



“Our mission is to help move people at home and abroad from wherever they are spiritually (lost or saved) to become deeply mature followers of Jesus.”

FUNCTIONAL PRINCIPLES

**Adopted 10 November 2013
Updated 12 November 2014**

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1. INTRODUCTION

This document (hereinafter referred to as “the Principles”) was recommended by the Caloundra Church of Christ Board of Elders and subsequently adopted by the Church on 10 November 2013. These Principles shall be reviewed by the Elders and presented to the Church for acceptance no more than five years from the date that the incumbent version was adopted or at an earlier time if significant circumstantial change affecting the Church occurs.

2. FORMAT OF THIS DOCUMENT

This document contains:

- o Abiding principles and important procedures formally agreed to by the Church;
- o Footnote numbers that indicate an explanatory comment or a cross reference are found at the end of each page.

3. PURPOSE OF THIS DOCUMENT

This document attempts to clarify the most important, high level statements of agreed principles in order to ensure a sound basis for effective and transparent Church governance and management so that each person may serve together in partnership and harmony to the glory of God¹.

4. INTERPRETATION OF THIS DOCUMENT

These Principles shall not impede innovation and Church growth and shall not therefore be interpreted as a set of rigid technical laws. They shall in every respect be subject to the authority of the Scriptures, and in particular the New Testament, and shall be interpreted and applied accordingly.

They shall be applied with sufficient flexibility to enable the Church to fulfil its purpose and mission; and to undertake the programs and activities necessary to maintain its particular mission in the community to the Glory of God. The Functional Principles were made for the Church, not the Church for the Functional Principles.

In essence, the meaning or intent of the following statement shall apply:

***“In essentials, unity;
in non essentials, liberty;
and in all things, love”.***

5. CHURCH NAME AND ASSOCIATION

- o The body of Christians meeting at 30 Beerburrum St, Dicky Beach, Caloundra in the state of Queensland shall be known as the "Caloundra Church of Christ," hereinafter referred to as “the Church”.
- o The Church endorses the objectives and purpose of the Body Corporate known as "Churches of Christ in Queensland" hereinafter referred to as “Conference”².
- o While the objectives of Conference remain consistent with the purpose and mission of the Church, the Church shall identify with, and remain an associated Member Church of Conference. Regardless of such co-operative association, the Church shall remain an independent and autonomous entity with full self control over its own management, mission, vision, values, strategies, and activities.
- o When considered appropriate, the Church shall also co-operate with other similarly associated Churches across Australia and or beyond; and with other Churches and Christian bodies with specific ministries as determined by the Board of Elders from time to time.

¹ See also Romans 12:4-8

² Conference (Churches of Christ in QLD) consists of over 70 like minded Churches who are committed to the ideals of the Churches of Christ Movement and associate together in a co-operative manner to further common goals and objectives.

6. **REAL PROPERTY OF THE CHURCH**

All real property³ of the Church shall be held by Conference as trustee⁴ for use by the Church. Any proposal by the Church to purchase or sell real property shall only be conducted by the Church in conjunction with Conference.

7. **CHURCH MISSION STATEMENT**

Our mission is to help move people at home and abroad from wherever they are spiritually (lost or saved) to become deeply mature followers of Jesus.⁵

In order of priority, this involves the following five (5) characteristics of mature followers of Jesus:

Converts:

In moving people from spiritual re-birth to maturity, first, they must become converts of Jesus. Converts are people who have accepted Jesus as Saviour and Lord and are saved or born again. Mature believers are definitely converts.

Celebration:

In moving converts to maturity they must participate in glorifying God through meaningful worship. Mature believers participate in meaningful worship.

Community:

In moving believers to maturity, they must experience community. Believers in community are taught, encouraged, prayed for, and held accountable, among other things. Mature believers are in community.

Commitment:

In moving believers in community on to maturity, they must become deeply committed to Jesus. Believers in community have made the deepest commitment of their life to Jesus. Mature believers are deeply committed people.

