

**ENFIELD TOWN
COMMUNITY CHURCH**

CHURCH HANDBOOK FOR MEMBERS

19 June 2017

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1. Introduction

Welcome to Enfield Town Community Church (ETCC). We are a group of ordinary people who belong to an extraordinary family. This local church is one small part of the Church of God made up of everyone who is united to the Lord Jesus Christ by the Holy Spirit through faith in Him.

The Church of God is essentially a gathering of God's people, assembled spiritually around the Lord Jesus Christ in heaven (Hebrews 12: 22-24). As a local part of that Church, we gather together to remind ourselves of His presence with us and the great things He has done for us, and we spur each other on to do the good works that He has saved us to do.

This booklet is our family handbook. It covers how you can become a part of our family, the expectations of family members and how we make decisions together.

If there is anything that you are unsure about, please speak to one of the Pastors or your Link Elder, who will be happy to go through it with you.

2. Becoming part of this local church family

If you are a Christian and you regard this local church as your spiritual home you are already essentially part of our family and we hope that everyone in that situation will acknowledge this by becoming a formal member of the church.

By becoming a member, you are identifying yourself to the other members as one of God's people and committing yourself to serve them, to be served by them and to serve together with them, under the spiritual oversight of the Elders, as the church's leaders.

The process for becoming a member is set out in Appendix C of this booklet. One of the key requirements for becoming a member is that you formally agree to the beliefs summarised in Appendix A, which is this church's Basis of Faith. The Basis of Faith sets out the core truths of the Gospel which we believe every true Christian will agree with.

We also have another statement of beliefs at Appendix B, which are our Doctrinal Distinctives. The Doctrinal Distinctives set out the church's position on a number of matters which affect the way we conduct our church family life together. These distinctives flow from our desire to submit to the authority of the Bible in all matters of faith and practice. We understand that the practical outworking of some of these distinctives may differ from other believers in our Lord Jesus. If someone wishes to promote contrary views, membership of this local church is unlikely to be appropriate.

3. Being part of our family

In his letter to the Ephesians, the Apostle Paul exhorts the members of that local church to "Be imitators of God, therefore, as dearly loved children and live a life of love, just as Christ loved us and gave Himself up for us as a fragrant offering and sacrifice to God." (Ephesians 5:1).

Paul insists that they must no longer live in the way that they used to before they became Christians. Therefore, we expect that the members of this local church family will be works-in-progress, continually “putting off” their old selves, being renewed in their spirits and growing into the character of the Lord Jesus Christ.

The privileges and responsibilities of church membership in Appendix C set out some of the ways in which we believe a Christ-like character will be expressed in the life of the church, but this is not intended to be an exhaustive list.

Some areas of service within the church are only open to members. On becoming a church member, there will be a discussion about the areas of service that might be appropriate.

4. The leadership of our family

The leader of our family is the Lord Jesus Christ Himself, who leads us by sending His Spirit to give us insight into His word contained within the Bible and to empower our obedience to His word. The Lord Jesus also gives us leaders, referred to in this local church as Elders and requires us to follow them as they follow his example and to submit to their leadership so that they can serve us with joy (Hebrews 13:7 and 13:17).

The process for the appointment of Elders and other church officers is summarised in Appendix D.

New members will be allocated to one of the Elders as their ‘Link Elder’. They will normally be the members’ first point of contact with the Eldership.

Many of the decisions within our family will be made by the Elders/other church officers/staff, but there are some decisions that will require the approval of the church members at church members’ meetings. The provisions for the arranging and running of church members’ meetings are summarised in Appendix E, with full details in the Church Constitution.

5. Family discipline

As with any family, sometimes the members of this local church may fall out with each other or will fall into a pattern of behaviour which does not reflect the family likeness. However, true family members will show that they really are part of the family by being reconciled to each other when disputes arise and by continually turning away, with the Lord’s help, from patterns of behaviour which are dishonouring to Him.

