



TUGGERANONG  
BAPTIST CHURCH

HANDBOOK



**TO KNOW JESUS CHRIST & TO MAKE HIM KNOWN**





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# Tuggeranong Baptist Church

## **OUR VISION**

To Know Jesus Christ and Make Him Known.

## **OUR BEHAVIOURS**

- > EXALT God
- > EXPECT God to build His church
- > ESTABLISH the people of God
- > ENCOURAGE one another
- > EQUIP for the work of the ministry
- > EXTEND the kingdom of God

## WHAT WE BELIEVE

### **Trinity: 2 Corinthians 13:14**

I believe the God of the Bible is the one true God  
– Father, Son and Holy Spirit.

### **Salvation by grace: Ephesians 2:8-9**

I believe nothing I do or have done can earn my salvation.

### **Authority of the bible: 2 Timothy 3:16-17**

I believe the Bible has decisive authority over what I say and do.

### **Personal God: Psalm 121**

I believe God is actively involved in my life.

### **Identity in Christ: John 1:12-13**

I exist to know, love and serve God.

### **Christ is first: Matthew 6:33**

I desire Jesus to be first in my life.

### **Stewardship: 1 Timothy 6:17-19**

I believe a Christian should live a sacrificial life that is not driven by  
pursuit of material things.

### **Giving Away My Life: Romans 12:1-2**

I am willing to risk everything that is important in my life for Jesus Christ.

# SALVATION

## **God's plan for your life**

For God so loved the world, that He gave His one and only Son, that whoever believes in Him shall not perish but have eternal life. (John 3:16)

Jesus was born, lived a sinless life and died in a way that mirrored the ritual sacrifices of the Old Testament festival of Atonement. He shed His blood on the cross at Calvary to pay the full price of the sins of all mankind so that we might be reconciled to God and begin to live empowered by His resurrected life.

## **God is at work in everyone's life to bring them to the point of repentance. This is God's grace (an unmerited gift).**

The Lord is not slow in keeping his promise, as some understand slowness. Instead he is patient with you, not wanting anyone to perish, but everyone to come to repentance. (2 Peter 3:9)

## **How it works**

For it is by grace that you have been saved, through faith—and this not from yourselves, it is the gift of God—not by works, so that no one can boast. (Ephesians 2:8-9)

## **What happens next?**

These things happen between God and the person seeking salvation:

1. God gives the gift of faith to be saved
2. The person recognises that they are disappointed with their attempts to live up to their own standards of behaviour and other life goals and needs help. The bible calls this disappointment 'sins of commission and sins of omission'. The person recognises they are a sinner.

3. The person confesses their sin and accepts God's gift of forgiveness. They use this gift of forgiveness to forgive themselves and they start living in the power of the Holy Spirit with the assurance of their eternal destination.

### **Moving on**

The point of repentance and salvation may occur in a single moment or may be a process over time. The salvation decision always precedes believer's Baptism into the Name of God, Father, Son and Holy Spirit.

The ongoing process of salvation, also known as *sanctification* continues throughout the life of the believer.

Some of these people choose to identify with Christ in Believers' Baptism.

### **Find out more**

The pastors, elders and study group leaders are available to discuss this further, and answer any questions you might have.

## SAMPLE PRAYER

### **A sample prayer to receive Jesus as your Lord and Saviour.**

You may choose to have a private conversation with God using the following sample prayer as a guide.

*Father,*

*You loved the world so much that You gave Your only begotten Son to die for our sins so that whoever believes in Him will not perish but have eternal life.*

*Your Word says we are saved by grace through faith as a gift from You. There is nothing we can do to earn salvation.*

*I believe and confess with my mouth that Jesus Christ is Your Son, the Saviour of the world. I believe He died on the cross for me and bore all of my sins, paying the price for them.*

*I believe in my heart that You raised Jesus from the dead and that He is alive today.*

*I am a sinner and I am sorry for my sins and I ask You to forgive me. By faith I receive Jesus Christ now as my Lord and Saviour. I believe that I am saved and will spend eternity with you! Thank you, Father. I am so grateful! In Jesus' name, Amen.*

.....

