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**APPENDICES**

**APPENDIX A**

**Questionnaire – Religious State of the Laity in South Africa**

**SECTION 1**

**Sex:** Male / Female \_\_\_\_\_

**Age (in years):** 18-23 \_\_\_\_\_ 24-39 \_\_\_\_\_  
40-60 \_\_\_\_\_ 61 or older \_\_\_\_\_

**Population Group:** Black \_\_\_\_\_ Coloured \_\_\_\_\_  
Indian \_\_\_\_\_ White \_\_\_\_\_

**Marital Status:** \_\_\_\_\_

**Highest Educational Qualification:** \_\_\_\_\_

**Politically:** Open-minded \_\_\_\_\_ Conservative \_\_\_\_\_ Medium \_\_\_\_\_

**If a Christian, Religious Classification:** Born Again \_\_\_\_\_  
Evangelical \_\_\_\_\_ Charismatic \_\_\_\_\_ Pentecostal \_\_\_\_\_  
Radical \_\_\_\_\_ Notional (not practicing) \_\_\_\_\_

**Ever Heard of:** Alpha Course \_\_\_\_\_ EE3 \_\_\_\_\_  
Purpose Driven Life \_\_\_\_\_

**SECTION 2**

**Do you consider yourself to be Christian or of some religious faith?**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**What is the denomination or affiliation of the church you attend most often?**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Overall, how committed are you to the Christian faith? Are you absolutely committed to it, moderately committed to it, not too committed to it or not at all committed to it? (Asked only among those who describe themselves as “Christian”)

- 
- Absolutely committed: \_\_\_\_\_
  - Moderately committed: \_\_\_\_\_
  - Not too committed: \_\_\_\_\_
  - Not at all committed: \_\_\_\_\_
  - Do not know: \_\_\_\_\_

There are many different beliefs about God or a higher power. Please tell me which one of the following descriptions comes closest to what you, personally, believe about God.

- Everyone is god. \_\_\_\_\_
- God is the all-powerful, all-knowing, perfect Creator of the universe who rules the world today. \_\_\_\_\_
- God refers to the total realisation of personal, human potential.  
\_\_\_\_\_
- There are many gods, each with different power and authority.  
\_\_\_\_\_
- God represents a state of higher consciousness that a person may reach. \_\_\_\_\_
- There is no such thing as God. \_\_\_\_\_
- Do not know. \_\_\_\_\_

“The Bible is totally accurate in all of the principles it teaches.” Do you strongly agree, agree somewhat, disagree somewhat or disagree with that statement?

- **Agree strongly:** \_\_\_\_\_
- **Agree somewhat:** \_\_\_\_\_
- **Disagree somewhat:** \_\_\_\_\_
- **Disagree strongly:** \_\_\_\_\_
- **Do not know** \_\_\_\_\_

**“Do you, personally, have a responsibility to tell other people your religious beliefs?”** People were asked whether they agree strongly, agree somewhat, disagree somewhat or disagree strongly with that statement.

- **Agree strongly:** \_\_\_\_\_
- **Agree somewhat:** \_\_\_\_\_
- **Disagree somewhat:** \_\_\_\_\_
- **Disagree strongly:** \_\_\_\_\_
- **Do not know** \_\_\_\_\_

**“Your religious faith is very important in your life.”** People were asked whether they agree strongly, agree somewhat, disagree somewhat or disagree strongly with that statement.

- **Agree strongly:** \_\_\_\_\_
- **Agree somewhat:** \_\_\_\_\_
- **Disagree somewhat:** \_\_\_\_\_
- **Disagree strongly:** \_\_\_\_\_
- **Do not know** \_\_\_\_\_

**“If a person is generally good, or does good enough things for others during their life, they will earn a place in Heaven.”** People were asked whether they agree strongly, agree somewhat, disagree somewhat or disagree strongly with that statement.



- **Agree strongly:** \_\_\_\_\_
- **Agree somewhat:** \_\_\_\_\_
- **Disagree somewhat:** \_\_\_\_\_
- **Disagree strongly:** \_\_\_\_\_
- **Do not know** \_\_\_\_\_

**“The devil, or Satan, is not a living being but is a symbol of evil.” People were asked whether they agree strongly, agree somewhat, disagree somewhat or disagree strongly with that statement.**

- **Agree strongly:** \_\_\_\_\_
- **Agree somewhat:** \_\_\_\_\_
- **Disagree somewhat:** \_\_\_\_\_
- **Disagree strongly:** \_\_\_\_\_
- **Do not know** \_\_\_\_\_

**“When He lived on earth, Jesus Christ was human and committed sins, like other people.” People were asked whether they agree strongly, agree somewhat, disagree somewhat or disagree strongly with that statement.**

