

TORONTO BAPTIST CHURCH



GENERAL GUIDELINES

APPLICATION FOR MEMBERSHIP

The members selected by the Church to interview an applicant shall ensure that the following matters are covered during the interview:

- a. Determine the time and nature of the conversion of the applicant to Christianity and their Baptism;
- b. Determine that the applicant is familiar with, and agrees with, the doctrinal basis of the Toronto Baptist Church;
- c. Ensure that the applicant has a copy of, and agrees with, the Church's Constitution;
- d. Explain the responsibilities of membership and encourage the applicant to identify an area of service that they believe God would have them undertake.

In carrying out this interview aids such as the "Baptist Basics" series distributed by the Baptist Union of NSW, may be of some value.

A written report is to be provided to the Church covering the above topics including a recommendation regarding the application for membership.

MEMBERS ROLL

The membership roll of the Church shall consist of two parts:

- a. **Resident Members Roll** - this roll shall contain the names of those who are actively engaged in the local work and regularly attend the services of the Church or who are living in the locality and are prevented by health or legitimate circumstances from such activity or attendance.
- b. **Absent Members Roll** - this roll shall contain the names of those who are actively engaged in Christian work but are remote from this Church and thus unable to regularly attend the services of the Church. It shall also contain the names of those who because of their particular circumstances have had their names placed on this roll by the Church.

Only those whose names are on the Resident Members Roll shall be counted for the purposes of determining the Quorum at Church meetings.

When a resident member leaves the locality and/or becomes involved in another Church or active Christian work remote from the Church their name shall forthwith be placed on the Absent Members Roll and a letter of encouragement written to them advising them of that action.

The Deacons will annually review the Resident Members Roll to identify any resident members who have been absent from the Church for an extended period of time. The names of such people will be given to the Pastors and Elders for visitation or other contact. The report of the Pastors and Elders will form the basis of a recommendation that may be presented at a Church Meeting regarding transfer to the Absent Members Roll.

NUMBER OF DEACONS

There shall be no limit on the number of Deacons provided that their election and appointment is in accordance with the Church's Constitution.

CHURCH ORGANISATIONS

No organisation shall claim affiliation with the Church without the approval of the Diaconate. Any organisation which utilises its connection with the Church for operational purposes shall lodge with the Secretary a statement of objectives. It shall also provide a written report to the Annual Meeting of the Church and to the Deacons at their request in which it advises of its progress in meeting its objectives.

AUDIT OF FINANCIAL BOOKS

A qualified external auditor shall be appointed by the Church at its Quarterly Meeting prior to the Annual Meeting to audit the Church's financial books, and provide a report to the Annual Meeting pertaining to that audit.

SCREENING OF CHILDRENS/YOUTH WORKERS

All children and youth workers must be screened in accordance with legal requirements and the Church's Child Protection Guidelines.

ANNUAL GENERAL MEETING NOMINATIONS

No nominations are to be taken from the floor at the Annual General Meeting, except for the positions of Secretary, Treasurer and scrutineers.

INSURANCE AND USE OF NON-CHURCH EQUIPMENT

At times people bring various pieces of their own equipment into the church to use in services and other church activities. Because the church does not own these pieces of equipment they are not covered by church insurance if they are damaged or stolen.

While the church appreciates people generously using their own equipment, the following points should be noted:

- a. If you bring equipment to the church please look after it while it is there and do not leave it there when you leave. Any equipment left at the church remains the responsibility and risk of its owner.
- b. If you borrow a piece of equipment from someone else and bring it to the church the owner should be informed that church insurance does not cover damage or loss. You will need to have an understanding with the owner as to who pays for damage or theft of the equipment should such an event occur.

DELEGATES TO BAPTIST UNION ASSEMBLY and HUNTER DISTRICT BAPTIST ASSOCIATION

Due to the nature of the business on which delegates to the Baptist Union of NSW Assembly and Hunter District Baptist Association may be called upon to vote, it is a requirement of the enabling legislation that delegates to these bodies are members of the Church.