Where members refuse to be reconciled or to turn away from behaviour that dishonours the Lord, we may sadly have to take the step of removing them from formal membership because their behaviour indicates that they may not truly be part of the family. In removing someone from membership in these circumstances, our hope is always that their removal will prompt them to repentance and that they will be welcomed back with open arms. The way family discipline is conducted is set out in Appendix F.

6. Moving to another part of our wider family

For many good reasons, members of our family may move to other parts of the country or abroad so that they are no longer able to gather together with us. Whenever this happens, we will help you find another Bible-believing church that you can belong to.

When you join another church, your membership of this church will normally come to an end, but you will of course still be part of our wider family. When you do join another local church we can provide a reference to confirm that you are in good standing with us and not subject to family discipline, if your new church family requests that.

In some situations, such as if you move to a part of the world where there is no healthy local church family, it may be appropriate for you to remain as a member of this church and to continue to be supported in prayer and other ways.

7. The legal structure of the church and amendments to the Handbook

The church needs to have a legal structure so that we can hold finances and property in accordance with the laws of the land.

The church has therefore been established as a Charitable Incorporated Organisation (CIO). In addition to this Church Handbook, there is also a Constitution for the church containing all the matters that are legally required to be included in a CIO's governing document. The Constitution sets out the legal purposes for which the church is established, which are as follows:

- The advancement of the Christian faith in accordance with the Basis of Faith primarily, but not exclusively, within the London Borough of Enfield and the surrounding neighbourhood, and
- Such other charitable purposes as shall, in the opinion of the members of the church in general meeting, put into practice the Christian faith in accordance with the Basis of Faith including, but not limited to, the prevention and relief of need, hardship and sickness; the advancement of education; and the provision of community facilities.

The Constitution designates the Elders of the church as the charity trustees for legal purposes.

The Constitution states that it is the legal duty of each member of the church to “exercise his or her powers as a member of the church in the way he or she decides in good faith would be most likely to further the purposes of the church” as set out above.

The church was established as a CIO under the Constitution dated 19 June 2017, and this Church Handbook was adopted by the members on 19 June 2017. Any new member must confirm in writing their wholehearted agreement to the church's Basis of Faith and acceptance of the provisions of this Church Handbook before being admitted to membership.

The process for making amendments to the Church Handbook is set out in Appendix G.

8. Queries or questions

If you have any queries or questions, please speak to one of the Pastors or your Link Elder.

Church Statement of Faith

The church's Statement of Faith is the Doctrinal Basis of Faith of the Fellowship of Independent Evangelical Churches (FIEC), of which ETCC is a member. This is reproduced below by permission:

1. God

There is one God, who exists eternally in three distinct but equal persons: the Father, the Son, and the Holy Spirit. God is unchangeable in his holiness, justice, wisdom and love. He is the almighty Creator; Saviour and Judge who sustains and governs all things according to his sovereign will for his own glory.

2. The Bible

God has revealed Himself in the Bible, which consists of the Old and New Testaments alone. Every word was inspired by God through human authors, so that the Bible as originally given is in its entirety the Word of God, without error and fully reliable in fact and doctrine. The Bible alone speaks with final authority and is always sufficient for all matters of belief and practice.

3. The Human Race

All men and women, being created in the image of God, have inherent and equal dignity and worth. Their greatest purpose is to obey, worship and love God. As a result of the fall of our first parents, every aspect of human nature has been corrupted and all men and women are without spiritual life, guilty sinners and hostile to God. Every person is therefore under the just condemnation of God and needs to be born again, forgiven and reconciled to God in order to know and please Him.

4. The Lord Jesus Christ

The Lord Jesus Christ is fully God and fully man. He was conceived by the Holy Spirit, born of a virgin, and lived a sinless life in obedience to the Father. He taught with authority and all his words are true. On the cross he died in the place of sinners, bearing God's punishment for their sin, redeeming them by his blood. He rose from the dead and in his resurrection body ascended into heaven where he is exalted as Lord of all. He intercedes for his people in the presence of the Father.