Contributors:

In moving committed believers to maturity, they must become contributors to Jesus' cause.

1. Contributors are the following kinds of believers:

- serving believers (workers)
- sharing believers (witnesses)
- supporting believers (givers)

2. Mature believers are contributors to Jesus' cause.

1. **DEFINITIONS**

In these functional principles, unless the contrary intention appears:

"Board" means "Board of Elders" the governing body of the Church.

"Body Corporate" means the Churches of Christ in Queensland.

"Church of Christ" means a church affiliated with the Conference of Churches of Christ in Queensland.

"Conference" means the Conference of Churches of Christ in Queensland.

"Elder" means a member of the Board of Elders.

³ Real property is a legal term encompassing real estate and ownership interests in real estate

⁴ Refer to the Constitution of Churches of Christ Qld 2012 Section 11 'Property' in particular clauses 11.1 and 11.7

⁵ A re-wording of Jesus's Great Commission in Matthew 28:19

Definitions (cont'd..)

"**MEMBER**" means a MEMBER of the Church.

In the interests of clarity and the avoidance of confusion within this document, **MEMBER(S)** (in capitals) means a MEMBER of the Church as defined in section 10 Faith and Membership page 5, **member(s)** (in lower case) in relation to a ministry team means a volunteer or individual in mission as per section 21 **Team members**.

"**Specialist Minister**" means a salaried member of staff in a specific ministry role.

"**Ministry Team Leader**" (**MTL**) means a salaried member of staff employed to execute the policies and implement plans and shall be responsible for the oversight of the church finances and ministries. The MTL is responsible to the Elders for the recruitment, hiring/enlistment, and dismissal of all paid and unpaid staff. This is effectively a senior minister position but the title MTL is used to accurately reflect the team based ministry approach and the strong leadership required of this position. However all proposed salaried staff appointments and or dismissals must be endorsed by the Board of Elders before being actioned.

"**Operations Manager**" means a salaried member of staff employed to manage the business operations of the Church.

"**Special Meeting**" means a Special Meeting of the Church convened in accordance with these principles.

"**Team Leader**" means a volunteer MEMBER who has a clear and defined personal responsibility for a particular team or ministry area.

"**Team member**" means a volunteer in mission nominated by a Team Leader and endorsed by the MTL.

2. THE CHURCH

The Church consists of individuals who (both individually and corporately as the body of Christ) administer the love of Christ in the community. The Church calls upon its people to serve Christ and His Church in accordance with their spiritual gifts and abilities. All individuals are encouraged to find a niche for personal ministry whether through an established team or otherwise.

3. FAITH AND FORMAL MEMBERSHIP

The Church acknowledges that membership of God's family and the Church "universal" is determined by God alone. It is fulfilled by an obedient response by His people.

The Church shares the ideals of the restoration of New Testament faith and practice and therefore teaches the necessity of a personal faith in Jesus as Lord and Saviour, repentance, baptism and on going commitment to the ways of God and the teaching of Jesus. The Church practises baptism by immersion in the name of the Father, Son and Holy Spirit.

As Christians grow in their faith the fruit of the Spirit should be increasingly evident in their lives.

The Church welcomes at any service people of all ages, from different walks of life, cultural and ethnic backgrounds. There is a place and role for everyone and formal membership is encouraged as a way to personally identify with, and share the commitment to the mission of the Church in this place.

The Church has determined that it is appropriate to limit or restrict participation in some instances of Church decision making to those who are accepted as, and remain "MEMBERS".

For the purposes of this document, MEMBERS shall be defined as those who:

- o Have repented of their sins and confessed their faith in the Lord Jesus Christ as the Son of God and their personal Saviour;
- o have been obedient to Him in believer's baptism;
- o have chosen to identify with the Church by fully supporting and committing to the purposes and mission of the Church in this place;
- o and have remained active in this capacity.
- o At the individual level, MEMBER status simply permits "having a say here", and provides eligibility for appointment to leadership positions.
- o At the corporate level, adopting formal membership provides a mechanism to help ensure that the strategic direction, control, and leadership of the Church is not jeopardized; either by those who may not be fully committed to the purposes and mission of this Church, or by those who are not actively involved in Church life here.