# Public Declarations of Faith

## **BELIEVERS' BAPTISM**

We were therefore buried with Him through baptism into death in order that, just as Jesus Christ was raised from the death through the glory of the Father, we too may live a new life. (Romans 6:4)

- > Baptism doesn't make you a believer—it shows that you already believe.
- > Baptism doesn't save you—your faith in Christ does.
- > Baptism of infants is not practiced as they are not able to make a declaration of faith.

Baptism into the name of God (Father, Son and Holy Spirit) gives one's allegiance to Him, to commit oneself to follow their leadership, to learn and to honour them. Through baptism God gives grace and new life and incorporates them into Christ's body.

It is a symbolic public act that a person is participating in Christ's death, burial and resurrection and openly identifying with the Kingdom of God with Christ as Lord.

### **Why be baptised as a public declaration of faith?**

- > It follows example of Jesus himself who was baptised by John.

At that time, Jesus came from Nazareth in Galilee and was baptised by John in the Jordan (Mark 1:9)

- > Jesus commanded it as part of the Great Commission.

Therefore, go and make disciples of all nations, baptising them in the name of the Father and of the Son and of the Holy Spirit, and teaching them to obey everything I have commanded you. And surely I am with you always, to the end of the age. (Matthew 28:19-20)

- > You identify yourself publicly with Christ and His church:

Those who accepted his message were baptised. (Acts 2:31)

But when they believed Philip as he preached the good news of the Kingdom of God and the name of Jesus they were baptised both men and women. (Acts 8:12)

### **Other public declarations of faith**

At TBC, we recognise other forms of public declaration of faith, for example, confirmation. People who have undertaken these forms are not excluded from communion, membership or leadership or service in the church.

### **When can I be baptised?**

You may approach the pastors or elders of the church at any time to ask to be baptised.

Baptisms are held during Sunday services, or at another time upon request. The intention to include baptisms is advertised several times throughout each year. It is a special joy to the TBC family to incorporate baptism in our Easter celebration as this is a time of renewal of baptismal promises for many Christians.

## **INFANT DEDICATION**

### **Dedication or thanksgiving service for infants**

Infant dedication is incorporated into a Sunday church service where:

- > the child is presented to the Lord, as Jesus was (Luke 18:15-17)
- > the parents give thanks and dedicate themselves to bring the child up according to God's word in the hope that they will accept Jesus Christ for themselves when they are at an age to do so
- > the congregation is also asked to join in this responsibility

To request that your infant be dedicated, contact the pastors or elders.

# The TBC Fellowship

## TBCERS—THE TBC FELLOWSHIP

### **Biblical model of the local church**

The scriptural structure of the local church is that there will be leaders and followers. The leadership matures the saints for the work of the ministry (Ephesians 4:11-16).

The priesthood of all believers is an emphasis of Baptist congregations as they recognise that all believers, through the shed blood of Christ, are made holy and able to enter into God's presence and seek His guidance and ongoing forgiveness and grace. The priesthood of scripture is not a leadership role.

All who have applied Jesus' work upon the cross to themselves are members of His body and the Kingdom of God. They have been given resources, including one or more spiritual gifts, to steward in a way that glorifies God and advances the kingdom. They are all ministers.

Individual believers gather into local churches for the purpose of worship, spiritual growth and service, as scripture instructs:

Therefore, brothers and sisters, since we have confidence to enter the Most Holy Place by the blood of Jesus, by a new and living way opened for us through the curtain, that is, his body, and since we have a great priest over the house of God, let us draw near to God with a sincere heart and with the full assurance that faith brings, having our hearts sprinkled to cleanse us from a guilty conscience and having our bodies washed with pure water. Let us hold unswervingly to the hope we profess, for he who promised is faithful. And let us consider how we may spur one another on toward love and good deeds, not giving up meeting together, as some are in the habit of doing, but encouraging one another—and all the more as you see the Day approaching. (Heb 10:22-25)

**Characteristics of a TBCer are:**

- > submitted to and supportive of the leadership (pastors, elders and their designates);
- > regular attenders at Sunday services—more often than not;
- > regular planned givers;
- > committed to the vision, goals and behaviours of the church;
- > committed to maintain unity of the body in the bond of peace.

**Levels of access**

All TBCers may participate in:

- > church services and other advertised events;
- > believers' baptism and communion;
- > ministries and service teams and key roles in the teams;
- > business meetings of the church—forums, special meetings and the Annual General Meeting.

