

# tabernacle : penarth

purpose: to reflect God's love in our church,  
community and world.

## **leadership council responsibilities**

revised may 2012

At Tabernacle leadership of the church is exercised by "The Leadership Council". This group is made up of the ministers of the church, the officers of the church, the elders and the deacons. Our constitution says that ministers of the church are automatically members of the Leadership Council and also Charity Trustees and, by custom, the Senior Minister is the chair of the trustees/Leadership Council meetings. The officers of the church are the church secretary and the treasurer. These are people appointed by the church meeting to carry out specific functions within leadership. Elders and Deacons however, stand in elections and more candidates may stand than there are posts. In this case the candidates standing for the vacant elder or deacon post with the most votes at the church meeting (provided they get at least 50%) are appointed to Leadership Council.

## Elders

Elders share with the pastor the responsibility of leading, teaching and caring for the congregation at Tabernacle Baptist Church. They must fulfil the requirements for eldership described in the Bible:

"An elder must be blameless, faithful to his wife, a man whose children believe and are not open to the charge of being wild and disobedient. Since an overseer manages God's household, he must be blameless—not overbearing, not quick-tempered, not given to drunkenness, not violent, not pursuing dishonest gain. Rather, he must be hospitable, one who loves what is good, who is self-controlled, upright, holy and disciplined. He must hold firmly to the trustworthy message as it has been taught, so that he can encourage others by sound doctrine and refute those who oppose it."

"Here is a trustworthy saying: Whoever aspires to be an overseer desires a noble task. Now the overseer is to be above reproach, faithful to his wife, temperate, self-controlled, respectable, hospitable, able to teach, not given to drunkenness, not violent but gentle, not quarrelsome, not a lover of money. He must manage his own family well and see that his children obey him, and he must do so in a manner worthy of full respect. (If anyone does not know how to manage his own family, how can he take care of God's church?) He must not be a recent convert, or he may become conceited and fall under the same judgment as the devil. He must also have a good reputation with outsiders, so that he will not fall into disgrace and into the devil's trap."

*1 Timothy 1:3:2-7*

As well as serving as elders, those elected to this office will also sit on Leadership Council and serve as charity trustees. The process for the nomination and election of trustees is laid down in the church constitution in section 15, whilst their responsibilities and powers are outlined in sections 16 to 20.

Elders serve so long as they have the support of the Church Members' Meeting and are actively appointed and reappointed at least once every three years. Elders are appointed for one term of three years with the opportunity to be nominated for one further three year term. This second term must be followed by a vacant year when they are not eligible for reappointment.

For matters requiring a decision the Leadership Council shall, so far as possible, seek consensus on all matters considered at their meetings but where this is not possible a vote shall be taken and the outcome recorded as the resolution of the Charity Trustees. Each member of the council has one vote to cast, and a simple majority is required to pass a resolution. Where there is not a clear majority in favour of a proposal, the motion is deemed to have failed. The senior minister (or chair of the meeting) and elders do NOT have casting votes.

## Deacons

There are currently seven deacons on leadership at Tabernacle. The specific responsibility of a deacon is to work within one or more functional areas of the Church's work. Their job is to release the ministers and elders of the church to enable them to focus fully on their ministries without having to concern themselves with the maintenance and day to day running of the Church. They must fulfil the requirements for deacons described in the Bible:

"In the same way (as an elder), deacons are to be worthy of respect, sincere, not indulging in much wine, and not pursuing dishonest gain. They must keep hold of the deep truths of the faith with a clear conscience. They must first be tested; and then if there is nothing against them, let them serve as deacons. In the same way, the women are to be worthy of respect, not malicious talkers but temperate and trustworthy in everything. A deacon must be faithful to his wife and must manage his children and his household well."

As well as serving as deacons, those elected to this office will also sit on leadership council and serve as charity trustees. The process for the nomination and election of trustees is laid down in the church constitution in section 15, whilst their responsibilities and powers are outlined in sections 16 to 20.

Deacons serve so long as they have the support of the Church Members' Meeting and are actively appointed and reappointed at least once every three years. Deacons are appointed for one term of three years with the opportunity to be nominated for one further three year term. This second term must be followed by a vacant year when they are not eligible for reappointment.

For matters requiring a decision the Leadership Council shall, so far as possible, seek consensus on all matters considered at their meetings but where this is not possible a vote shall be taken and the outcome recorded as the resolution of the Charity Trustees. Each member of the council has one vote to cast, and a simple majority is required to pass a resolution. Where there is not a clear majority in favour of a proposal, the motion is deemed to have failed. The senior minister (or chair of the meeting) and Elders do NOT have casting votes.

Deacons are responsible for organising and chairing a working group to assist them in the oversight of their areas of ministry.

## Organisation of Leadership

There are three core areas of activity for the Leadership Council at Tabernacle. The primary and most important area is mission. Mission happens both at home and throughout the world and is the *raison d'être* of the church. Christ left the church to fulfil the Great Commission, taking good news to all the people. In all that we do mission must run as a thread throughout it. The second core area is that of ministry. This is the caring, teaching, guidance and nurturing of the congregation. It includes such areas as the worship life of the church, the teaching ministry, pastoral care, prayer ministry and counselling. The ministry aspect of the church covers any activity which affects those who are members of Tabernacle or who worship here. The third core area is that of support. The other two areas cannot function properly if they are not supported financially, in terms of the buildings, with legal oversight, health and safety matters and provision and maintenance of equipment.