4. SOME EXPECTATIONS OF MEMBERS

- o MEMBERS are expected to acknowledge Jesus Christ as Saviour and Lord and to give evidence of this in their daily lives.
- o MEMBERS are expected to agree with our beliefs and values or to refrain from teaching or influencing to the contrary.
- o MEMBERS are expected to be faithful in attendance at the weekly services of the church.
- o MEMBERS are expected to demonstrate a commitment to the work of Christ by participation in, and support of, the activities of the church in reaching out to the unsaved world and caring for those in need.
- o MEMBERS are expected to contribute regularly to the financial needs of the church, and so to further the work of the Lord.
- o MEMBERS are expected to recognise the authority of the Elders of the church as those responsible for the spiritual well-being and direction of all the MEMBERS, and to agree to obey them in matters relating to the church fellowship.

5. MEMBERSHIP REGISTER

- o The Operations Manager shall keep and maintain a register of MEMBERS.
- o A quarterly revision of the register of MEMBERS shall be undertaken and shall be the responsibility of the Operations Manager and approved by the Elders.
- o The names of deceased MEMBERS shall be removed from the register. Other MEMBERS may be removed from the register, if they are no longer active in Church life. Where practical, this will follow discussion between the MEMBER(S) concerned and the Elders.
- o The register of MEMBERS is the list of names of those eligible to vote in circumstances where a MEMBER consensus⁶ is required.

6. AUTHORITY AND ACCOUNTABILITY

The Church acknowledges that:

- o God's authority flows through Jesus who is the Head of His Church⁷.
- o Jesus shall establish and build His Church⁸.
- o The Elders and the MTL (as Leaders) have authority vested in them by the Scriptures by virtue of their office⁹.
- o The Board of Elders has the authority to act on behalf of the Church for any purposes connected with the governance of the Church and its mission, vision, values and ministry activities.
- o The Church and her MEMBERS are accountable through the Elders to Jesus. Team *members* shall be accountable to their respective Team Leaders or in some instances to a Specialist Minister or the Operations Manager. Team Leaders shall be accountable to the MTL. The MTL is accountable to the Elders. Elders are personally accountable to Jesus for the Church and ministry they oversee. In like manner, each individual is personally accountable to Jesus.

⁶ See Section 25 *ESTABLISHING CONSENSUS*

⁷ God appointed Jesus as Head of the Church - see Ephesians 1:22-23 and Colossians 1:18

⁸ See Matthew 16:13-19 and Ephesians 2:19-22 for the role of Jesus in building His Church

⁹ See 1 Peter 5:1-5

7. ORGANIZATIONAL STRUCTURE

The Church consists of various individuals and groups ministering together in partnership. The flow diagram¹⁰ at the end of this document shows the organizational structure within the Caloundra Church of Christ.

8. LEADERSHIP

While the mission and the core values of the Church do not change, for the church to be able to fulfil its mission, its vision and strategies need regular review. It is the responsibility of the MTL in conjunction with the Ministers, Team Leaders and the Elders to keep the vision clear and compelling with creative strategies in place to help reach ministry goals and fulfil the Church's mission. The MTL is accountable to the Elders who shall be responsible for maintaining the integrity of the church's mission, vision, values and strategies.

9. LEADERSHIP APPOINTMENTS

- o Leaders are defined as those who have a clear and defined personal responsibility for a particular Team or Ministry Area. Leadership also has a corresponding personal accountability to the MTL, Elders and the Church for their Team or Ministry Area.
- o Prospective leaders should have demonstrated an active involvement in the life of the Caloundra Church of Christ for at least twelve (12) months.
- o Church MEMBERS may suggest or nominate individuals to the Elders, MTL and or the Specialist Minister(s) for consideration for any leadership positions, however all leadership positions shall be filled as described in each ministry position covered in these Functional Principles.