- **Agree strongly:** \_\_\_\_\_
- **Agree somewhat:** \_\_\_\_\_
- **Disagree somewhat:** \_\_\_\_\_
- **Disagree strongly:** \_\_\_\_\_
- **Do not know** \_\_\_\_\_

**“The single, most important purpose of your life is to love God with all your heart, mind, strength and soul.” People were asked whether they agree strongly, agree somewhat, disagree somewhat or disagree strongly with that statement.**



- **Agree strongly:** \_\_\_\_\_
- **Agree somewhat:** \_\_\_\_\_
- **Disagree somewhat:** \_\_\_\_\_
- **Disagree strongly:** \_\_\_\_\_
- **Do not know** \_\_\_\_\_

**“Success in this life is determined only by your obedience to God; nothing else matters.” People were asked whether they agree strongly, agree somewhat, disagree somewhat or disagree strongly with that statement.**

- **Agree strongly:** \_\_\_\_\_
- **Agree somewhat:** \_\_\_\_\_
- **Disagree somewhat:** \_\_\_\_\_
- **Disagree strongly:** \_\_\_\_\_
- **Do not know** \_\_\_\_\_

**“You are completely committed to personally making the world and other people’s lives better.” People were asked whether they agree strongly, agree somewhat, disagree somewhat or disagree strongly with that statement.**

- **Agree strongly:** \_\_\_\_\_
- **Agree somewhat:** \_\_\_\_\_
- **Disagree somewhat:** \_\_\_\_\_
- **Disagree strongly:** \_\_\_\_\_
- **Do not know** \_\_\_\_\_

**“You cannot become a complete and mature person unless you belong to a community of faith that influences you.” People were asked whether they**

agree strongly, agree somewhat, disagree somewhat or disagree strongly with that statement.

- Agree strongly: \_\_\_\_\_
- Agree somewhat: \_\_\_\_\_
- Disagree somewhat: \_\_\_\_\_
- Disagree strongly: \_\_\_\_\_
- Do not know \_\_\_\_\_

“You are in control of your life.” People were asked whether they agree strongly, agree somewhat, disagree somewhat or disagree strongly with that statement.

- Agree strongly: \_\_\_\_\_
- Agree somewhat: \_\_\_\_\_
- Disagree somewhat: \_\_\_\_\_
- Disagree strongly: \_\_\_\_\_
- Do not know \_\_\_\_\_

Which one of these comes closest to what you believe?

1. When you die you will go to heaven because you have tried to obey the Ten Commandments. \_\_\_\_\_
2. When you die you will go to heaven because you are basically a good person. \_\_\_\_\_
3. When you die you will go to heaven because you have confessed your sins and have accepted Jesus Christ as your Saviour. \_\_\_\_\_
4. When you die you will go to heaven because God loves all people and will not let them perish. \_\_\_\_\_
5. When you die you will not go to heaven. \_\_\_\_\_
6. You do not know what will happen after you die. \_\_\_\_\_

### **SECTION 3**

**“In the last seven days, did you read from the Bible, not including when you were at church?”**

**“In the last seven days, did you attend a church service, not including a special event such as a wedding or funeral?”**

**“How often, if ever, do you attend a religious service in someone’s home or some other place, that is not associated with a local/congregational type church: At least once a week, two or three times a month, once a month, less than once a month, or never?”**

Once a week or more: \_\_\_\_\_  
Two or three times a month: \_\_\_\_\_  
Once a month: \_\_\_\_\_  
Less than once a month: \_\_\_\_\_  
Never: \_\_\_\_\_  
Do not know: \_\_\_\_\_

**“In the last seven days, did you volunteer some of your free time to help a church?” \_\_\_\_\_**

**“In the last seven days, did you pray to God?” \_\_\_\_\_**

**“In the last seven days, did you participate in a small group that meets regularly for Bible study, prayer or Christian fellowship?” \_\_\_\_\_**

**“In the last 12 months, did you explain your religious beliefs to someone who had different beliefs, in the hope that they might accept Jesus Christ as their Saviour?” \_\_\_\_\_**



**“In the past seven days, did you read from your Bible, not including when you were at church? In the past seven days, did you attend a church service, not including a special event such as a wedding or funeral? In the past seven days, did you pray to God?” \_\_\_\_\_**

## **APPENDIX B**

### **Letter requesting information about churches in the BUSA**

September 2007

Dear Friend

Greetings in the precious name of our Lord Jesus Christ. I am examining the ***role of the laity in the local church – with reference to the Baptist Union of Southern Africa.***

I would be most grateful if you were to take some of your precious time to complete the enclosed questionnaire.

There seems to be a position of passive dependence of the laity on the clergy. I believe that each member, both clergy and laity, has their own distinctive contribution to make to the life of the church and the expansion of God's kingdom in the world.

Although the BUSA may be growing numerically, there is a growing concern over the stability of many of the churches. Without a greater emphasis on church strengthening, education and equipping, churches under the banner of the BUSA are going to be faced with troubling consequences.

