

# Edward Road Baptist Church

## VOLUNTEER & STAFF HANDBOOK

# Edward Road Baptist Church

## VOLUNTEER & STAFF HANDBOOK

### **Volunteers, Staff and the Handbook**

All Volunteers and Members of Staff at Edward Road Baptist Church should be familiar with and agree to accept the content listed in following pages.

### **How to Use Your Volunteer & Staff Handbook**

This handbook provides general information about volunteering or working at the church.

The following pages are broken down into key areas – These are :

- About the Church,
- Church Policies,
- A Christian Definition of Volunteering,
- A Code of Conduct
- Pastoral Care & Supervision.

Volunteers and members of staff who have specific questions regarding this Handbook should speak with their Ministry Coordinator or one of the Elders or Pastor.

# CONTENTS

## Contents

About the Church .....	4
Mission Statement.....	4
Vision and Values.....	4
Baptist Union Declaration of Principles .....	4
Evangelical Alliance Statement of Faith.....	4
Equal Opportunities Policy .....	5
Safeguarding.....	5
A Christian Definition of Volunteering.....	5
Code Of Conduct.....	6
Behavioural Standards.....	6
Our Approach to Misconduct .....	6
Pastoral Care.....	8

## About the Church

### Mission Statement

The church mission statement is simply **“Making Disciples”**. This mission statement is central to all that is done in the church

### Vision and Values

The vision and values statement is “Loving, Living, Serving, Seeking”.

LOVING God and our neighbours

LIVING as Christ live incarnationally among us

SERVING our community in Christ’s name

SEEKING to obey God, empowered by His Spirit

This demonstrates how as a church we go about achieving our Mission Statement.

## Baptist Union Declaration of Principles

### The Basis of the Baptist Union is:

1. That our Lord and Saviour Jesus Christ, God manifest in the flesh, is the sole and absolute authority in all matters pertaining to faith and practice, as revealed in the Holy Scriptures, and that each Church has liberty, under the guidance of the Holy Spirit, to interpret and administer His laws.
2. That Christian Baptism is the immersion in water into the Name of the Father, the Son, and the Holy Spirit, of those who have professed repentance towards God and faith in our Lord Jesus Christ who 'died for our sins according to the Scriptures; was buried, and rose again the third day'.
3. That it is the duty of every disciple to bear personal witness to the Gospel of Jesus Christ, and to take part in the evangelisation of the world.

## Evangelical Alliance Statement of Faith

### We believe in...

1. The one true God who lives eternally in three persons—the Father, the Son and the Holy Spirit.
2. The love, grace and sovereignty of God in creating, sustaining, ruling, redeeming and judging the world.
3. The divine inspiration and supreme authority of the Old and New Testament Scriptures, which are the written Word of God—fully trustworthy for faith and conduct.
4. The dignity of all people, made male and female in God's image to love, be holy and care for creation, yet corrupted by sin, which incurs divine wrath and judgement.
5. The incarnation of God’s eternal Son, the Lord Jesus Christ—born of the virgin Mary; truly divine and truly human, yet without sin.
6. The atoning sacrifice of Christ on the cross: dying in our place, paying the price of sin and defeating evil, so reconciling us with God.
7. The bodily resurrection of Christ, the first fruits of our resurrection; his ascension to the Father, and his reign and mediation as the only Saviour of the world.
8. The justification of sinners solely by the grace of God through faith in Christ.
9. The ministry of God the Holy Spirit, who leads us to repentance, unites us with Christ through new birth, empowers our discipleship and enables our witness.
10. The Church, the body of Christ both local and universal, the priesthood of all believers—given life by the Spirit and endowed with the Spirit's gifts to worship God and proclaim the gospel, promoting justice and love.
11. The personal and visible return of Jesus Christ to fulfil the purposes of God, who will raise all people to judgement, bring eternal life to the redeemed and eternal condemnation to the lost, and establish a new heaven and new earth.

## Equal Opportunities Policy

The Church is committed to the promotion of equality of opportunity in all fields of its activity in accordance with this Policy Statement. A copy of the Equal Opportunities Policy can be downloaded from our website.

## Safeguarding Policy

The church recognises its responsibilities for the safeguarding of all children and young people under the age of 18 (regardless of gender, ethnicity or ability).

As members of this church we commit ourselves to the nurturing, protection and safeguarding of all children and young people associated with the church and will pray for them regularly.

In pursuit of this we commit ourselves to following The Church Safeguarding Policy and to the developing procedures to ensure their implementation. A copy of the Church Safeguarding Policy is available on our website.

## A Christian Definition of Volunteering

At Edward Road Baptist Church we believe that our whole life is to bring worship, praise and honour to our Lord Jesus Christ. Seeing volunteering in terms of worship helps us to encourage all our volunteers to press on towards the goal for which God has called us heavenward in Christ Jesus. (Philippians 3:14) As an Evangelical church, we believe that the Word of God is the inerrant revelation of God, which is useful for teaching the truth, pointing out errors, correcting faults, and giving instruction for right living. As such, as a church, we view the bible as God's authoritative 'handbook' for the church to be used for equipping all our volunteers, workers and leaders. (2 Timothy 3:16-17) We also believe that humble submission to the Lordship of Christ in the life of the volunteer is the best way to become equipped for this form of voluntary service.