10. THE BOARD OF ELDERS

Board Job Description¹¹

- o The purpose of the board, on behalf of the congregation, is to see to it that the church (1) achieves its mission¹² and (2) observes biblical standards.
- o The specific job of the board is to ensure the implementation of its primary and occasional responsibilities, which include but are not limited to the following:

Primary Responsibilities:

- o The board will pray for the congregation, the pastoral staff, and themselves.
- o The board will monitor and oversee the church in several areas:
 - o the church's spiritual condition.
 - o the church's direction (mission and vision).
 - o the church's essential biblical doctrines¹³.
- o *And be responsible for:*
 - o ensuring that the church's beliefs agree with essential biblical doctrines.
 - o ensuring that the MTL agrees with the church's essential biblical doctrines and hires only staff that concur.
 - o ensuring that those who teach agree with the church's essential biblical doctrines.
 - o ensuring the MTL's good character and leadership qualities are maintained.
 - o formally evaluating the MTL's ministry once a year and informally monitoring and addressing on a regular basis the MTL's performance and any questionable behaviour.

The board will make major decisions that affect the church. To facilitate its decision making, it will write church policy in at least three (3) areas.

1. policies governing the board itself.
2. policies governing the MTL.
3. policies governing the board's relationship to the MTL.

¹⁰ See page 16

¹¹ Refer to Caloundra Church of Christ's Policy Manual - Policy 1120 Board of Elders Function

¹² See Section 7 page 4 for Mission Statement

¹³ Refer to the booklet *An Introduction to Caloundra* for the church's essential biblical doctrines

Primary Responsibilities (cont'd..)

- o The board will serve in an advisory capacity to the MTL.
- o The board will have control of the church funds including approval of the Church budget.
- o Signatories for the Church Bank Account(s) shall be four (4) MEMBERS, one MEMBER being the Operations Manager a second being the Board of Elders Chairman and the third and fourth being MEMBERS appointed by the Board of Elders. Any two signatories required for financial expenditure or investments.

Occasional Responsibilities

- o The board will oversee the selection of the MTL.
- o The board will serve as an arbitrator in any disputes with the MTL.
- o The board will protect the MTL from those who would seek to undermine him or his ministry.
- o The board will induct and commend people for ministry.
- o The board will commend those whom it feels God is leading into full-time ministry as a MTL or leadership staff in a church and who are qualified spiritually and have appropriate formal theological preparation.
- o The board will commend those whom it feels God is leading into church or para church ministry and are spiritually qualified but may not have any theological preparation.

Board Operations

- o The board commits itself to operate biblically and efficiently as it conducts its meetings, making the best use of its time.
- o The board will make its decisions by consensus, defined as a simple majority vote. The final decision of any vote will be the position of the entire board (as if there were no difference of opinion).
- o The total number of elected elders at any time shall be within the range of three (3) minimum to ten (10) maximum. The incumbent elders shall determine the actual number of people within that range to serve as elders.
- o The MTL will be a full member of the board.
- o The elected members of the board will serve for two (2) years and then are eligible for re-election.
- o Their initial appointment however, will be for a period of either one (1) or two (2) years as required to ensure continuity of knowledge and experience, and to maintain a healthy balance on the board. Nominations to fill current or anticipated vacancies will be made by the board for subsequent approval of greater than 70% of MEMBERS votes cast supporting the appointments at a secret ballot to be conducted over two (2) consecutive Sundays.
- o On the third Sunday immediately preceding the AGM the Operations Manager shall advertise a list of the nominees.
- o On the second and first Sundays immediately preceding the AGM, voting by secret ballot shall be conducted.
- o Board members will normally be appointed (or re-appointed) in the second half of the year.
- o The board will determine the initial term when it makes a recommended appointment.
- o The board will appoint its own Chairman.
- o A board member will not be eligible to hold the position of Operations Manager.
- o A new board member will be co-opted to serve out the term of one who resigns.
- o The board may co-opt suitable individuals to act with them, not only in carrying out their role, but to provide increased accountability and transparency for the Church particularly when the number of appointed Elders is less than three (3). The Church shall be notified whenever co-opted individuals are utilized. Co-opted individuals act as leader appointed advisors and or consultants, and shall not be responsible for decision making within their co-opted roles.
- o The board will meet once a month to conduct business including reviewing the Churches' financial position based on reports tabled by the MTL. They may elect to meet at other times to conduct business if necessary.
- o The quorum for any meeting will be greater than 50% of board members.
- o No business shall be transacted unless a quorum is present and if within half an hour of the time appointed for the meeting a quorum is not present, the meeting shall stand adjourned to the same place and at the same hour of the same day in the following week.
- o They will seek to do as much work as possible outside the board meetings.
- o They will encourage differing viewpoints in striving for a spirit of unity.
- o They will focus on present and future issues rather than past issues.
- o They will operate proactively rather than passively or negatively.