It would be much appreciated if you could take a few minutes to complete this questionnaire and return it to me at the Baptist Assembly or post it off to BTC, for my attention (address on the letterhead).

The intention of the research done from this study is for the laity to develop, in order for the Christian mission to stay strong on the church's agenda in planting and maturing local churches for the honour and glory of the Lord Jesus Christ.

Many thanks for your willingness.

Yours, in Service of our Master,

Dr. Peter Christofides  
Fax: 086 696 0327  
Cell: 082 491 1461  
Email: [peter@btc.co.za](mailto:peter@btc.co.za)

## APPENDIX C

### Statistical Returns for the BUSA churches for 2007 BAPTIST UNION OF SOUTHERN AFRICA

<u>NAME OF CHURCH</u>						
.....						
<u>Indicate Membership in BU Territorial Association (use X)</u>						
BANC	BBA	BNA	EPBA	FSBA	NBA	WPBA

**N.B. Please keep a copy for your records or the Association And submit the original to:**

Rev J I Grant (statistical secretary)  
42 Skaamrosie Street  
Protea Valley  
Bellville, 7530

Phone 021 9132296 cell 0835643296

E-mail : [jjgrant@netactive.co.za](mailto:jjgrant@netactive.co.za)

(cc a copy to the Association office)

Fax: 0866848372

**Actual @  
31 Dec  
2007**

1	Total Membership on 31 December 2007.	
2	Number of regular Adherents (adult non – members).	
3	Number of people attending Service's on an average Sunday	<b>Morning</b>
		<b>Evening</b>
4	Number of teachers involved in Sunday School & Children's Ministry.	
5	Total number of children ministered to in Sunday School.	
6	Total number of children ministered to in Weekday meetings.	
7	Number of Youth workers / Youth Leaders	
8	Total attendance at Youth Groups (ages +-13 up /High School).	
9	Total attendance at Young adults, 20 Something, post-Matric Groups	
10	Number of men involved in a Men's Association/ men's ministry.	
11	Number of ladies involved in a Women's Department/ women's ministry.	
12	Number of midweek Bible Studies/ Cell meetings.	
13	Total attendance at midweek Bible studies / Cell meetings	
14	<b>Each one reach one</b> - Number of Baptisms during 2007	
15	<b>Each one disciple one</b> – Number of Converts disciplined during 2007	
16	<b>Each one plant one</b> - Number of Churches planted in 2007.	
17	<b>Each one nurture one</b> - Number of weaker Churches assisted in 2007	



18	<b><i>Each one send one</i></b> - Number of Mission trips by the Church in 2007.	
19	<b><i>Each one support one</i></b> – Number of Missionaries supported on a regular basis.	

Name of Church and Secretary: \_\_\_\_\_

Address: \_\_\_\_\_

Phone number: \_\_\_\_\_ e - mail \_\_\_\_\_

Name & Phone number of Pastor: \_\_\_\_\_

BU234/7

## **APPENDIX D**

### **BAPTIST UNION CHURCH STUDY** **Questionnaire**

Thank you for participating in this Church study. Please know that your personal details are not required and neither is the name of the Church whose information you are giving. Once again, I am very appreciative of your time.

#### **SECTION 1**

1. What province is your Church in? \_\_\_\_\_
2. What is your position in the Church? Pastor / Leader / Lay Person

#### **SECTION 2**

3. In what year was your Church officially founded? \_\_\_\_\_
4. Is your Church affiliated with any of the following associations?  
(If so, please circle the appropriate one/s)
  - Baptist Association of the Northern Cape
  - Baptist Northern Association
  - Border Baptist Association
  - Eastern Province Baptist Association
  - Free State Association
  - Natal Baptist Association
  - Western Province Baptist Association
  - South African Baptist Women's Department
  - Baptist Youth of Southern Africa
  - Baptist Missions Department
  - Other \_\_\_\_\_
5. What kind of building does your Church meet in?  
(Please circle the appropriate one/s)
  - Church Building
  - School
  - Non-Church Community Centre
  - Hotel
  - Theatre
  - Private Home
  - Shopping Mall
  - Other \_\_\_\_\_

6. Now I would like to ask you some questions about the size of your congregation. I am interested in the several ways you might measure the size of your congregation.

First, how many persons would you say are associated *in any way* with the religious life of this congregation – counting both adults and children, counting both regular and irregular participants, counting both official or registered members and also participating non-members. What is the total number of persons associated with this congregation to any degree at all?

NUMBER \_\_\_\_\_

7. How many persons – counting both adults and children – would you say *regularly participate* in the religious life of your congregation – *whether or not* they are officially members of your congregation?

