THE BRIDGE CHURCH, CARDIFF CHURCH HANDBOOK

We certify this to be the Church Handbook adopted by the members of The Bridge Church at a meeting of the members held on the $23^{\rm rd}$ October 2018

Chairman: Secretary: J-95a

As amended at a meeting of the members on:

Date of Revision

Signature of Chair

Signature of Secretary

The Bridge Church, Cardiff Handbook

Principles for Charity Purposes

The Church Constitution

The Church is established as a Charitable Incorporated Organisation under a constitution dated 23rd October 2018 (and last amended on 22nd October 2018) ("the Constitution") which contains the main legal provisions governing the Church, its purposes and Basis of Faith, and its powers. Under the Constitution, the people with the responsibility for the general control and management of the administration of the Church are known as the charity trustees.

The Church Handbook

This Church Handbook sets out the practices of the Church and its method of internal governance, none of which are contrary to any of the provisions of the Constitution.

This Church Handbook was initially adopted by the Members on 23rd October 2018 Any amendments since that date will have been approved as provided for under Clause 2.11. Any new Member, including the Pastor and his wife, must confirm in writing their wholehearted agreement to the Basis of Faith and acceptance of the provisions of this Church Handbook before their admission to membership.

Part 1 – Basis of Faith, Doctrinal Distinctives and Ethical Statements

1.1 Basis of Faith

The Basis of Faith (see Appendix 1) sets out matters that we believe all Christian believers should be able to accept wholeheartedly and a person can only become a member of the Church if they have indicated that they do accept those beliefs.

1.2 Doctrinal Distinctives

We recognise that there are a number of doctrines, not referred to in the Basis of Faith over which genuine Christian believers may take different views. Our Doctrinal Distinctives set out the position and teaching of the Church on these matters. Church members are not required to agree with the matters in the Doctrinal Distinctives and may hold and discuss views to the contrary, but members are required to respect the positions set out in the Doctrinal Distinctives as the teaching of the Church and should not be insistent on their own views or divisive over these matters.

The Doctrinal Distinctives are set out in papers that are written by the Elders and will be available to those who wish.

1.3 Ethical Statements

The matters covered in this section set out how the beliefs set out in the Basis of Faith apply in relation to ethical matters. Church members are required to lead their lives in a manner that is consistent with these Ethical Statements recognising the reminder and encouragement given to all Christians in 1 John 1:8-9.

- 1.31. Marriage our Basis 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 part of our doctrine that in relation to any activities of this Church we must in no way condone, promote, assist or encourage adulterous or extramarital sexual practices, whether heterosexual or homosexual.
- 1.4 Amendments to this Part 1 of this Church Handbook shall only be permitted where the provisions of Clause 2.11. have been satisfied.

Part 2 - Provisions for the Internal Governance of the Church

2.1 Members and Membership

Clause 2.1 comprises the membership requirements of the Church Handbook referred to in the Constitution. A person may apply to the Elders to become a Member of the Church. They will be interviewed by at least 2 elders as to their profession of faith and agreement with the declaration of faith as outlined in paragraph 4.1.1. The interviewing Elders will then make a recommendation to the full Eldership. Members will publicly affirm their acceptance of the declaration as per 2.1.1.