Board Operations (cont'd..)

- o The MTL and the elected members of the board will each be entitled to one (1) vote on questions arising at a board meeting.
- o Each board member present at a board meeting (except co-opted members) is entitled to one vote, including the MTL and chairperson and in the event of an equality of votes on any question, the question shall be resolved in the negative.

Board Chairperson's Role

- o The board chairperson will assure the integrity and fulfilment of the board's process and, when necessary, may represent the board to the congregation and outside parties.
- o The job of the chairperson is to craft meeting agendas, guide orderly discussion, and see that the board conducts itself according to the policies that govern it.
- o The authority of the chairperson falls within the guidelines of board policy:
- o The chairperson will take the initiative in such matters as the following: determining meeting times and agenda items, recognizing board members and others by invitation in writing who wish to address an issue, limiting discussion.
- o The chairperson as an individual has no authority to supervise or direct the other board members, including the MTL.
- o The chairperson does have the authority to interpret board policies for the board.
- o The chairperson will likely represent the board to the congregation and any outside persons in announcing board-stated positions. (However, the board will determine its spokesperson.)

Board Committees' Functions

- o Board committees, made up of people other than board members, will be formed only when the Board considers necessary and function solely to support the board's ministry as designated by the board. Board committees function only to assist the board in accomplishing its ministry. (For example, they could assist the board by serving as a pulpit, finance, building, or nomination committee.) They have no power. They cannot exercise authority over the board, MTL, his staff, or the congregation. They will keep their business confidential, especially any issues of a private or sensitive nature.

Board Monitoring and Evaluation

- o The board will both monitor and evaluate its ministry performance for compliance with board policies.
- o The board will informally and regularly monitor its performance.
- o It will facilitate a formal, annual evaluation of its performance.
- o The board will individually and collectively evaluate its performance.
- o The MTL will conduct an informal evaluation of the board's performance.
- o The board will discuss these evaluations for the purpose of improving its leadership. Its duties consist primarily of the policies that direct its ministry (Policies Governing the Board)¹⁴.

11. THE MINISTRY TEAM LEADER

Role of the MTL¹⁵:

The MTL shall be a full member of the Board of Elders and therefore entitled to one (1) vote on questions arising at board meetings. The MTL shall be the delegate of the Board of Elders for the execution of policies and implementation of plans and shall be responsible for the oversight of the church finances and ministries.

¹⁴ Refer to Caloundra Church of Christ's Policy Manual - Policy 1120 Board of Elders Function

¹⁵ Refer to Caloundra Church of Christ's Policy Manual - Policy 1131 MTL's Function

Role of the MTL (cont'd..)

The MTL is responsible to the Elders for the recruitment, hiring/enlistment, and dismissal of all paid and unpaid staff. This is effectively a senior minister position but the title MTL is used to accurately reflect the team based ministry approach and the strong leadership required of this position. However all proposed paid staff appointments and or dismissals must be endorsed by the Board of Elders before being actioned.

Appointment of the MTL:

Whenever the Church requires to fill the MTL position, the complete selection process (e.g. specifying selection criteria, conduct of interviews, assessment against criteria, research of referees etc) shall be led and conducted by the Elders. If deemed necessary, the Elders shall work in conjunction with a small team brought together for this purpose.