Any TBCer may request:

- > a meeting with the Elders of the church, usually at their regular meeting time;
- > the calling of a special meeting of the fellowship (in writing).

**TBCers – Personal Details**

Each person who makes TBC their spiritual home is invited to be included in the church database and TBC Fellowship List.

An annual review helps us meet our obligations under the *Australian Privacy Principles* to ensure the data is accurate, up-to-date, complete and relevant. The way that we capture and publish the data that aligns us with the APP and helps us to protect the data from misuse and disclosure.

### **Privacy**

The church's Privacy Policy is available from the office and is posted on the church website.

### **TBC Fellowship Database – not published**

We collect, hold, use and disclose the personal information to fulfil the ministry and administrative functions of Tuggeranong Baptist Church. (APP3) This may include:

- > to contact you;
- > to comply with legal obligations;
- > publication as the contact person for a church ministry team or event coordinator;
- > to sign you up to our newsletters and invite you to our events that may be of interest and relevance to your role; or
- > to help us work with you as a volunteer.

### **TBC Fellowship List – published and distributed to those on the list**

The purpose is to build up the body of Christ at TBC and may be used for such purposes as:

- > learning the names of others in the fellowship and getting to know them through personal interaction;

- > praying for others in the fellowship by name. Some people make a habit of praying their way through the list of names whether or not they know the people or their circumstances.

The Fellowship List provides a contact phone number if the individual has requested that it be included.

All those whose names are published in the Fellowship List partner with the leadership of the church in preserving the privacy of others and undertake not to pass on contact details.

If you wish to communicate with another person in the church by other means or for non-church purposes, you must seek their permission

Talk to one of the pastors about having your details recorded in the Fellowship List.

# TBC Membership

## MEMBERSHIP AT TUGGERANONG BAPTIST CHURCH INC

Church Membership brings with it responsibility for the orderly conduct of the affairs of the church. It's about responsibility not about belonging.

Church Membership is an administrative device to ensure that resources are gathered and organised to facilitate maturity in the body of Christ and the spread of the Kingdom (to know Jesus Christ and make Him known).

Tuggeranong Baptist Church is an incorporated body. Our incorporation enables us to better do business in the Australian business and government environments. Church membership is automatically membership of the Incorporation.

There is a legal requirement that we maintain an up-to-date register of members and advise the ACT Regulatory Body of its location when we submit our Annual Return.

There is no financial liability attached to being a member and the criteria for membership are listed in our Rules of Incorporation (our Constitution) which is available from the church office.

Members enjoy the same pastoral care and serving opportunities as the rest of the Fellowship.

### **Membership responsibilities include:**

- > Attendance at general and special meetings (Forums, Special and Annual General Meetings) where a quorum is required in order to transact any business matters.
- > Voting on motions before the meeting, usually proposals that involve major financial expenditure, annual financial statements, appointment of pastors and distribution of funds in the event of the dissolution of the church.

- > Inspection of books of the association if they wish to do so.
- > Notifying the church whenever they change their address.

### **Applying for Membership**

Anyone in the Fellowship may approach the Elders of the church at any time to enquire about taking on the responsibility of membership.

### **Membership Covenant**

Members sign the Membership Covenant which describes the set of behaviours expected of members.

# Membership Covenant

Having received Christ as my Lord and Saviour and accepting and subscribing to the Statement of Beliefs as set out in the constitution of Tuggeranong Baptist Church, I feel led by the Holy Spirit to unite with the Tuggeranong Baptist Church family. In so doing, I commit myself to God and the other members to do the following:

## **I will protect the unity of the church**

- > by acting in love towards other members
- > by refusing to gossip
- > **by supporting the leaders**

So let us concentrate on all things which make for harmony and on the growth of our fellowship together. (Romans 15:19)

## **I will share the responsibility of my church**

- > by praying for its growth
- > by inviting the unchurched to attend
- > by warmly welcoming those who visit

So, warmly welcome each other into the church, just as Christ has warmly welcomed you; then God will be glorified. (Romans 15:7)

## **I will serve the ministry of my church**

- > by discovering and using my gifts and talents
- > by developing a servant's heart
- > by encouraging others

Serve one another with the particular gifts God has given each of you. (1 Peter 4:10)

### **I will support the testimony of my church**

- > by attending faithfully
- > by living a Godly life
- > by giving regularly

Let us not give up the habit of meeting together... but let us encourage one another. (Hebrews 10:25)

# Restrictions

## RESTRICTIONS AND SPECIAL REQUIREMENTS FOR VARIOUS ROLES

### **Working with Vulnerable People**

All those who Volunteer in our Children's Ministries, the Seek'n'Find Op Shop, The Coffee Shop, serve at the Community Lunch or with the Community of Servants team are required to be registered to work with vulnerable people.