5. Salvation

Salvation is entirely a work of God's grace and cannot be earned or deserved. It has been accomplished by the Lord Jesus Christ and is offered to all in the gospel. God in his love forgives sinners whom he calls, granting them repentance and faith. All who believe in Christ are justified by faith alone, adopted into the family of God and receive eternal life.

6. The Holy Spirit

The Holy Spirit has been sent from heaven to glorify Christ and to apply his work of salvation. He convicts sinners, imparts spiritual life and gives a true understanding of the Scriptures. He indwells all believers, brings assurance of salvation and produces increasing likeness to Christ. He builds up the church and empowers its members for worship, service and mission.

7. The Church

The Universal Church is the body of which Christ is the head and to which all who are saved belong. It is made visible in local churches, which are congregations of believers who are committed to each other for the worship of God, the preaching of the Word, the administering of Baptism and the Lord's Supper; for pastoral care and discipline, and for evangelism. The unity of the body of Christ is expressed within and between churches by mutual love, care and encouragement. True fellowship between churches exists only where they are faithful to the gospel.

8. Baptism and The Lord's Supper

Baptism and the Lord's Supper have been given to the churches by Christ as visible signs of the gospel. Baptism is a symbol of union with Christ and entry into his church but does not impart spiritual life. The Lord's Supper is a commemoration of Christ's sacrifice offered once for all and involves no change in the bread and wine. All its blessings are received by faith.

9. The Future

The Lord Jesus Christ will return in glory. He will raise the dead and judge the world in righteousness. The wicked will be sent to eternal punishment and the righteous will be welcomed into a life of eternal joy in fellowship with God. God will make all things new and will be glorified forever.

Doctrinal Distinctives

The doctrinal distinctives listed below are the convictions of this local church on a range of issues which affect the way we conduct our church family life together. They flow from our desire to submit to the authority of the Bible in all matters of faith and practice. The Elders of the church are required to believe and teach these doctrines.

Church members are required to accept these doctrinal distinctives. That does not mean that they have to agree with the particular ways this local church applies the distinctives, but they are required to acknowledge that these are the official position of this church and that they will not promote contrary views that will either threaten the unity of the church or dishonour the name of the Lord Jesus.

- **Baptism**

Baptism is a command of the Lord Jesus Christ to all those who believe in Him. This church teaches, preaches and practices believers' baptism. The normal mode of baptism is full immersion in water, but the Elders may agree an alternative mode where appropriate.

Anyone interested in being baptised, should first speak to one of the Pastors. The decision to baptise at the church, or not, will be taken by the Elders.

- **The Lord's Supper (Communion)**

The Lord's Supper (or Communion) is a symbolic meal of thanksgiving established by the Lord Jesus in which we:

- Regularly remember His atoning work on the cross
- Acknowledge our sharing in the benefits of His death
- Have fellowship with the Lord Jesus and each other
- Are reminded of His love for us, which is to guide our relationships as the body of Christ
- Proclaim His death until His return

The Lord's Supper is normally celebrated twice a month, either at morning or evening Sunday services. All who truly believe in the Lord Jesus and know Him as their own personal Saviour are encouraged to take part.

- **Complementarianism**

This church's position is that men and women have different but complementary roles and responsibilities in marriage, family life, church leadership, and elsewhere. The Bible teaches that although women are precluded from certain roles and ministries within the church, they are of equal status to men and have other important ministries.

This church holds to the doctrinal distinctives on Women in Ministry adopted by the Fellowship of Independent Evangelical Churches (FIEC) in their Statement on this issue. This is available on the FIEC website (<https://fiec.org.uk/who-we-are/beliefs>).