Appointment and re-appointment of the MTL shall require the approval of greater than 70% of MEMBERS voting at a secret ballot to be conducted over two (2) consecutive Sundays.

Monitoring and Evaluation of the MTL:

- o The board of Elders will both monitor and evaluate the MTL's ministry performance.
- o The board will informally, regularly monitor the MTL' performance.
- o The board will facilitate a formal, annual evaluation of the MTL's performance.
- o The board will individually and collectively evaluate the MTL's performance.
- o The MTL will conduct a self-evaluation and a staff evaluation of his performance.

Termination of Ministry:

In the event of termination of ministry either party must give three (3) months notice of termination of tenure.

MTL's Emergency Succession

The board will protect the church from the sudden loss of the MTL's services by arranging for a qualified person to lead in his place.

12. SPECIALIST MINISTER(S)

Role(s) of specialist Minister(s):

There shall be appointed to the Church (as the MTL and Elders board determine necessary), Minister(s) who shall have responsibility to implement strategies and goals for individual ministries.

Appointment of specialist Minister(s):

'Whenever the Church requires to fill a Specialist Minister position as above, the complete selection process (e.g. specifying selection criteria, conduct of interviews, assessment against criteria, research of referees etc) shall be led and conducted by the MTL. If deemed necessary, the MTL shall work in conjunction with a small team brought together for this purpose. Nominations to fill these positions shall be put forward by the MTL in consultation with the Elders'.

Appointment and re-appointment of the Specialist Minister(s) shall require the approval of greater than 70% of MEMBERS voting at a secret ballot to be conducted over two (2) consecutive Sundays.

Monitoring and Evaluation of specialist Ministers:

- o Specialist Ministers shall be accountable to the MTL. The MTL will informally, regularly monitor Specialist Ministers performance.
- o The MTL will facilitate a formal, annual evaluation of each of the Specialist Minister's performance.

Termination of Specialist Minister(s):

In the event of termination of a Specialist Minister either party must give three (3) months notice of termination of tenure.

13. TEAM LEADERS

Roles of Team Leaders:

Team Leaders are volunteers in mission performing Ministry tasks by mobilizing and co-ordinating their team in appointed speciality areas.

Appointment of Team Leaders:

'Whenever the Church requires to fill Team Leader positions as above, nominations to fill these positions for a two (2) year period shall be put forward by the MTL in consultation with the Elders'.

Appointment and re-appointment of Team Leaders shall require the approval of greater than 70% of MEMBERS voting at a secret ballot to be conducted over two (2) consecutive Sundays'.

Team Leaders should be appointed in sufficient time to allow for the incoming Team Leader to plan, train, familiarize and generally prepare before the commencement of the next calendar year.

Monitoring and Evaluation of Team Leaders:

Team Leaders shall be accountable to the MTL. The MTL will informally, regularly monitor Team Leaders performance. The MTL will facilitate a formal, annual evaluation of each Team Leader's performance.

14. TEAM members

Team *members* are volunteers in mission and shall be nominated by a Team Leader, and endorsed by the MTL. Team *members* shall be directly accountable to their respective Team Leaders or in some instances to a specialist Minister or the Operations Manager.¹⁶

15. CHURCH MEETINGS AND FORUMS

The Church shall come together regularly for worship, the Lord's Supper, the teaching of the Word, for fellowship and prayer.

The Board of Elders shall call formal meetings as and when required to discuss and transact Church business, ministry activities, or any other matter. As a minimum, there shall be a Celebration Meeting in the first half of the year; and the Annual General Meeting (AGM) in the second half of the year. All leaders shall table their annual ministry and financial reports to the Church at the AGM.

Other formal meetings to conduct Church Business shall be considered **Special Meetings** and may be called by the Board of Elders at any time. A request by a group of at least 30% of the membership of the Church shall require the Board of Elders to call a Special Meeting to discuss the issue concerned (the issue must relate to the business and ministry of the Church). Such a request shall only be made in writing and shall include the names and signatures of those MEMBERS requesting the Special Meeting, their nominated spokesperson, and the reason for the meeting.