- 2.1.1 Subject to clauses 2.1.4 and 2.1.5, members of the Church shall be those baptised persons who have affirmed their belief in the Almighty and Eternal God, Father, Son and Holy Spirit. They declare their faith in Jesus Christ as their Lord and Saviour and in the Holy Spirit as their Sanctifier, Teacher and Comforter. They affirm their acceptance of the Word of God as their rule in all matters of faith and conduct. They affirm that that they will identify themselves with the Church at The Bridge Church, Cardiff, sincerely, deliberately and of their own free will and promise to always seek to be a faithful member of the Body of Christ. Also, they confirm in writing (or by the completion of an application form) their Declaration of Membership and their acceptance of the Constitution and this Church Handbook in its entirety (including the duty of members referred to in the Constitution). Members of the Church shall be those whose Membership has been approved and has not been suspended or terminated, all in accordance with the provisions of this clause.
- 2.1.2 Membership brings with it certain privileges and responsibilities. The privileges are identified as membership of the local Body of Christ in all its work and worship, to be able to partake in discussing and agreeing the way in which the local church should move forward and fulfil its Biblical role in the local community and the benefit of Pastoral care. The obligations of membership are to submit to the authority and leadership of the Elders in accordance with the provisions of this Church Handbook and the Constitution, to participate in the work of the Church and its activities, to attend meetings regularly, to bear each other up before the Lord in prayer, and to share in the financial needs of the Church. In particular this will involve:
 - a. Regular attendance at Sunday worship. (Acts 20:7, Heb. 10:25)
 - b. Regular personal prayer and Bible study. (2 Tim 3:15-17, Phil. 4:6)
 - c. Regular attendance, when possible, at the main weekday meeting of the church for prayer, Bible study and fellowship. (Acts 1:14, 2:42)
 - d. Sharing in the life, work and witness of the local church. (Rom. 1:16, 1 Cor. 15:58)
 - e. Regular giving to the local church and the Lord's work in general. (1 Cor. 16:2, 2 Cor. 9:6-7)
 - f. The showing of Christian love and concern, both for the members of the church family and for the community at large. (John 13:35, 1 Thess. 3:12)

- g. An endeavour to live a life consistent with the faith we profess. (Rom. 6:1-2, Eph. 4:1)
- h. Regular attendance at the Lord's Supper the pattern of frequency being a matter for the individual member to decide. (Acts 2:42, 20:7)

Admission to Membership

- 2.1.3 The first Members of the Church are the people who voted to approve the original version of the Constitution together with the original version of this Church Handbook. (The fact that the first Members voted to approve the Constitution and Church Handbook, including the Basis of Faith means that no further written declaration from them is required). A person may apply to the Elders to become a Member of the Church. If their application is approved, the Elders will welcome the applicant into membership at the next appropriate Communion service of the Church.
- 2.1.4 The Elders may decide that individuals applying for membership from Highfields Church (registered charity number 700112) or Highfields Church (registered charity number 1179013) within one year of the Church being registered as a CIO are not required to be interviewed but may instead be accepted into membership on receipt of a written application to the Elders.
- 2.1.5 The Pastor (and his wife) shall be received into Membership on the taking up of the appointment as Pastor subject to their compliance with Clause 2.1.1.
- 2.1.6 The Church Secretary shall maintain a written register of all Church Members.

Termination of Membership

- 2.1.7 A Member may voluntarily resign by submitting in writing a letter to that effect to the Elders through the Church Secretary.
- 2.1.8 A Member may be removed from Membership by the application of the disciplinary procedure set out in Clause 2.7.

2.2 Baptism

- 2.2.1 The Doctrinal Distinctives set out the view of the Church with regard to Baptism.
- 2.2.2 Any person wishing to be baptised or wishing for his or her child to be baptised shall submit their request to the Elders who will arrange for one of their number to interview the applicant. The representative shall report back to a meeting of the Elders and within their report will be any recommendation as to the mode of Baptism if it is not to be by immersion.
- 2.2.3 An applicant who is to be baptised will be required to give testimony to their faith to the elders before their baptism and will be encouraged to do so at the time of their baptism also.

2.2.4 An applicant whose child is to be baptised will be required to give testimony to their faith before the baptism. A child may only be baptised if at least one of the parents is a believer who has been interviewed in accordance with Clause 2.2.2

2.3 The Lord's Supper

- 2.3.1 The Lord's Supper is to be celebrated in thanksgiving for the Son of God who loved us and gave himself for us. It is a service of remembrance of, and communion with, the risen Lord by those who have been saved.
- 2.3.2 The Lord's Supper shall be celebrated at least twice per year. The table shall be open to all who truly believe in the Lord Jesus Christ and know Him as their own personal Saviour.

2.4 Church Officers

The Church Officers are the people who hold the roles set out in this Clause 2.4.

2.4.1 Elders

The duly elected Elders as set out below are the Charity Trustees as laid down in the Constitution. The Elders are responsible for the spiritual oversight of the Church, the Church discipline, the administration of the Charity and its funds in accordance with the constitution. They shall determine the structure, purpose, and direction of the church. All Elders must be members of the church and be in agreement with the Basis of Faith as set out in Appendix 1.