The church keeps a photocopy of the cards issued to those with a Registration for Working with Vulnerable People whether they are involved in one of the church's ministries or not. This is a legal obligation and is reviewed annually.

### **Eldership**

Only those who are Members may be appointed as Elders.

### **Voting Age**

Members who are under the age of 18 may not vote on matters pertaining to the purchase or sale of property.

### **Community Lunches**

Those who serve at our Community Lunches are required to hold a Certificate in Food Handling.

# Finances

## HOW WE ARE FINANCED

We trust God to provide for our financial needs and acknowledge that we are stewards of His money.

Our church is autonomous and does not receive funding from the Baptist Churches ACT/NSW Association or any other body.

TBCers are asked to give. However, no one will dictate how much or when you should give, or force you to give at all. This is entirely between you and God.

The church publishes an annual budget which covers the projected running costs for the following year. When additional needs arise, these are published to the church.

## HOW TO GIVE

The receiving of offerings or tithes is part of our weekly services and the ministries of the church are dependent on the giving of the congregation.

- > You may choose to give through Baptist Financial Services' (BFS) Secure On-line Offering System – iGive. To set up go to [www.bfs.org.au](http://www.bfs.org.au) and follow the link '*secure online offerings*'. The church number is 35314. There is provision for anonymous giving.
- > A supply of *Symbolic Offering Cards* have been provided by BFS. Collect a card from the foyer before the service so that you can participate in the offering service.
- > Cash offerings may be enclosed in envelopes which are provided for those who wish to use them. They are a useful budgeting tool.
- > Cash may be placed in the offering bags.

## **HOW TO GIVE A SPECIFIED OFFERING**

All offerings are allocated to the General Account unless otherwise specified.

To give to a specified purpose (e.g. Michele Black in Rwanda or COG):

- > Enclose cash in an envelope and write the purpose and amount on the envelope, or;
- > Go to iGive and donate to the special campaigns which are set up from time to time.

## **ACCOUNTABILITY**

Each year a budget for operating expenses and ministry is approved by the membership and a weekly budget set.

An update on the budget is published monthly.

The audited Annual Financial Report is presented to the Annual General Meeting of Tuggeranong Baptist Church Incorporated.

# Our Ministries

## CHILDREN'S MINISTRIES

### **Kids' Church**

Kids' Church provides a caring and safe place when primary and high school aged children are shown how God loves them and how to apply the Christian faith to their lives. These children are an important part of the body of Christ and worship with the rest of the congregation prior to going to their meeting place each Sunday. Runs during school term.

### **The Boys' Brigade**

The Boys Brigade helps boys become men with strong Christian values. Boys and young men participate in various activities to build skills, self confidence and character and to set them on a path to knowing Christ. Boys may undertake the Queen's Award program.

### **The Girls' Brigade**

The Girls' Brigade is an outreach to girls of all ages to help them grow in all aspects of their lives and come to know Jesus. The program includes many varied and fun activities. Girls may work towards the Queen's Award.

## OPERATIONAL TEAMS

### **Morning Tea**

The Morning Tea team provides an environment where regular attendees can build relationships, and where visitors can be made welcome over morning tea. Runs each Sunday morning after the morning service.

### **Property Maintenance**

The Property Maintenance team attends to painting, ongoing minor repairs to the building, church cleaning and maintaining the gardens.

### **Communion Preparation**

The Communion Preparation team ensures that the communion elements are presented with dignity and then tidied away appropriately.

### **Worship Team**

The Worship Team provides an environment so that the congregation can engage in the singing parts of our Sunday services. The functions of the team include music, leadership in singing, and sound and visual (Sight'n'Sound) support.