TOTAL NUMBER \_\_\_\_\_

ADULTS \_\_\_\_\_

8. Is there one person who is the Senior Leader / Pastor in your Church?

YES \_\_\_\_\_ NO \_\_\_\_\_

9. If you answered YES for the above question, what is the highest level of education received?

(Please circle the appropriate one/s)

- High School
- Some College studies but not a recognised Diploma
- Four-year College Degree
- Post-graduate studies
- Other \_\_\_\_\_

10. How many people currently work in this Church as *full-time paid staff*? \_\_\_\_\_

11. How many people currently work as *part-time paid employees*? \_\_\_\_\_

### **SECTION 3**

12. In a *typical* week, how many services does your Church hold? \_\_\_\_\_

13. Which one of these services would you say is the main service of the week?

DAY \_\_\_\_\_ TIME \_\_\_\_\_

14. In this main service, how many people regularly attend, including adults and children? \_\_\_\_\_

15. Of the regularly participating adults in this Church, how many would you say attended *more than one* of the services held during the previous seven days?  
\_\_\_\_\_

16. How often is the Lord's Supper celebrated at the Church? \_\_\_\_\_

17. For about how long would you say that people in this congregation usually mingle and socialize informally with each other before and after the service?  
HOURS \_\_\_\_\_ MINUTES \_\_\_\_\_

18. At any of the services held, is there a time for people, other than the leaders of the service, to testify or speak about their own religious experience?  
YES \_\_\_\_\_ NO \_\_\_\_\_ If YES, please give an example of the laity having participated in the service.  
\_\_\_\_\_  
\_\_\_\_\_

#### **SECTION 4**

19. Does your church have religious education classes for children, teens, or adults? YES \_\_\_\_\_ NO \_\_\_\_\_ If YES,

- How many different classes meet at least once a month? \_\_\_\_\_
- How many children age 12 or younger would you say attend at least one of these classes in a typical week (including Sunday School)? \_\_\_\_\_
- How many teenagers – those aged 13 to 18 – would you say attend at least one of these classes in a typical week? \_\_\_\_\_
- How many adults would you say attend at least one of these classes in a typical week? \_\_\_\_\_

20. Within the past 12 months, have there been any groups of people from your Church meeting *once a month or more* for religious, social, recreational, or other purposes? YES \_\_\_\_\_ NO \_\_\_\_\_ If YES,

- How many such groups have met within the past 12 months? \_\_\_\_\_
- How many people – adults and children – would you say have participated at least once in one of these groups within the past 12 months?  
\_\_\_\_\_

For what purpose or purposes do these groups meet?

Purpose  
\_\_\_\_\_  
\_\_\_\_\_

21. Within the past 12 months, have there been any groups or meetings or classes or events specifically focused on the following purposes or activities?

	<u>YES</u>	<u>NO</u>
• An event to organize or encourage volunteer work?	_____	_____
• To discuss people's problem or concerns?	_____	_____

- A class for prospective or new members? \_\_\_\_\_
- A meeting specifically to pray? \_\_\_\_\_

**SECTION 5**

22. Has your Church participated in or supported social service, community development, or neighbourhood organising projects of any sort within the past 12 months? Please *don't* include projects that use or rent space in your building but have no other connection to your congregation.

YES \_\_\_\_\_ NO \_\_\_\_\_ If YES, please give an example of the project having participated in.

---



---

23. Has anyone from your congregation done any volunteer work for one or more of these projects within the past 12 months?

YES \_\_\_\_\_ NO \_\_\_\_\_ If YES, of the regularly participating adults in your Church, how many of them would you say did volunteer work at least once for one or more of these projects within the past 12 months? \_\_\_\_\_

24. How often, if any, does the laity have an opportunity to preach? \_\_\_\_\_

25. Does your Church make any effort to recruit new members? If YES, how?

---



---

26. Within the past 12 months, have you done any of the following?

- |   | <u>YES</u> | <u>NO</u> |
|---|------------|-----------|
| • Placed an ad in the newspaper?                          | _____      | _____     |
| • Encouraged people from the Church to invite others?     | _____      | _____     |
| • Conducted or used a survey of your community?           | _____      | _____     |
| • Mailed or distributed pamphlets in your community?      | _____      | _____     |
| • Followed up on those who have visited your Church?      | _____      | _____     |
| • Have a special formal committee to work on recruitment? | _____      | _____     |



27. *Theologically speaking*, would your congregation be considered more on the conservative side, more on the liberal side, or right in the middle?

- MORE ON THE CONSERVATIVE SIDE \_\_\_\_\_
- RIGHT IN THE MIDDLE \_\_\_\_\_
- MORE ON THE LIBERAL SIDE \_\_\_\_\_

28. In every congregation, disagreements and conflicts occasionally arise. Within the last two years, has your congregation experienced a conflict for which a special meeting was called specifically to deal with the disagreement?