The Elders are assisted by the Deacons, Ministry Leaders, Church Employees and members in various teams or committees. There are Standing Committees which are each accountable to the full Eldership. Each team or committee shall be under the oversight of one or more elders, and any recommendations relating to the objects of the Charity will need approval from the Elders.

The Election of Elders shall be carried out as follows:

Instruction shall be given to Church members concerning the biblical qualifications of an Elder. In addition, potential elders, apart from those listed in the Constitution as the first charity trustees, should normally have been members of the church for at least 2 years. All Church members shall be invited to submit, by hand or post, their nomination of member(s) of the Church for the office of Elder, having been given at least two weeks notification to do so. The Elders will consider all nominations received to ensure the nominees are members and suitable for office. The existing Elders will then seek confirmation from the nominees of their willingness to stand before submitting the names of those deemed suitable and willing to stand to the Church to vote upon by postal ballot. Members will be given 3 weeks to return ballot papers.

To be chosen as an Elder, each nominee must receive at least three quarters of the positive votes of the Church members voting. Those persons duly confirmed by the Church through voting, will be invited to accept the office. Those persons duly chosen as Elders shall be recognised at an Ordination Service. Elders shall also be appointed as Charity Trustees.

Elders, apart from Staff Elders, shall be elected for a period of 7 years, or as long as they continue as members of the church, or until they resign, or until they are removed from office, whichever is the earlier. An election or re-election of Elders shall be held at least every five years. On expiry of the term of office, Elders shall be eligible for re-election.

Staff Elders, that is, those persons nominated to be Elders by virtue of their employment status as Pastor, Associate Pastor or Assistant Pastor in The Bridge Church, Cardiff, will not need to seek re-election, and will remain as Elders so long as they are employed in that capacity, or the Charity Trustees decide to change the structure of the organisation so that not all Pastors are Elders.

Minutes of Elders meetings will be kept and voting at Elders meetings is by show of hands. Such meetings are quorate if half the Elders are present.

2.4.2 Pastor/Minister (the term Pastor and Minister are synonymous)

The Pastors, Associate Pastors, and Assistant Pastors shall be ex-officio members of the body of Elders. That is, they are automatically Elders by virtue of their position as Pastors, despite the Pastors being paid employees. They do not need to seek separate election to the role of Elder. The Pastors shall hold the office of Elder during their time in post. They will also be Charity Trustees of the charity.

2.4.3 Appointment of Pastors/ Associate or Assistant pastors

They will have particular responsibility for preaching and teaching the Word of God. As with the other Elders they will need to be in agreement with the Basis of Faith set out in Appendix 1. They will be elected by members of the church voting on a Resolution as nominated by the Elders. Their appointment will require three quarters of the votes cast in their favour.

2.4.4 Appointment of other ministry roles.

They will have particular responsibility for preaching and teaching the Word of God to specified groups within the church. They will need to be in agreement with the Basis of Faith set out in Appendix 1. They will be interviewed by a panel consisting of an Elder, and ministry leader (or deacon) or other appointed person relevant to the role they will perform. Their appointment will require three quarters of the votes cast in their favour, by a members vote. Ministry Apprentices will be appointed to an existing

vacancy without the need for a vote, but will be interviewed by at least 2 Elders and other persons as necessary and a recommendation made to the Elders.

2.4.5 Appointment of other employees

Appointment of other roles such as those that support the church for example in administration, cooking and building cleaning and maintenance will be made after an appropriate recruitment and selection process. The conclusion of this process will be an interview by a panel consisting of at least one elder and at least one other ministry leader or associate worker as appropriate. This panel will have the responsibility of making the appointment of the person into these roles on behalf of the trustees and members of the Church.

2.4.6 Temporary cover

Exceptionally, where an employee post has to be filled on a temporary basis, e.g. for sickness cover, a person can be appointed by the elders without a vote by the church.