### **Offering Counting**

The Offering Counting team ensures integrity and accountability for the offerings given by the people.

### **Administrator**

The Church Administrator ensures that the church meets its legal and financial obligations, supports ministries and keeps the lines of communication open.

## **ENCOURAGEMENT MINISTRIES**

The Encouragement Ministries are an extension of pastoral care and provide a place of nurture and spiritual growth.

## **Bible study groups**

Bible study groups meet together to understand the bible and to apply it to following Christ in the 21st Century.

- > Tuesday morning group for women are exploring the life of Jesus.
- > Wednesday morning group for Op Shop and Community Lunch volunteers and others at the church.
- > Evening group for women who wish to join the leader in a vision inspired by the verse: *As iron sharpens iron, so one person sharpens another (Proverbs 27:17).*

## **Transformers' Program**

The Transformers' Program provides a range of activities to catalyse individual spiritual growth.

## **Social Events**

Social events under the auspices of the Pastoral Care Elders are organized from time to time. These include such things as dinners and group events, and provide opportunity for fellowship and community building.

## **Retreats**

Annual events for a spiritual checkup and re-charge

- > The Women's Retreat—a one-day event of inspiration, personal reflection and socialising. (Women's Ministry)
- > The Men's Retreat—a fun weekend getaway to be inspired and challenged both spiritually and physically. (Men's Ministry)

## **Pastoral Care**

The Pastors and Elders leadership team meet with individuals to discuss their concerns, and can connect people to services or ministries who are able to help. This includes requests for practical helps, which may be met by the Community of Servants.

## **PARTNERSHIPS**

Our partner ministries share TBC's vision:  
To Know Christ and Make Him Known.

### **Operation Christmas Child (OCC)**

OCC demonstrates God's love in practical ways. Each year TBC joins the winter campaign to fill shoe boxes with Christmas gifts for needy children in overseas countries.

### **Christians Against Poverty (CAP) Money Service**

CAP provides their CAP Money Plus service for individuals who have attended the CAP Money Course and have 'unmanageable' debt. As an Associate Church, we make a monthly contribution.

### **The Missions Action Group**

The Missions Action Group maintain fellowship with, and keep us connected to, the work and needs of the partners who we support financially:

- > Phil and Jenny Malone, Thailand
- > Tim Reid, Theology Student, Australia
- > Paul Kyalimpa and Children's Orphanage, Uganda
- > Michele Black, Rwanda

## **ENGAGEMENT MINISTRIES**

Progress toward spiritual maturity can be measured by loving God and loving others. The Engagement Ministries provide service opportunities where spiritual growth takes place.

### **Prayer Ministry**

Prayer Ministry is administered by Pastor Paul Massen, who distributes a weekly Prayer Letter to Prayer Chain via email. Copies of this are also available in the foyer. Prayer requests for urgent needs are emailed to those on the Prayer Chain mailing list as soon as they are received in the Pastoral Care mailbox.

### **Pastoral Care**

Pastoral Care occurs within the fellowship as TBCers encourage one another in their faith and lives. This can include practical helps when TBCers feel led to do so. The Community of Servants (COS) Ministry provides a focused infrastructure to extend the reach of our Pastoral Care.

### **Community of Servants (COS)**

COS come together to meet a range of simple practical needs such as transport, shopping, household and gardening. The ministry does not replace services available from others but fills gaps where other help is not available. The leaders have a vision for extending the reach of COS beyond the fellowship into the community.

### **Seek 'n' Find Op Shop**

Seek 'n' Find Op Shop establishes relationships with people from the community, sells quality goods cheaply and funds the Community Lunch and the work of the Community of Givers.

### **Community of Givers (COG)**

COG organises two campaigns per year to collect cash donations and distributes financial aid to the needy in our local community.

### **Community Lunches**

Community Lunches are an opportunity to build relationships within the community, and provide a free lunch each Thursday.

### **Christians Against Poverty (CAP) Money Course**

CAP Money Course provides budgeting tools and teaches a financial management system. The course is available to the all free of charge

### **The Foyer Coffee Shop**

The Coffee Shop operates in the foyer Monday to Wednesday and challenges visitors to connect with Christ in a non-threatening way.