- **Marriage**

This church's Statement of Faith sets out that the Bible is the final authority for all matters of belief and practice and the members of the church agree that the teaching of the Bible is that marriage is between one man and one woman (Genesis 2:24, Matthew 19:4-6, Ephesians 5:31-33) and that all sexual practices outside of marriage between a man and a woman are sinful and wrong.

This includes homosexual practices (Romans 1:24-32; 1 Corinthians 6:9-11) regardless of whether or not homosexual marriage is permitted by the laws of England and Wales. The Bible also teaches that we must not be actively or passively complicit in sin (1 Corinthians 6:18-20; Ephesians 5:8-16; 1 Timothy 5:22) and that faith without works is dead (James 2:17).

It is therefore important that members must in no way condone, promote, assist or encourage adulterous or extra-marital sexual practices, whether heterosexual or homosexual.

This church holds to the doctrinal distinctives on Same Sex Marriage adopted by the Fellowship of Independent Evangelical Churches (FIEC) in their Statement on this issue. This is available on the FIEC website (<https://fiec.org.uk/who-we-are/beliefs>).

- **Gospel Unity**

As a member of the Fellowship of Independent Evangelical Churches (FIEC), this church holds to the doctrinal distinctives on Gospel Unity adopted by the FIEC in their Statement on this issue. This is available on the FIEC website (<https://fiec.org.uk/who-we-are/beliefs>).

Church Membership

This Appendix comprises the membership requirements of the Church Handbook referred to in the Church Constitution.

1. Eligibility for membership

Membership of this local church is open to all those who:

- Are publicly professing faith in Jesus Christ as Lord and Saviour and are seeking to live as one of His disciples.
- Are in full agreement with the church's Statement of Faith (attached in Appendix A).
- Are prepared to accept the Doctrinal Distinctives of the church (attached in Appendix B).
- Commit themselves to serve Christ in united corporate fellowship and solidarity with the other members of the church.
- Agree to submit themselves to the leadership of the Elders of the church.
- Fully accept the responsibilities and obligations of church membership (outlined in Section 3 below).

2. Categories of membership

2.1 Full Adult members

- Anyone aged eighteen years or above, who fulfils the other membership criteria, may become a full adult member of the church.
- Full adult members are not allowed to hold a concurrent equivalent membership of any other church (unless, in exceptional cases such as mission partners, or students, the Elders agree to this).

2.2 Junior members

- Anyone aged between fifteen and seventeen years, who fulfils the other membership criteria, may become a junior member of the church.
- Junior members are encouraged to attend and participate in discussions at church members' meetings, but are not allowed to vote.

2.3 Honorary Members

- In exceptional circumstances, the Elders may give someone the status of Honorary (non-voting) Member.

3. Privileges and responsibilities of members

Membership of the church brings with it privileges and responsibilities. The privileges include being identified as part of this local church of God, being able to take part in discussing and agreeing the way in which the church should move forward and benefitting from the pastoral care of the church leaders and other members.

The responsibilities of church membership include submitting to the authority and leadership of the Elders of the church in accordance with the provisions of this Church Handbook and the Church Constitution, participating in the work of the church and its activities, attending meetings regularly, serving and bearing each other up before the Lord in prayer, and sharing in the financial needs of the church.

Church members are expected to demonstrate their commitment to serving Christ as part of this church through:

- Seeking to live a life which is consistent with the faith in our Lord Jesus Christ which we profess.
- Regular private prayer for the work and ministry of the church and regular personal Bible study.
- Regular attendance at Sunday services, mid-week opportunities for prayer and Bible study and other church meetings and events, as individual circumstances allow.
- Ministering to one another, and the wider community, in accordance with their gifting.
- Active participation in the Gospel outreach of the church.
- Attendance at church members' meetings.
- Submission to the authority and leadership of the Elders of the church.
- Making every effort to keep the unity of the Spirit through the bond of peace. (Ephesians 4:3)
- Regular financial contribution to the work of the church, and the Lord's work in general, in accordance with their means.