2.4.7 Deacons, Associate Workers and Ministry Leaders

The Elders may delegate the running of certain administrative and practical affairs of the church and ministries, as they see fit to Deacons, Associate workers, and Ministry Leaders. Deacons are responsible, as directed by the Elders, for the administration and practical matters of the church. They shall maintain and administer the church in terms of buildings, equipment, procedures and format. Ministry Leaders will primarily be involved in word, pastoral and prayer based ministries when and how directed by the Elders of the Church. Associate Workers are those appointed by the Elders to carry out specific roles as determined by the Elders. All Deacons, Associate Workers and Ministry Leaders must be members of the church and be in agreement with the Basis of Faith as set out in Appendix 1.

Requests by the Elders for the Deacons to undertake specific duties will be recorded in the minutes of the Elders meetings and requests provided to the Deacons. The Deacons shall record details and minutes of any meetings and copy these to the Elders.

In addition, there will be regular meetings of the Elders with Deacons, Associate Workers and Ministry Leaders to discuss strategic issues for the church.

2.4.8 Commendation of Deacons / Ministry Leaders / Associate Workers.

Normally Deacons and Ministry Leaders and Associate Workers will be appointed by the Elders to their roles and commended to the membership. Certain Deacon roles will however require election by the church members in accordance with 2.4.9. These roles are those connected with financial management such as covenant administrator, and missionary treasurer.

2.4.9 Election of Deacons:

Where appropriate, i.e. posts connected with financial management, the election of Deacons shall be carried out as follows:

Instruction shall be given to Church members concerning the biblical qualifications of a Deacon. All Church members shall be invited to submit, by hand or post, their nomination of member(s) of the Church for this office, having been given at least two weeks notification so to do. The Elders will consider the nominations received to ensure that the nominees are members and suitable for office.

The Elders will then seek confirmation from the nominees of their willingness to stand.

A list of approved nominations, who have confirmed their willingness to stand, will then be submitted to the Church to vote upon. Members will be given 3 weeks to return ballot papers. To be chosen, all nominees must receive the positive votes of at least one half of the Church members voting.

Those persons duly chosen for these offices by the Church through voting, will be invited to accept the office. If none of the persons nominated achieve the required positive votes a second ballot may be run and the list of nominations amended by the elders to include only those who received a higher number of positive votes in the first ballot.

These officers shall be elected for the period of 5 years, as long as they continue as members of the church, or until they resign, or until they are removed from office, whichever is the earlier. An election or re-election of Deacons shall be held at least every three years. On expiry of the term of office, Deacons shall be eligible for re-election.

Disciplinary Procedure

Removal from Office:

2.4.9 If it is alleged that any primary teaching staff member (Elder, Deacon, Ministry Leader, Associate Worker or ministry Employee) has ceased to conform with any of the doctrines contained in the Basis of Faith set out in the Appendix hereto or is suspected of dishonesty or immoral conduct or otherwise is deemed unsuitable to officiate, the Elders shall examine the person against whom such allegation has been made. The person shall be given opportunity to make representation to the Elders regarding the allegations. If the Elders find the allegation to be substantiated they shall invite the said person to resign from office and the matter shall be reported to the Church members.

If the said person refuses or neglects to resign within 14 days then a special meeting of the Church members shall be called by the Elders who should report their findings to the Church. If the said person shall continue to refuse or neglect to resign his

office then such office may be terminated by a resolution of the Church members present when one half plus 1 of those voting at the meeting confirm that the person shall be removed from office.

2.4.10 The procedure set out in this clause shall be followed where any Member is accused of dishonesty, immoral conduct, disunity, or failure to accept the membership affirmation of faith or any other action or behaviour that brings dishonour to the name of the Lord.

2.5 Church Secretary and Chair of Finance

- 2.5.1 The Church Officers shall appoint from among their number a Secretary and a Chair of Finance.
- 2.5.2 The Chair of Elders shall be responsible for the preparation of notices of any Church Business Meetings and the issuing of all papers and reports to be presented to such meetings. Members shall deliver to the Elders any notice of items of business to be discussed at a Church Business Meeting in sufficient time to enable them to be circulated to all Members before the meeting.
- 2.5.3 The Elders and specifically the Chair of Finance shall be responsible for maintaining the accounts of the Church. Any Member holding any church funds shall account for those funds to the Finance Committee together with such explanations and documentary evidence as will enable them to incorporate the figures into the church accounts.