# Communion

## WHAT IS COMMUNION?

### **(1 Corinthians 11:23-26)**

- > It is a simple act

The Lord Jesus on the night he was betrayed took bread...

- > It is a reminder

...and when He had given thanks, He broke it and said, 'This is my body, which is for you; eat it in remembrance of me.'

- > It is a symbol

In the same way, He took the cup, saying 'This cup is the new covenant in my blood; drink it to remember me.'

- > It is a statement of faith

For whenever you eat the bread and drink the cup, you proclaim the Lord's death until He comes back.

## WHO SHOULD TAKE COMMUNION?

- > It is only for those who are already believers

For anyone who eats and drinks without recognising the body of the Lord eats and drinks judgement on himself.

- > Believers from other denominational backgrounds (either part of our congregation or visitors) are not barred from participating in Communion.

- > It is for the individual to decide if they are in the right relationship with God before participating in the service.

## HOW DO I PREPARE MYSELF FOR COMMUNION?

Therefore whoever eats the bread or drinks the cup of the Lord in an unworthy manner will be guilty of sinning against the body and blood of the Lord. A person ought to examine himself before he eats of the bread and drinks of the cup. (1 Corinthians 11:27-28)

### **Preparation steps:**

- > Self examination - 1 Corinthians 11:27
- > Confession of sins - 1 John 1:9
- > Recommitment - Romans 12:1
- > Restoring relationships - Matthew 5:23-24

# Communication

The Eldership team at TBC has identified the need to establish a clear, Bible based communication guide to cover all forms of communication relating to the following:

- > Reminders, events and rosters
- > Quarterly Forums
- > New events or ministries
- > Issues relating to TBC ministries
- > Relationships (Conflict Resolution)

## **TBC REMINDERS, EVENTS AND ROSTERS**

Rosters are displayed on the notice board in the Administration hallway and most are also available on the TBC website.

Upcoming TBC events are generally announced during the Sunday morning service by one of the leaders (usually the Senior Pastor) These events and their reminders are also advertised in the foyer, on the TBC website, in the monthly bulletin and via email to those on the TBC mailing list.

## **NEW EVENTS OR MINISTRIES**

Those wishing to introduce new events or ministry opportunities are urged to discuss these with the Senior Pastor and/or the Eldership team prior to commencement.

TBC does not endorse/advertise events that do not support its vision statement and behaviours.

## **QUARTERLY FORUMS**

We invite all who worship at TBC to regularly attend the Quarterly Forums.

These forums provide an opportunity for the leadership to keep the congregation abreast of events, ministries and the general state of affairs.

## **RAISING ISSUES**

The Eldership extends an open invitation to all in the TBC family to raise issues of concern. They meet monthly and you are welcome to discuss issues of concern with them. The issues should relate to church direction, ministry and matters of our church's ongoing vision and mission. Non-personal issues can be raised, however the issues raised should not be on behalf of another person or persons, with the exception of on behalf of children, or the frail who may be at risk.

We strongly believe that letters, e-mails and text messages are not a constructive way for us to deal with issues. This includes 'carbon copies' (or cc) e-mails. Simply contact the Pastors or an Elder and we will make time for your issue to be raised.

## **RELATIONSHIPS WITHIN TBC (CONFLICT RESOLUTION)**

The teachings of Jesus Christ are clear on what is expected from His followers and we generally relate well here at TBC. This is an aspect of church community and indeed life that we need to protect, develop and encourage. We already know that relating to one another when we agree on things is easy but there will be times that we don't see eye to eye, and conflict arises.

Scripture is clear on this process and that is why the Eldership team is unable to endorse or respond to written complaints or hearsay. Of course, we do recognise that it is sometimes difficult to approach the other person but we also believe that we can '*do all things through Christ Who strengthens us*' (Philippians 4:13). If we don't behave in accordance with His Word, who will?

We have found that identifying the difference between *being sinned against* and *feeling hurt* is vital. A person who has not sinned against us but has *hurt our feelings* should not be blamed for our reactions. A mentor or counselor may be able to provide some wisdom and guidance in such cases.

## **FURTHER INFORMATION**

There is a pamphlet available if you need further clarification or guidance. This publication can usually be found in the foyer, or can be requested from one of the Elders or the administration team.





# Contact Us

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