Submission is both a demanding and privileged responsibility. The Bible sums with an instruction to "love the Lord with all your heart and your neighbour as yourself" (Luke 10:27). This unselfish, Christ-like love is one of the church's vision and values. It is therefore a general occupational requirement for most of those volunteering at the church as it needs to be the motivation the volunteer. Submission in this way sometimes requires setting aside certain personal rights for the good of the church. Therefore respect for authority is a natural result of this commitment. As a volunteer eager to do what is in the best interest of the church means being a good example. This requires the volunteer to practice discretion and restraint in exercising their liberties and making their moral choices. (1 Cor. 10:31) As an Evangelical church, we hold that certain practices are forbidden by Scripture and others require restraint and control to avoid offense and harm to the Body and to avoid creating stumbling blocks to weaker brothers and sisters.

Attitudes such as greed, jealousy, pride, lust, bitterness, covetousness, hostility, an unforgiving spirit, and prejudice are condemned by scripture and are not in the interest of us as a community. Instead, in all we do, we are advised to occupy ourselves with virtuous pursuits, as right thinking about the noble things in life leads us to godliness in thought, speech, and action (Philippians 4:8). Therefore all volunteers that represent the church must seek to eliminate these attitudes as evidenced in speech and action and to see them replaced by godly attitudes appropriate to the mature Christian (Philippians 2: 5-7).

Edward Road Baptist Church has chosen to adopt certain practices that contribute to an environment appropriate to our mission and goals in the community in which we are called to serve. To help us clarify how we should serve together, a Baptist Union Code of Conduct has been adopted for our volunteers.

## Code Of Conduct

It is understood that while every volunteer or member of staff is vulnerable to behaviour which contravenes that laid out in the Bible, our desire as a church is to inspire, encourage and build one another up in the faith in order to honour, obey and glorify God in our work. This code of conduct seeks to facilitate this aim.

### Behavioural Standards

As a result of your desire to work at Edward Road and your acceptance of The Baptist Union Declaration of Principle, the Evangelical Alliance Basis of Faith, the Church Mission statement and the church's vision and values statement, we would expect certain behavioural standards, examples of which are:

- a willingness to give an account of your faith within an appropriate context in light of your particular responsibilities;
- regular commitment and participation in the life of Edward Road Baptist Church and
- treatment of those you deal with, with grace, respect, courtesy, politeness, forgiveness and Christian love.

### Code of Conduct

- A non-exhaustive list of matters which are considered to be gross misconduct is set out in the disciplinary procedure. There may be instances where inappropriate conduct inside or outside of formal volunteering or working hours may also necessitate disciplinary action. Such issues may be as the result of an incapacity or an error of judgement rather than lifestyle choice or pre-determined behavioural choice. The following is a non-exhaustive list of conduct which, although it may occur outside of formal volunteering or working hours we consider to be inappropriate for our volunteers and members of staff and may lead to disciplinary action or dismissal:
  - where it relates to a serious criminal offence;
  - where it renders the volunteer or member of staff unsuitable for the type of work they do e.g. someone who works with children found guilty of child abuse;
  - where it leads to a breach of mutual trust between the church and the volunteer or member of staff e.g. a treasurer found guilty of fraud;
  - where it is damaging to the reputation of the organisation for example:
    - Drunkenness or the use of illegal drugs
    - Use of obscenities, coarse jokes, gossip and slander
    - Any form of dishonesty including stealing and lying
    - Sexual immorality including adultery, sex outside of heterosexual marriage, deliberate viewing of pornography
    - Involvement in the occult or witchcraft
  - where it affects the performance of the volunteer or member of staff in their particular role e.g. a driver who loses his/her licence where driving is an essential occupational requirement; or
  - where it relates to a volunteer's or member of staff's acceptance of our Declaration of Principle, the Evangelical Alliance Basis of Faith, the Church Mission statement and the church's vision and values statement e.g membership of a group who could oppose the principles set out in those documents or expressing views which are contrary to them.

## Our Approach to Misconduct

Volunteers and members of staff will be treated within a context of grace and compassion while time is taken to consider the circumstances of the situation. Depending on the nature of the misconduct, volunteers or members of staff may be asked to step back from ministry while restoration is explored with the church leadership.

## Pastoral Care and Supervision

Edward Road Baptist Church is committed to providing pastoral care and support. Our pastoral care is mainly provided through the natural interactions that take place between brothers and sisters in the church, in particular within the House Group environment. However, additional pastoral care is available from the Pastoral Visiting Team, the Elders and the Pastor in times of particular pastoral need.

On-going line management, supervision and support is provided, in the first instance, by the Project Leaders and Ministry Coordinators. All Ministries are also overseen by the eldership, and each ministry has a designated Elder. Should you need additional support or should you have queries about volunteering or working at Edward Road that cannot be answered by the Project Leader or Ministry Coordinator, please approach one of the Elders to discuss it.