The Church Constitution sets out the legal duties of church members. These are:

“It is the duty of each member of the church to exercise his or her powers as a member of the church in the way he or she decides in good faith would be most likely to further the purposes of the church”.

4. Applying for membership of the church

Anyone meeting the eligibility criteria outlined above is encouraged to become a member of the church. The procedure for applying for membership is as follows:

- Anyone interested in applying for membership of the church should firstly speak to one of the Pastors or Elders.
- They will then be asked to fill in a short application form.
- Where a person applying for membership was previously a member of another church, the Elders are likely to request a reference from the leaders of that church regarding the applicant's suitability for membership.
- The Elders will then consider whether the applicant is eligible for membership. This will normally involve arranging to meet with the applicant to discuss their application and any queries they may have.
- Where the Elders agree that an applicant meets the qualifications for membership, the applicant will be informed. Notice will then be given in the Sunday Notice Sheet that it is proposed to welcome them into membership at a forthcoming Sunday Communion service. Any church member who wishes to raise any query or reason why the applicant should not be welcomed into membership should speak to one of the Elders as soon as possible before the date when they are proposed to be welcomed into membership.
- Once agreed, the applicant will be formally welcomed into church membership at a Sunday communion service, the date of which will be advised to them in advance.
- New members of the church will be encouraged to attend all church members' meetings after being admitted to membership and full members will be entitled to vote on any matter.

5. Service in the church

Only church members may be appointed to key roles of service in the church, as agreed by the Elders. There may be exceptions, at the discretion of the Elders.

6. Resignation of members

A member of the church may resign their membership at any time by giving written notice to the Elders.

7. Joining another church

A member of the church will be treated as having resigned from membership of the church if they become a member of another church. There may be exceptions, at the discretion of the Elders.

8. Moving out of the area

If a member moves out the geographical area served by this church, it will be assumed that they resign their membership, unless there are exceptional circumstances, agreed by the Elders.

Appointment of Church Officers

1. Pastors

All Pastors must fully subscribe to the Church Constitution, Statement of Faith and the Doctrinal Distinctives of the church. They must have been baptised as a believer in Jesus Christ.

It is the responsibility of the Elders to nominate a suitable candidate to a pastoral vacancy. Nominations will be communicated to church members in writing, who will then be asked to vote on the appointment at a church members' meeting. The vote will be by secret ballot and 80% of the members present and voting must vote in favour.

All Pastors are Elders of the church. The lead Pastor is the Chairman of the Elders and "first among equals" with the other Elders. He is set apart for the teaching and preaching of God's Word and the pastoral leadership of the church.

2. Elders

The Elders are responsible for the spiritual and pastoral oversight of the church. The Elders oversee all church meetings and all church activities. Elders must be men qualified by the Holy Spirit in character and experience (as described in 1 Timothy 3: 1 – 7 and 11; Titus 1: 5 – 9 and 1 Peter 5: 2 – 3) and must be church members.

Nominations for a new Elder (or the re-appointment of an existing Elder) are made by the body of Elders. Nominations will be communicated to church members in writing, who will then be asked to vote on the appointment at a church members' meeting. The vote will be by secret ballot and 80% of the members present and voting must vote in favour.

The number of Elders is not fixed, however there has to be a minimum of three, with the majority not being paid by the church. Elders are appointed for a term of five years and are then eligible for re-appointment. The Elders normally meet formally once a month.

No Elder can speak against a matter at a church members' meeting, or elsewhere, which has been formally agreed at an Elders' meeting.

3. Church Secretary and Church Treasurer

The Elders will appoint from among themselves a Church Secretary and a Church Treasurer.