YES \_\_\_\_\_ NO \_\_\_\_\_

## **SECTION 6**

I would like to ask a few questions about the people in your Church please.

<b><u>QUESTION</u></b>	<b><u>ENTER NUMBER OR PERCENT</u></b>	<b><u>TICK DESCRIPTION</u></b>
29. Thinking of the [NUMBER FROM Q7 above] regular <u>adult</u> participants in your Church, about what percent would you say are new to this Church in the past year? That is, how many have become involved since September 2006?		Number _____ Percent _____
30. Thinking again of these regular adult participants, what percent would you say are female?		Number _____ Percent _____
31. About what percentage would you say have four-year qualifications or more?		Number _____ Percent _____
32. About what percentage of the regular adult participants have less than a high school education?		Number _____ Percent _____
33. Of the regular adult participants, about what percentage would you say are over 60 years old?		Number _____ Percent _____
34. What percentage of the regular adult participants would you say are under 35 years old?		Number _____ Percent _____
35. Still thinking about the regular adult participants, what percentage		Number _____



	would you say live within a ten minute <i>walk</i> of the place where you meet?	Percent ____
36.	What percent would you say live within a ten minute <i>drive</i> of the place where you meet?	Number ____ Percent ____
37.	What percent live more than a 30-minute drive away?	Number ____ Percent ____
	<b><u>QUESTION</u></b>	<b><u>ENTER NUMBER OR PERCENT</u></b>
38.	Of the regular adult participants, what percent would you say live in households with income under R96 000 a year (R8 000/month)?	Number ____ Percent ____
39.	What percent would you say live in households with income higher than R240 000 a year (R20 000/month)?	Number ____ Percent ____
40.	What percent would you say own their own business?	Number ____ Percent ____
41.	Of the regular adult participants in your congregation, about what percent live in households in which there are two married adults with children living at home?	Number ____ Percent ____
42.	What percent live in households in which there are children with just one parent?	Number ____ Percent ____

**SECTION 7**

43. Of the regularly participating adults, how many would you say have served in some sort of *leadership* role in this congregation – such as chairing a committee, serving as an officer, teaching a class, or other leadership roles – within the past 12 months? \_\_\_\_\_. Of these people who have served in leadership roles in the past 12 months, how many of them are male and how many are female?



MALE \_\_\_\_\_

FEMALE \_\_\_\_\_

44. Have any official congregational committees or boards met in the past 12 months? If YES, how many committees have met in the past 12 months?

\_\_\_\_\_

45. Is there one committee that is the most important governing body or coordinating committee in your congregation? If YES,

- How many people are currently on it? \_\_\_\_\_.
- How many of the people currently on it are male and how many are female?

MALE \_\_\_\_\_

FEMALE \_\_\_\_\_

***THANK YOU VERY MUCH FOR YOUR PARTICIPATION –  
MAY GOD RICHLY BLESS YOU.***

## **APPENDIX E**

### **Example Missions Policy**

#### **MISSION POLICY**

##### **SECTION A**

#### 1. The Scriptural purpose of the involvement of our church in missions

Our church will be involved in missions in order to fulfill the Great Commission of Jesus Christ (Matt 28:18-20), in response to God's grace towards us.

#### 2. Definition of missions

Missions will mean "the communication of the Gospel of Jesus Christ to non-Christians, both locally and abroad, both within and without our culture". The purpose will be to give individuals and groups a valid opportunity to be reconciled to God through faith in Jesus Christ. The goal of our mission will be to urge non-Christians to be reconciled to God through faith in Jesus Christ and to serve Him in the fellowship of His church, as well as to establish multiplying congregations who will bear the fruit of Christianity.

The missions committee will deal with:

- 2.1 Evangelism amongst people of a different cultural grouping from ourselves, who live either near or far away (cross cultural evangelism).
- 2.2 Evangelism amongst people of a similar cultural grouping to ourselves who, by virtue of geographical distance, will not likely become members of our congregation upon conversion.

#### 3. The purpose of our missions policy

The purpose of having a missions policy is:

- 3.1 To help us achieve a clear sense of direction in our missions work.
- 3.2 To help us avoid making decisions on an emotional or haphazard basis (for example, the charisma of missions speakers, connections with those seeking support, or the mood at the time a decision is made).
- 3.3 To ensure that money given to missions is spent as we believe God would have it be spent (stewardship).
- 3.4 To inform and orientate new committee members.
- 3.5 To work in harmony with the church leadership.
- 3.6 To encourage the commitment of the leadership and the church at large to the missions programme.
- 3.7 To develop an accountability in our missions programme.