Each of these three areas is overseen by an elder and two or three deacons work with them to ensure that their specific area of responsibility is carried out in an efficient and Godly manner. In some areas the responsibilities of the different core groups overlap and in these cases the deacons and elders work together to ensure that ministry is carried out to the best standard that we can achieve.



# TERMS OF REFERENCE

Within the three core activities of the leadership council, each team is responsible for the following areas of church life:

## MISSION:

**HOME MISSION:** Responsibility for the outreach programme of the Church including practical demonstration of the Good News of the Kingdom through SOCIAL ACTION. It also includes the recognition of candidates for ministry, their training and on-going support during training. Responsibility for ministerial candidates ends when they are calling is recognised by their appointment by a local church.

**WORLD MISSION:** Responsibility for stimulating interest and action throughout the fellowship in supporting mission both in the UK and overseas. It includes the recognition of candidates for mission training, their on-going support as required and advising short term mission workers.

**COMMUNICATIONS:** Responsibility for the physical and electronic media produced by the church, public relations and communication with local, national and church press.

## MINISTRY:

**PASTORAL CARE:** responsibility for working with the ministers and elders of the church to ensure the pastoral care of church and congregational members, including the mentoring and discipleship of new believers and their preparation for baptism. Pastoral care includes the prayer ministry team, counselling and administration of the 434 fund.

**WORSHIP:** Responsibility for planning and presentation of Sunday and weekday worship and preaching/teaching of the church.

**TYPTTEAM:** The Tabs Young People's Team has responsibility for Sunday and weekday programmes for children and young people to 21 years. This includes nurture and discipleship of young Christians and child protection matters.

**SMALL GROUPS:** Responsibility for overseeing the running and administration of the Small Groups system within the church.

**SUPPORT:**

**WORSHIP SERVICES:** Responsibility for the purchasing, installation, upkeep and oversight of the practical areas of worship allowing the ministers and worship leaders to fulfil their ministries without distraction (Acts 6:2). Includes the purchasing of consumables, worship equipment and supplies, organisation of communion servers, stewards and security during services.

**PROPERTY:** Responsibility for the maintenance, repair and improvements to all Church property.

**FINANCE:** Responsibility for all matters pertaining to income and expenditure for financial matters generally; to prepare and present budgets annually; to promote and administer covenants and Gift Aid; to ensure the provision of up to date accounts and arrange audit; to administer loans when necessary, insurance and the church payroll and to be responsible for other financial dealings of the Church.

**CHURCH CENTRE:** Responsibility for all general administration matters of the Church including liaison with BUGB, church correspondence, distribution of information, maintenance of membership roll, Trust and constitutional matters, Church meeting annotated agenda and minutes, liaison with the caretaker/cleaners, all staff matters, use of Church Centre, bookstall, security, catering, and health and safety matters.

# Responsibility of Core Groups

MISSION	
HOME MISSION	WORLD MISSION
Local evangelistic events Home Mission Penarth holiday week Alpha Prayer walking Training for evangelism Candidates for ministry and in training Schools work	BMS Tearfund Christian Aid Tabs missionaries Students in training Candidates for overseas mission Tools with a Mission
COMMUNICATIONS	SOCIAL JUSTICE
Tabs Magazine Website Social Media Press releases and publicity Welcome booklet and 'Street to Seat' Notice sheet The Annual Report Distribution of information	Fairtrade Environmental policy Liaison with Home Access Pharaoh's Pantry Hope for Justice Political lobbying



## MINISTRY

### PASTORAL CARE

Pastoral care of church and congregation  
Mentoring and discipleship of new believers  
Adult baptism preparation  
Prayer ministry team  
Counselling  
Seniors ministry  
Meals at Home scheme  
434 fund

### WORSHIP

Sermons and corporate teaching  
Services format and planning  
Music and non-musical worship in services  
Liturgical and worship development  
Corporate prayer  
Mid-week communion  
Prayer meetings  
24/7 prayer  
Drama

### CHYPBoard

Crèche and Toddlers  
Sunday School Groups  
JAFFA, Xtreme ,BX, After 9  
Under 21s  
The House Thing  
Discipleship (YP)  
Baptism Preparation for under 21s  
Holiday clubs & special events  
Training teachers  
Safe to grow/advocates

### SMALL GROUPS

Allocating members to groups  
Identifying new group leaders and venues  
Provision of small group materials  
Oversight and training of small group leaders  
Pastoral care of Small Group leaders  
Representing Small Groups on leadership

SUPPORT	
WORSHIP SERVICES	PROPERTY
Welcome Stewarding Security Refreshments Communion consumables Audio/visual Recording ministry Readers rota Fire Drill	Maintenance programmes Repairs & improvements to all properties Fire safety Health and Safety
FINANCE	COG
Financial control Budgets Gift Aid Loans Bank dealings Keeping of Church accounts Other accounts Audit Authorised signatory Payroll Insurance Resources & other sources of funds	General Admin BUGB & SWBA liaison Membership roll Leadership and Church Meeting Agendas Minutes of Meetings Legal and Trust matters Correspondence Staffing Caretaker/cleaners Use of Church Centre Receptionists Catering Resource Room and Bookstall

Church Office  
address: tabernacle baptist church, plassey street, penarth,  
CF64 1EN  
telephone: 029 2070 2690  
email: [info@tabs.church](mailto:info@tabs.church)  
website: [www.tabs.church](http://www.tabs.church)  
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