3.1 Church Secretary

The Church Secretary is responsible for overseeing the corporate governance of the church. This includes managing the Church Constitution and Church Handbook, the documentation around the employment of church staff and the arrangements for church members' meetings. The Church Secretary is also responsible for minuting Elders' meetings, which

are required in the Church Constitution, as the Elders are the charity trustees of the Charitable Incorporated Organisation (CIO).

3.2 Church Treasurer

The Church Treasurer is responsible for overseeing the financial governance of the church. This includes maintenance of the church's financial accounts. Any member responsible for the use of any church funds is accountable for those funds to the Church Treasurer. The Treasurer is supported by a Finance Team appointed as Deacons by the Elders.

4. Deacons

Deacons are church members to whom the Elders have delegated key leadership responsibilities for both the practical affairs of the church and the regular activities of the church. These will include key areas of administration, teaching, care and outreach. Deacons must be men or women qualified by the Holy Spirit in character and experience (as described in Acts 6:3 and 1 Timothy 3: 8 – 13).

Deacons are appointed by the Elders. The names of newly appointed Deacons are taken to the church Annual General Meeting for noting.

The Deacons may propose additional leaders and helpers to serve with them. These appointments must be approved in advance by the Elders. Such leaders and helpers must be church members.

The Deacons normally meet termly with the Elders for discussion and prayer about the mission and direction of the church. No Deacon can speak against a matter at a church members' meeting which has been formally agreed at an Elders and Deacons meeting.

5. Church Staff

Church staff are appointed by the Elders. The establishment of new church staff posts which have significant financial implications will be taken to a church members' meeting for agreement.

Church Members' Meetings

1. Arrangements for Church Members' Meetings

All church members are encouraged to attend church members' meetings whenever possible. These are opportunities to hear about the Lord's work in the church and our partner churches, to discuss and take decisions about extending the work and to pray and praise God together.

All church members will be given at least 16 days advanced notice of church members' meetings by the Church Secretary, via the Church Office. Copies of the agenda and minutes of the last church members' meeting will be made available to members by the Church Secretary.

Members should advise the Church Secretary of any items they propose to raise under 'Any Other Business' at a church members' meeting at least seven days in advance of the meeting, in order to allow it to be considered.

The full provisions for church members' meetings are set out in the Church Constitution.

2. Frequency

The Church Constitution requires one formal church Annual General Meeting (AGM) per year to consider the church annual accounts for the preceding year. In addition to the AGM, the church normally holds two other church members' meetings each year, arranged so that there is one members' meeting each school term.

3. Quorum

In order to be quorate, at least 25% of the current church membership must be present at a church members' meeting. If there are not enough members present to be quorate, the meeting may be postponed, or may go ahead, but no decisions may be made.

4. Voting on decisions

Most decisions made at church members' meetings only require a majority of those members present and voting (i.e. 51% or more) to be carried. In these cases, votes will normally be indicated by a show of hands at the church members' meeting and no votes by proxy will be available.

A greater majority is required for decisions about significant issues or matters of a contentious nature. In these cases, a secret ballot of members may be held. Where a secret ballot is proposed, members will be advised in advance and members unable to attend the church members' meeting will be able to vote in advance, via the Church Secretary.

The voting requirements in these situations are set out below, with the reference to the relevant part of the Church Constitution or Church Handbook.

Church members' meetings voting requirements for significant decisions / contentious issues

Decision	Majority required
<ul style="list-style-type: none"> To allow a church members' meeting to proceed at short notice (i.e. without due notice being given) (Constitution - 11.3.2)	90% of all church members
<ul style="list-style-type: none"> To amend the Church Constitution (Constitution - 27.1)	90% of church members voting at a church members' meeting
<ul style="list-style-type: none"> To amend the Church Handbook (Handbook – Appendix G)	75% of church members voting at a church members' meeting
<ul style="list-style-type: none"> To amend the Basis of Faith (Constitution - 27.3)	80% of all church members
<ul style="list-style-type: none"> To wind up the church (Constitution - 28)	75% of church members voting at a church members' meeting
<ul style="list-style-type: none"> Appointment of an Elder (including a Pastor) (Handbook – Appendix D)	80% of church members voting at a church members' meeting
<ul style="list-style-type: none"> Other significant decisions or contentious issues (Including, but not limited to, the purchase or sale of church property, or the establishment of a new staff post)	67% of church members voting at a church members' meeting