#### 4. The overall responsibilities of our missions committee

The overall responsibility of the committee is:

- 4.1 To ensure that the church is fully informed at all times regarding the missions programme.
- 4.2 To stimulate the intercessory prayer of our congregation for world evangelism and for our missionaries.
- 4.3 To educate and inspire our congregation in the field of world evangelism.
- 4.4 To help identify, stimulate, and encourage potential missions candidates.
- 4.5 To stimulate missions giving.
- 4.6 To administer the funds allocated to missions in consultation with the diaconate.
- 4.7 To serve as a liaison and/or channel between our church and the Baptist Missions Department, missions societies and missionaries.
- 4.8 To care for our missionaries.
- 4.9 To administer and evaluate our missions programme.
- 4.10 To update our missions policy as needed.

## 5. Goal Setting

The committee shall set goals in respect of the above, against which to evaluate progress. The goals should be measurable but involve a measure of faith. The goals should be set and evaluated on a regular basis.

## 6. The Flexibility of the interpretation of our Mission Policy

The policy is intended to give general direction and not to be an inflexible set of rules.

## 7. The revision of our Mission Policy

The Missions Policy will be revised as often as needed, with a thorough review and/or revision every five years, commencing from the adoption of this policy.

## SECTION B - THE MISSIONS COMMITTEE

### 1. Manner of selection of members of the Missions Committee

Committee members will be church members invited to serve on the committee by the pastor/s and committee chairman, subject to the approval of the elders. The pastor/s shall be de facto full members of the committee. In addition the committee will have power to co-opt anybody who can meaningfully contribute to the goals of the committee.

### 2. Criteria for selecting members of the Missions Committee

The member should:

- 2.1 Have a vision for and a commitment to missions as an essential function of our local church.
- 2.2 Accept the missions policy.
- 2.3 Have a willingness to reliably perform special portfolios which they accept.
- 2.4 Agree to attend at least 75% of the committee meetings.

### 3. The size of our committee

The committee shall consist of a minimum of four members. The committee shall appoint its own chairman.

### 4. Term of office

This shall be three years. Approximately one third of the members shall retire annually, and one year should elapse before regaining eligibility for re-appointment to the committee.

### 5. The responsibilities of the members of the committee

The function of the chairman of the committee shall be:

- 5.1 To call meetings.
- 5.2 To preside at meetings.
- 5.3 To represent the committee to the church leadership (or to utilise a representative for this purpose).

The function of the secretary of the committee shall be:

- 5.4 To keep and distribute minutes of meetings, including a copy to the church secretary.
- 5.5 To prepare an agenda in co-operation with the Chairman.

The function of the treasurer of the committee shall be:

- 5.6 To plan the finances of the committee in co-operation with the committee members.
- 5.7 To maintain suitable financial records.
- 5.8 To administer and dispense funds as directed by the committee.
- 5.9 To present a quarterly statement of missions fund.

### 6. Frequency of the committee meetings

The committee shall meet at least eight times per annum, including an evaluation and planning meeting.

### 7. Officers and manner of appointment

The officers of the committee shall be the chairman, treasurer and secretary. They shall be appointed by the committee from among its members. In the

absence of the chairman and/or secretary at any meeting, the members present shall appoint a chairman and/or secretary, as the case may be, for that particular meeting.

## 8. Quorum

50% of the members shall constitute a quorum.

## SECTION C - FINANCE

### 1. Scope

The missions' committee operates an account which is independent from the Church's general account. This section deals with the principles for operating the missions account and reporting into the Church's general financial structure.

### 2. Principle of Independence

The missions account is kept independent from the church general account in order to uphold the principle of disciplined, regular giving to missions. In addition, the maintenance of an independent account facilitates the provision for projects or support which spans more than one financial year.

### 3. Funding

#### 3.1 Allocation from general Church income

3.1.1 The Church financial policy makes provision for a fixed monthly amount to be allocated from the general Church income to the missions' account.

3.1.2 The level of this allocation is established by the Church officers as a percentage of the Church's general income at the beginning of each financial year, according to the financial policy.

3.1.3 The allocated money is transferred monthly to the missions' account.

3.1.4 The amount transferred may only vary by instruction from the Church officers in exceptional circumstances.

#### 3.2 Designated

3.2.1 The Committee is responsible to ensure that all moneys which are specifically designated by the giver for a particular purpose are utilised for that purpose.

#### 3.3 Special

The Committee must motivate a request to the Church officers and receive their approval for any special fund-raising programmes.

## 4. Operation

### 4.1 Annual Budgeting

4.1.1 The Committee is responsible to prepare an annual budget of proposed expenditure and provisions.

4.1.2 The budget preparation should take into account the level of allocation proposed from the Church budget.

4.1.3 The budget should consider the following categories of spending and provisions:-

#### Support for people

- education
- establishment of missionaries
- regular support
- home assignment
- enrichment
- retirement
- emergency

#### Support for projects

- planned projects
- unreached people groups
- pastors' travel
- missions promotion

4.1.4 All budgeted items must be prioritised. Regular support for persons should generally receive the highest priority, with preference given to member missionaries.

