

## Appendix D - our procedures

1. Members shall be admitted to the fellowship in the following manner:
  - i Shall attend a Membership Presentation
  - ii Shall read and accept the Church's Articles of Faith
  - iii Shall be interviewed by a Minister or Elder, and by two Members, one of whom should be another Elder, a Deacon or an Elder or Deacon's spouse
  - iv Shall be recommended by these two Members at a Church Meeting, and approved with a simple majority of the votes cast
  - v Members of other churches who fulfil the required conditions may be received into membership by letters of transfer
2. Ministers shall be appointed in the following manner:
  - i Shall be interviewed by the Minister(s), if any, and the Elders and Deacons
  - ii Shall testify to the calling of God to the Ministry
  - iii Shall be unanimously approved by the Minister(s), if any, and the Elders
  - iv Shall receive at least 80% of the votes cast at a Special Church Meeting, voting to be by secret ballot
  - v Shall sign the Church's Articles of Faith, affirming whole-hearted acceptance, and become a Member of the Church
3. Elders shall be appointed in the following manner:
  - i Shall have been in membership of the Church for at least twelve months
  - ii Shall be unanimously approved by the Minister(s) and other Elders
  - iii Shall receive at least 80% of the votes cast at a Church Meeting, voting to be by secret ballot
  - iv Shall assist the Minister(s) in the spiritual oversight and leadership of the Church
4. Deacons shall be appointed in the following manner:
  - i Shall have been in membership of the Church for at least six months
  - ii Shall be nominated by two fellow Members (one of whom shall be a Minister or Elder)
  - iii Shall receive at least 66% of the votes cast at a Church Meeting, voting to be by secret ballot
  - iv Shall serve their fellow Members in the practical management and administration of the Church
  - v Shall retire after serving for three years, but shall be eligible for re-election, if nominated and willing to stand
5. It is expected that the Elders shall be engaged in the spiritual oversight and leadership of the Church, while the Deacons shall serve their fellow Members in the practical management and administration of the Church.
6. The position of Chair of Deacons shall be filled by a Minister, Elder or Deacon, and the roles of Church Secretary, Church Treasurer, Assistant Treasurer and Church Property Deacon shall be filled by Deacons appointed to those roles at a Church Meeting.
7. The leader of each organisation shall be a Church Member.