Appendix F

Church Family Discipline

1. Reasons for church discipline

A member of the church may be subject to church discipline, potentially including removal from membership, for any of the following reasons:

- They err in doctrine so that they no longer affirm the Statement of Faith of the church (see Appendix A).
- They are no longer willing to accept the practices and doctrinal positions in the church's Doctrinal Distinctives (see Appendix B).
- They err in conduct by committing open sin which brings the Lord Jesus, His Gospel and / or the church into disrepute.
- They have consistently failed to fulfil the responsibilities and obligations of a member of the church.
- They refuse to repent of sin committed against another church member which has been drawn to their attention.
- They have made false and malicious allegations against another member(s) of the church.
- They are causing division or dissension in the church.
- They are no longer living in submission to the leadership and authority of the Elders of the church.

2. Process for church discipline

The Elders must be informed as soon as possible where it is believed that any of the reasons set out in Section 1 above apply to a member of the church. Where concerns about a member are raised by another member who they believe they have been sinned against, that member should normally raise the issue first with the person concerned and only report it to the Elders if the two members concerned are unable to resolve the matter between themselves.

Where the Elders are informed, or they themselves believe that any of the reasons set out in Section 1 above apply to a member, at least two of the Elders will meet informally with the member to discuss the matter and seek resolution, in line with Biblical principles.

The Elders looking into the matter will then report back to the Elders to decide whether it is necessary for a formal discussion at a future Elders' meeting and what additional steps they should take (if any).

During the process of looking into such a matter, the Elders may decide that it is appropriate to temporarily suspend the member from church membership, while the issue is being reviewed and a clear conclusion reached.

Even in cases where there has been genuine repentance, the Elders may still be required to report certain issues to the relevant secular authorities. In such cases, the Elders will give

the member concerned all the pastoral and practical support that is appropriate for a member who is genuinely repentant.

3. Process for removal from church membership

A member of the church may only be removed from membership by the Elders of the church after following the process below:

- The Elders will have made every effort to address the issue, as outlined in Section 2 above, in order to allow the member to continue in membership if possible.
- If the Elders are formally considering whether or not to remove the member from membership, they will confirm in writing to the member why their removal from membership is being considered. The Elders will invite the member to make formal representations to them, either in writing prior to an Elders' meeting, or at an Elders' meeting if they wish to (either directly themselves or with a representative), giving them at least 21 clear days' notice of the meeting in writing. If the member does choose to make a representation, the Elders will take the representation into account when deciding whether the member should be removed from membership.

Anyone who has been removed from membership may re-apply for membership in the normal way and will be welcomed back into church membership if their application for membership is agreed by the Elders.

4. Additional disciplinary measures

If someone is removed from membership, the Elders may also impose any of the following additional measures:

- A restriction from attending or taking part in any or all of the meetings of the church, including meetings or activities that are normally open to the public.
- The remaining members may be asked not to have any association with the person who has been dismissed from membership in accordance with specific guidance from the Elders.

Any of the above measures may be removed later by the Elders.

Amendments to Church Handbook

The Church Handbook can be amended by the Elders under the authority of a resolution of the members of the church approving the change at a church members' meeting, provided that the proposed amendment would not cause the church to lose its charitable status or cause this Church Handbook to be inconsistent with the Church Constitution.

A majority of 75% of those members present and voting at the church members' meeting is required to approve a proposed amendment to the Church Handbook.

Notice of any proposed amendment, together with the specific wording of the proposed change, must be given in writing to all church members in advance of the members' meeting at which the proposal will be put to the vote.