4.1.5 Balances against budgeted items from the previous financial year are brought forward.

4.1.6 The committee may propose re-allocation of "brought forward balances".

4.1.7 The finalised, prioritised budget must be submitted to the church officers for approval.

### 4.2 Account management

4.2.1 The treasurer may make payments from the account against budgeted items, in the agreed order of priority.

4.2.2 Subject to the approval of the church officers the treasurer shall endeavour to invest surplus funds with a low-risk, interest-bearing, institution or Church fund which allows reasonable access to invested funds.

4.2.3 The committee may not, without prior consent of the Church officers, seek other funding or raise loans.

4.2.4 The treasurer shall present a monthly financial statement to the Church officers for approval and maintain a proper set of accounts.

4.2.5 The committee is answerable to the Church officers and account shall be audited annually by the Church auditor.

## 5. Budgeting Guidelines



## 5.1 Support for people

This item should normally be the highest priority, since the principle aim of the missions' committee is to support and encourage missionaries, particularly those sent from our own Church/country.

### 5.1.1 Education

This item should cover educating prospective missionaries, missionaries in the field and missionaries children.

### 5.1.2 Establishment

This item is typically a fund which is accumulated with the intention of covering the one-time costs of sending out a missionary (family) to the field.

### 5.1.3 Regular support (highest priority item)

This item is the regular monthly support paid to a missionary or mission society. It is recommended that a commitment should be made to the individual or society to cover one full term of engagement. The specific level of support may be reviewed annually. Consideration should be given to supporting a missionary (family) during the periods of home assignment.

#### 5.1.3.1 Personal Support

This covers all costs of a personal nature.

#### 5.1.3.2 Ministry Support

This covers all costs relating to the missionaries specific ministry.

### 5.1.4 Home Assignment

This item is a fund to assist the missionary (family) with travel expenses.

### 5.1.5 Enrichment

This item is a fund to provide for enrichment of the missionary's life by means such as seminars, literature, gifts, etc.

### 5.1.6 Retirement

This item is to allow for a regular contribution to a retirement funding scheme, for either active or retired missionaries.

### 5.1.7 Emergency

This item is a fund to assist with emergency evacuation, medical treatment or return home.

## 5.2 Support for Projects

This item is proposed to provide an injection of funding into a specific area of development or need to enable a missionary or society to advance in their ministry.

### 5.2.1 Planned projects

Projects which are known at the time of budgeting are referred to as planned projects. The committee is responsible to select projects which are in keeping with the strategy in the missions' policy, and if funded, will result in the strategy advancing.

### 5.2.2 Unreached people groups

This is a specific instance of a project related to reaching an as yet "unreached people group".

### 5.2.3 Unplanned projects

This is the same as 5.2.1, except the project was not known at the time of budgeting; however, a provision was made for this eventuality in the budget.

### 5.2.4 Pastors' travel fund

This item is a fund, accumulated to enable one or more members of the Church pastoral staff to travel to the mission field and minister there. The committee is responsible to administer this fund.

### 5.2.5 Missions Promotion

This item makes provision for mission promotion, including the pulpit fees for visiting missionary speakers.

These items are offered as guidelines for effective budgeting and planning.

## SECTION D

### 1. Procedure for sending members as missionaries with other organisations.

#### 1.1. Selection Procedure

1.1.1 A written motivation by the candidate/s to be submitted to the committee.

1.1.2 The committee to establish clear call and suitability by interview and other suitable means.

1.1.3 The committee to make recommendation to the Eldership.

1.1.4 The Eldership to interview and make a recommendation to a Church meeting.

1.1.5 This shall be approved by the same majority required for the calling of a pastor.

1.1.6 The line of communication during the above procedure to be through the senior pastor.

#### 1.2. Relationship between church and missionary

An agreement shall be entered into between the church and missionary, including the following:

##### 1.2.1 Responsibility of church to missionary

1.2.1.1 to take a prayerful interest in, and to communicate officially with him/her at least every three months, through the committee.

1.2.1.2 to provide guidance and direction in his/her ministry, as requested.

1.2.1.3 to establish a working relationship with the relevant missions board.

##### 1.2.2 Responsibility of missionary to church

1.2.2.1 to submit a written report through the committee at least every three months.

1.2.2.2 to spend a portion of his/her home assignment in the church.

1.2.2.3 where possible, to attend all church missions conferences.

1.2.2.4 where possible, to meet annually with the committee, or combined Eldership and the committee for in-depth discussion.