2.6 Charity Trustees

2.6.1 The Constitution sets out that the Elders are the charity trustees of the Church.

2.7 Church Discipline

Removal from membership

- 2.7.1 Matthew 18:15-17 and 1 Corinthians 5 teach that local churches should remove from among them members who refuse to repent of sin. We believe that local churches should always take this action with the aim that it will prompt the person who has been removed from membership to repent so that he or she can be welcomed back into the church and with the aim that it will help to prevent other members from being tempted to follow their example.
- 2.7.2 A Member of the church may be removed from membership for any of the following reasons:
 - a. He or she errs in doctrine so that he or she no longer affirms the Basis of Faith of the Church
 - b. He or she is no longer willing to respect the practices and doctrinal positions adopted by the Church set out in Part 1 of this Church Handbook
 - c. He or she errs in conduct by committing open sin which brings the church into disrepute
 - d. He or she has consistently failed to fulfil the obligations of a member of the church
 - e. He or she refuses to repent of sin committed against another Member which has been drawn to his or her attention

- f. He or she has made false and malicious allegations against an Elder, Deacon or other member of the church
- g. He or she is no longer living in submission to the leadership and authority of the Elders of the church
- 2.7.3 A Member may only be removed from membership by a resolution of the charity trustees.
- 2.7.4 The charity trustees shall not pass a resolution to remove a Church Member unless the following steps have been taken:
- 2.7.4.1 The charity trustees have held a charity trustee disciplinary meeting ("the CTD Meeting") at which they considered whether or not to propose a resolution to remove the Member ("M") from membership;
- 2.7.4.2 The charity trustees have given to M 21 clear days' notice of the CTD Meeting, informing M why his or her removal from membership is being considered, and inviting the M to make representations to the charity trustees as to why he or she should not be removed from membership;
- 2.7.4.3 The charity trustees allowed the Member to make those representations at the CTD Meeting himself or herself or through his or her representative; and
- 2.7.4.4 The charity trustees took those representations into account when deciding whether to pass a resolution that M be removed from membership.
- 2.7.5 The Member shall be informed of the decision of the charity trustees by the Elders and the register of Members amended accordingly where termination of membership is to be applied.
- 2.7.6 A person who has been removed from membership shall be welcomed back into membership if they apply for membership in the normal way and their application is approved.
- 2.7.7 The steps set out at Clauses 2.7.8 to 2.7.10 should also be followed prior to the CTD Meeting taking place, but failure to follow those steps will not invalidate a resolution of the Members to remove a person from Membership.
- 2.7.8 The Elders must be informed where it is believed that any of the reasons set out in Clause 2.7.2 apply to a Member of the Church. Where a person's behaviour is being reported by a Member who has been sinned against by the person he or she is reporting, that Member should normally raise the issue first with the person concerned and only report it to the Elders if the two persons concerned are unable to resolve the matter between themselves.
- 2.7.9 Where the Elders are informed or they themselves believe that any of the reasons at Clause 2.7.2 apply to a Member, they shall appoint two persons of spiritual maturity

to meet with the Member to enquire into the matter and to investigate the matter thoroughly, and where appropriate to encourage the Member against who the allegations have been made to repent.

- 2.7.10 After the persons appointed under Clause 2.7.9 have investigated the matter and have met with the Member against whom the allegations have been made (or the Member has been given reasonable opportunity to meet and has refused), they shall report back to the Elders who shall decide whether it is necessary for a CTD Meeting to be held and what additional steps they should take (if any).
- 2.7.11 Even in cases where there has been genuine repentance, the Elders may still be required to report the facts arising from the investigation to the relevant secular authorities. In such cases the Elders shall give to the Member concerned all the support that is appropriate for a Member who is genuinely repentant.

Additional Disciplinary Measures

- 2.7.12 Whenever the charity trustees resolve to remove a person from membership, they may also resolve to impose any of the following the 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;
 - b. the remaining Members may be required not to have any association with the person who has been dismissed from membership in accordance with clear and specific guidance from the Elders as to what is required in this regard.
- 2.7.13 Any of the measures at Clause 2.7.12 may be removed by a resolution of the Elders.

