

## **The Good Shepherd Mission**

### **Rules for the Appointment and Retirement of Church Leaders and Trustees**

#### **1. Introduction**

The Good Shepherd Mission is legally constituted as a registered charity and company limited by guarantee, and is governed by its memorandum and articles of association. The articles state that for any church fellowship established in pursuit of the charity's objects **'the spiritual government and leadership of any such church fellowship shall remain with the recognised spiritual leadership of the church fellowship, and to the extent to which the trustees are not synonymous with the church leadership their powers shall be confined to the proper management and administration of the Charity in accordance with the Act, the memorandum and the articles and to any directions given by special resolution and in furtherance of the said objects and in so doing they shall have full and proper regard to such spiritual leadership provided always that they shall not act outside their powers hereby expressly conferred upon them and by the general law.'** (Article 29)

Since 2008 the trustees of the charity have been the same as the members of the 'church leadership team', and the members of a single body, formally called 'The Board of Trustees,' now hold responsibility as both church leaders and charity trustees.

#### **2. Criteria for appointment and holding office as a Church Leader**

Church leaders need to be professing Christians who have the qualities/gifts set down in the New Testament. This says church leaders should:

1. serve as an overseer/shepherd of church members (1 Peter 5:2, Acts 20:28) as someone who will have to give account (Hebrews 13:17);
2. hold fast to Biblical truth, by encouraging members with sound doctrine and opposing false teaching (Titus 1:9);
3. teach (1 Timothy 3:2), that is having both an understanding of Biblical truth and an ability/willingness to communicate it pastorally;
4. make decisions on ethical and doctrinal matters (Acts 15:29), and where appropriate lay them before church members for approval (Acts 15:22);
5. set an example in relation to the following characteristics required of all Christians: to be self-controlled, hospitable, not addicted to drink, gentle not violent, not factional, to manage one's own family well, to avoid greed (1 Timothy 3:2-5);
6. avoid favouritism/partiality (1 Timothy 5:21);
7. pursue Godly virtues and spiritual growth (1 Timothy 6:11 and 12, 1 Timothy 4:15);
8. be motivated by bringing glory to God (1 Timothy 6:13-16);

9. pray over and anoint the sick at the request of the family of the sick person (James 5:14);
10. help co-ordinate meeting the physical/financial needs of church members (Acts 20:35, Acts 11:30) and other believers further afield (2 Corinthians 8:6);
11. exercise authority willingly (not under compulsion), as one eager to serve (not greedily) and be an example to church members (not lording it over them or being motivated by human praise) (1 Peter 5:1-5, Matthew 23:8-11);
12. send out church members on missionary activity (Acts 13:3, Acts 15:22); and
13. expect difficulties and to be patient and persist when they come (2 Timothy 3 and 4).

The Bible also states that a leader must not be a new convert (1 Timothy 3:6) and must have a good reputation with outsiders (1 Timothy 3:7). If married, their spouses must be worthy of respect, temperate and trustworthy (1 Timothy 3:11).

### **3. Criteria for appointment and holding office as a Trustee**

The criteria for Charity Trustees under the Mission's constitution state that a trustee must:

1. Be at least 18 years old (Article 34(1))
2. Not be disqualified by law or serious ill-health (Article 39(1,2))
3. Be a subscriber to the Mission's Statement of beliefs (Article 34(3))

### **4. Procedures for the Appointment of Church Leaders/Trustees**

The following procedures seek to uphold both the Biblical requirements and those of the Mission's governing document regarding church and charity leadership.

#### **4.1 Retirement of existing church leaders/trustees by rotation.**

Articles 30 and 41 of the Mission's constitution requires a third of non-executive (non-staff) members to resign at each annual general meeting by rotation, according to length of service. If a vacancy arising in this way is not filled at the general meeting, the retiring leader/trustee shall, if willing to act, be deemed to have been reappointed unless at the meeting it is resolved not to fill the vacancy or unless a resolution for the reappointment of the trustee is put to the meeting and lost. (Article 32).