#### 1.3. Administrative Procedure

- 1.3.1 The level of support shall be determined as set out in Section C of this policy.
  - 1.3.2 Payments shall be made to the mission board (or, if relevant, to the missionary) by the missions treasurer.
2. Procedure for sending Church members as missionaries employed by the church (This situation to be clarified at a later date when necessary)
  3. Procedure for supporting other missionaries
    - 3.1. Selection procedure
      - 3.1.1 A written motivation by the candidate/s to be submitted to the committee.
      - 3.1.2 The committee shall establish the acceptability of both the individual and the missions board concerned, using the criteria set out in Section C of the policy.
      - 3.1.3 The committee shall inform the Eldership and the church of its decision.
      - 3.1.4 This decision shall be reviewed annually.
    - 3.2. Administrative procedure
      - 3.2.1 The level of support shall be determined as set out in Section C of this policy.
      - 3.2.2 Payments shall be made to the missions board (or, if relevant, the missionary) by the missions treasurer.
  4. Procedure for supporting short-term missionaries
    - 4.1. Selection procedure
      - 4.1.1 A written motivation by the candidate/s to be submitted to the committee.
      - 4.1.2 The committee to establish clear call and suitability by interview and other suitable means.
      - 4.1.3 The committee shall inform the Eldership and the church of its decision.
      - 4.1.4 This decision shall be reviewed annually if necessary.
    - 4.2. Administrative procedure
      - 4.2.1 The level of support shall be determined as set out in Section C of this policy.
      - 4.2.2 Payments shall be made to the missions board (or, if relevant, the missionary) by the missions treasurer.

## **APPENDIX F**

### **A PERSONAL EVALUATION TO THE CALL OF MINISTRY**

A good beginning step, if you feel you may be experiencing a call to serve, is to study and reflect upon how your gifts, talents, and strengths, may be used in ministry, and/or in your daily life, community, and church. Take some time to consider your passion. What inspires you? What areas of mission or ministry excite you? What issues in the church or community bring you the deepest concern? When you use your spiritual gifts in conjunction with an area of ministry that you are passionate about wonderful things can and do happen.

Another step is critically important as you explore and prepare yourself for any form of ministry. Remain steadfast in the basic Christian practices or spiritual disciplines which are given by God's grace. These gifts of grace include prayer, Bible study, the Lord's Table, worship, fasting, and Christian dialogue. You may join or form a small group that will help you grow spiritually and stay faithful in your spiritual practices.

Small groups for support and accountability are a rich part of our Christian heritage and continue today in many churches with a renewed vitality and relevance for growing in discipleship. These groups help their members witness to Jesus Christ in the world and follow His teachings through acts of compassion, justice, worship, and devotion under the guidance of the Holy Spirit. They focus on a balanced discipleship through good works (personal devotions and public worship), and works of mercy (acts of compassion and acts of justice).

Effective small group leaders should lead the laity of the church in developing their discipleship. They are to help form faithful disciples of Jesus Christ. Classes may organize as Bible studies or small groups. Groups help discover certain elements that are important for ministry in the local church. In these groups, one can:

- Assess your spiritual gifts. The gifts of teaching and leadership are helpful for this ministry.
- Participate in a spiritual gifts study to determine your spiritual gifts or complete a spiritual gifts assessment.
- Share the results of your spiritual gifts assessment with your pastor and/or the chair of the Lay Leadership Committee.
- Develop a good working knowledge of the Bible through study books.
- Make your interest known to the pastor or nominating committee in your congregation so your name may be considered for opportunities of ministry.
- Attend conferences for the laity.

#### Becoming a Lay Leader

Lay leaders function as the primary representatives of the laity in the local church. The role of a lay leader is not only to represent the laity, but also to support the pastor. In correlating positions, laity can share in mutual ministry with the ordained leaders.

#### Lay Speaker

Lay speakers can be gifted in areas of speech in order to challenge and encourage the members in their spiritual growth. After a sermon by the pastor a speaker can give practical applications of the sermon to the church members. A lay speaker is to be a professing member of a local church who is ready and desirous to serve the Church and who is well informed on and committed to the Scriptures and the doctrine, heritage, organization, and life of the Church and who has received specific training to develop skills in witnessing to the Christian faith through spoken communication, church and community leadership, and care-giving ministries.

### Lay Missioner

Lay missioners are committed lay persons, mostly volunteers, who are willing to be trained and work in a team with a pastor-mentor to develop faith communities, establish community ministries, develop church school extension programmes, and engage in congregational development.

### Professional Lay Ministry

Lay people serving in the church can enhance their learning and increase their knowledge and skills to become more effective workers in their areas of service. Official recognition in various areas of ministry within the church is available. These include Christian education, youth ministry, music, evangelism, camp/retreat ministry, spiritual formation, and older adult ministry.

Leaders at any level set an example for others to follow. People will look to you as a leader, whether you are lay or clergy, for an example of how to live out their faith.

More formalized education is available on the two Baptist colleges in South Africa:

Baptist Theological College of Southern Africa – [www.btc.co.za](http://www.btc.co.za)

Cape Town Baptist Seminary – [www.ctbs.org.za](http://www.ctbs.org.za)