2.8 Church Business Meetings

The provisions for Church business meetings are set out in the Constitution under the Clauses headed "Members' decisions" and "General meetings of members". A "general meeting of members" under the Constitution is referred to as a "Church Business Meeting" in this Church Handbook.

2.9 Church Safeguarding Policy

2.9.1 The charity trustees shall operate a church safeguarding policy and shall ensure that activities involving children and vulnerable adults are carried out in accordance with that policy.

2.9.2 Each person overseeing church activities involving children or vulnerable adults and every charity trustee shall provide to the Church Secretary a current Disclosure and Barring Service certificate.

2.10 Exclusion of Non-Members from Public Meetings of the Church

- 2.10.1 The Elders may resolve that the open invitation to attend public meetings of the Church customarily extended to non-members may be withdrawn from any individual who seeks to obstruct the carrying out of the work and ministry of the Church, or to undermine the leadership of the Church.
- 2.10.2 An invitation that has been withdrawn may be reinstated by a resolution of the Elders.

2.11 Amendment of the Church Handbook

- 2.11.1 Subject to the provisions of the Constitution:
- 2.11.1.1 Other than the section headed "Introduction", any provisions of this Church Handbook can be amended by the charity trustees under the authority of a resolution of the Members of the Church approving such a change at a Church Business Meeting, provided that the proposed amendment shall not be such as would cause the Church to lose its charitable status or such as would cause this Church Handbook to be inconsistent with the Constitution. The section headed "Introduction" can only be amended where this is required because the provisions of the Constitution and/or this Church Handbook have changed.
- 2.11.2 A majority of 60% of those Members present and voting at the Church Business Meeting is required to approve a proposed amendment to any clause excepting (i) any provision of this Handbook requiring the approval of a matter by percentage of the Members which is greater than a simple majority of the Members present and voting a Church Business Meeting, in which case the majority required to amend that provisions shall be the greater of (a) 66% of Members present and voting at a Church Business Meeting and (b) the majority required by the provision itself as currently drafted, (ii) the provisions contained in Part 1 of this Church Handbook where a majority of 66% is required, and (iii) the provisions in the section headed "Principles for Charity Purposes" where the charity trustees shall make the amendment without the need for a vote following any change to the Constitution.
- 2.11.3 Notice of any proposed amendment together with the specific wording of the proposed change must be given in writing to all Church Members at least 3 weeks before the meeting at which the proposal will be put to the vote.
- 2.11.4 No amendment may be made under this Clause to any provision of the Constitution, including the Basis of Faith.

APPENDIX 1 BASIS OF FAITH

The basis of The Bridge Church, Cardiff shall be the fundamental truths of Christianity, as revealed in Holy Scripture, as set out below:

- a. There is one God in three persons, the Father, the Son and the Holy Spirit.
- b. God is sovereign in creation, revelation, redemption and final judgement.
- c. The Bible, as originally given, is the inspired and infallible Word of God. It is the supreme authority in all matters of belief and behaviour.
- d. Since the fall, the whole of humankind is sinful and guilty, so that everyone is subject to God's wrath and condemnation.
- e. The Lord Jesus Christ, God's incarnate Son, is fully God; he was born of a virgin; his humanity is real and sinless; he died on the cross, was raised bodily from death and is now reigning over heaven and earth.
- f. Sinful human beings are redeemed from the guilt, penalty and power of sin only through the sacrificial death once and for all time of their representative and substitute, Jesus Christ, the only mediator between them and God.
- g. Those who believe in Christ are pardoned all their sins and accepted in God's sight only because of the righteousness of Christ credited to them; this justification is God's act of undeserved mercy, received solely by trust in him and not by their own efforts.
- h. The Holy Spirit alone makes the work of Christ effective to individual sinners, enabling them to turn to God from their sin and to trust in Jesus Christ.
- i. The Holy Spirit lives in all those he has regenerated. He makes them increasingly Christ-like in character and behaviour and gives them power for their witness in the world.
- j. The one holy universal church is the Body of Christ, to which all true believers belong.
- k. The Lord Jesus Christ will return in person, to judge everyone, to execute God's just condemnation on those who have not repented and to receive the redeemed to eternal glory.