charity Trustee.

26.5 The law requires Charity Trustees to make the annual report and accounts available to any person who requests these. The Charity Trustees may make a reasonable charge to cover the administration costs of meeting this request.

27 CONSTITUTION

27.1 A copy of this Constitution will be made available to Church Members and to every applicant for membership with the intention that every Member shall be informed about the organisation of the Church and be enabled to participate in the life of the Church and in Church Members' Meetings.

27.2 No amendment may be made to this Constitution that would have the effect of making the Charity cease to be a charity at law.

27.3 Subject to clauses 27.4 and 27.5 this Constitution may be altered only by a resolution of a Special Church Members' Meeting.

26.2 This links with the statement in 4.3.

⁵¹ A Moderator is a facilitator whilst there is a pastoral vacancy and will usually chair meetings of the Charity Trustees and Church Members' Meetings as determined locally according to need and circumstances. It is strongly recommended that the Moderator be appointed in consultation with the Association. They do not need to become a Member of this Church. The Moderator will not be a Charity Trustee unless they fulfill the responsibilities of a Charity Trustee.

- 27.4** No amendment may be made to clause 20.2 or 28.2 without the prior written permission of the Charity Commission.
- 27.5** Notwithstanding the provisions 27.3 and 27.4 a resolution of a Special Church Members' Meeting altering clauses 2, 3, 5, 7.5, 8.1, 9.1, 9.2, 15.2, 15.11, 27.3 or 28.1. shall have no legal effect unless
- (a) at least 6 months before the Special Church Members' Meeting at which the resolution is considered, or such shorter period as may be agreed in writing by each of the bodies referred to in clause 5.1, the Church shall have given to those bodies written notice of the wording of the resolution and
- (b) the Church has afforded to those bodies reasonable opportunities, if those bodies so require, for enabling representatives of those bodies to meet representatives of the Church, to make representations to the Church Members' Meeting, and to consider with the Church whether the proposed resolution might be withdrawn, amended or replaced by a different resolution.⁵²
- 28 CLOSURE**
- 28.1** If the Church resolves to close it shall notify the Baptist Union of Great Britain and the Baptist Association.⁵³
- 28.2** If the Church shall resolve to close or shall cease to meet for worship for at least six months the assets of the Church, after the satisfaction of debts and liabilities (not being property assets subject to separate trusts) shall be applied for Christian charitable purposes as decided by a Special Church Members' Meeting or, failing decision in that way, as decided by the Association and notified to the Union.
- 28.3** The Charity Trustees of Churches that are registered charities shall notify the Charity Commission of any closure or dissolution.
- 28.4** The property assets shall be dealt with by the holding trustees in accordance with the property trusts.

⁵² The period of 6 months can be shortened with consent, if there is a non-controversial amendment. It also allows for a shortened consultation period where a revised or new resolution is proposed after consultation, avoiding the need for a further period of 6 months to elapse before the resolution can be brought for approval to a Special Church Members' Meeting.

⁵³ Churches are strongly encouraged to seek advice and help from their Association or the Baptist Union before closure so that all possible means of continuing or restructuring their work can be explored.

This is one of a series of *Guidelines* that are offered as a resource for Baptist ministers and churches. They have been prepared by the Baptist Union Corporation Limited and are, of necessity, intended only to give very general advice in relation to the topics covered. These guidelines should not be relied upon as a substitute for obtaining specific and more detailed advice in relation to a particular matter.

The staff at the Baptist Union Corporation, at Baptist House will be very pleased to answer your queries and help in any way possible. It helps us to respond as efficiently as possible to the many churches in trust with us if you write to us and set out your enquiry as simply as possible.

The Baptist Union Corporation staff also deal with churches that are in trust with the East Midland Baptist Trust Company Limited and the North Western Baptist Association (Incorporated).

If your holding trustees are one of the other Baptist Trust Corporations you must contact your own Trust Corporation for further advice.

If you have private trustees they too should be consulted as appropriate.

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