#### **4.2 Initial Consideration of Candidates by Church Leaders/Trustees**

At least two clear calendar months in advance of an Annual or Extraordinary General Meeting 28 days notice will be given to church members of any vacancy that will arise at the general meeting whether by rotation as set out above or any other reason whereby a trustee may step down from the Board of Trustees. Members will be invited to propose other church members to stand for election to fill any such vacancy.

Responses should be submitted by the end of the notice period using the forms provided, stating the intention to propose a person for appointment or reappointment, and the particulars required to be included in the Charity's register of trustees. This is to be accompanied by confirmation by that person of his/her willingness to be appointed or reappointed as a church leader and trustee.

The Board of Trustees will consider all those proposed by members and existing Trustees in order to decide whether or not they meet the criteria for church leadership and charity trusteeship. They will recommend all candidates who meet the criteria for church leaders/trustees, to stand for election at the general meeting.

No person other than a church leader/trustee retiring by rotation shall be appointed or reappointed as a church leader and trustee at any general meeting unless he/she is recommended by the church leaders/trustees.

#### 4.3 Appointment by Church Leaders/Trustees between Annual General Meetings

The church leaders/trustees may appoint a person who is willing to act to be a church leader/trustee either to fill a vacancy or as an additional church leader/ trustee provided that the appointment does not cause the number of church leader/trustees to exceed any number fixed by or in accordance with the articles as the maximum number of church leaders/trustees. A church leader/trustee so appointed shall hold office only until the next following annual general meeting and shall not be taken into account in determining the church leaders/trustees who are to retire by rotation at the meeting. If not reappointed at such annual general meeting, he/she shall vacate office at the conclusion thereof.

### **5. General Meetings**

#### 5.1 Notice of General Meeting for the appointment of church leaders/trustees

Not less than 21 clear days before the date appointed for holding a general meeting notice shall be give to all persons who are entitled to receive notice of the meeting (Article 5). This will give information about any person (other than a church leader/trustee retiring by rotation at the meeting) who is recommended by the church leaders/trustees for appointment or reappointment as a church leader/ trustee at the meeting. The notice shall give the particulars of that person which would, if he/she were so appointed or reappointed, be required to be included in the Charity's register of trustees.

The number of church leaders/trustees to be appointed as agreed by the Board of Trustees will also be notified.

#### 5.2 How Candidates are Appointed at General Meetings

Where the number of people standing for election equals the number of vacancies, resolutions to fill the vacancies will be put to the vote by a show of hands during the meeting.

Where the number of people standing is greater than the number of vacancies, appointment(s) will be determined by a poll in advance of the meeting, with the result of the poll being declared by the Chairman during the meeting.

Voting slips with the names of candidates and the number of available vacancies will be circulated to members at least 21 days in advance of the meeting, along with the notice of the general meeting.

Members should mark an X against the name(s) of the candidate(s) they wish to vote for, up to the number of available vacancies, and return their voting slips to the Mission by noon on the day of the general meeting.

The candidate(s) with the most votes will be appointed to the available places.

At least two Scrutineers (who need not be members) appointed by the Chairman will count the votes and give the results to the Chairman.

In the case of an equality of votes, the chairman shall be entitled to a casting vote in addition to any other vote he may have. (Article 17)

## **6. Retirement of Church Leaders/Trustees (Article 39)**

A church leader/trustee shall cease to hold office if he/she:

1. ceases to be a trustee by virtue of any provision in the Companies or Charities Acts or their re-enactment or modification
2. is voted out of office by an ordinary resolution of the members
3. becomes incapable by reason of illness or injury of managing and administering his/her own affairs;
4. resigns office by notice to the Charity (but only if at least two church leaders/trustees remain in office when the notice is to take effect);
5. is absent without permission of the church leaders/trustees from all of their meetings held within a period of six months and the church leaders/trustees resolve that his/her office is to be vacated;
6. ceases to subscribe to the statement of beliefs;
7. not less than two-thirds of the church leaders/trustees decide at a meeting for a good and sufficient reason that he/she shall cease to be a church leader/trustee, provided that 21 days notice in writing is given to his/her last known address of the intention to remove him/her from office and the reasons therefore, and he/she shall have been given the right to be heard by the other church leaders/trustees before any vote is taken.

Approved by the Board of Trustees on 17<sup>th</sup> May, 2011