Special Meetings shall not be used for the resolution of grievances between individuals or groups as these are more properly dealt with at Section 34 "DISPUTES AND THEIR RESOLUTION" on page 15. The Elders however, may call a Special Meeting for any purpose.

Less formal Church forums may be called by the Board of Elders at any time to provide ministry updates and other information. Such forums shall provide the opportunity for anyone to ask questions and generally discuss Church activities with the leadership. Some forums may necessitate obtaining an opinion by any of those in attendance – whether formal MEMBERS or not.

16. CONDUCT OF CHURCH MEETINGS

All meeting dates shall be determined by the Board of Elders. Formal meeting dates should provide for at least 2 clear Sunday's notice. Announcements of the meeting should be made (as a minimum) at all normal Church services, via the Church notice board and the regular Church newsletter. Notices of meeting shall include the purpose of the meeting and all necessary details of proposed motions and business to be transacted and no other business is to be conducted.

A quorum shall consist of 25% of the Church MEMBERS. A quorum must be present within 10 minutes of the meeting's advertised starting time for any business to be conducted. Any meeting postponed due lack of quorum should be reconvened within 2 weeks. Generally accepted rule of debate shall apply with anyone in attendance able to take part in discussions. Proxy votes shall not be permitted at any Church Meeting.

¹⁶ Refer to the Organizational flow chart page 16

The ordinary business of the AGM shall be:

- o To confirm the minutes of the previous AGM and of any Special Meeting(s) held since the previous AGM.
- o To declare the results of any appointments or resolutions by ballot.
- o To receive financial reports and ministry reports from the Church Leadership.
- o To appoint the auditor.
- o To appoint a Returning Officer.

17. TRANSPARENCY

All Church leaders shall maintain a culture of trust and transparency that is consistent with their accountabilities. The Board of Elders shall ensure that the Church is always kept informed about any relevant matter or decision. Minutes of all meetings shall be taken and shall be openly available for inspection if required.

At each AGM, the Church shall select from its MEMBERS, a Returning Officer (and as many substitute Returning Officers as is considered necessary) who shall prepare, conduct and generally oversee all ballot processes whenever these are required by the Board. For reasons of transparency and propriety, these Returning Officers shall not include those serving as MTL, Specialist Minister(s), Elder(s) or Team Leader(s). In addition, Returning Officers whose motions or recommendations constitute the substance of a particular ballot shall not oversee that ballot.

18. ESTABLISHING CONSENSUS

- o In the context of these Principles, establishing a consensus is the process where eligible participants, endorse or authorize a proposal, motion or an appointee. Eligibility to participate is largely determined by the purpose of the consensus. In keeping with the safeguards concerning the strategic direction, control and the leadership of the Church as outlined in section 10 "Faith and Membership" on page 5, the Church shall have 2 processes for consensus - depending on the circumstances involved.

MEMBER Consensus:

- o Any proposal or motion that impacts on the strategic direction and control of the Church (as determined by the Eldership); shall require MEMBER consensus. MEMBER consensus being established by a simple majority of greater than 70% of MEMBERS present (in the case of appointments for Elder, MTL, Specialist Ministers and Team Leaders) if at a meeting thus "passing" the motion; or in the case of a ballot (whether at the meeting or not) greater than 70% of the valid votes cast supporting a proposal, motion or appointment. But only greater than 50% of MEMBERS in the case of changes to this document.

Church Consensus:

- o Non strategic proposals and motions, and other appointments shall require a Church consensus where eligibility is the wider Church community.¹⁷ Church consensus being established by a simple majority of greater than 50% of those eligible to participate if at a meeting thus "passing" the motion, or, in the case of a ballot (whether at the meeting or not) greater than 50% of the valid votes cast supporting a proposal, or motion.
- o Abstention votes shall not be counted. This may be effected by a show of hands or participation in a ballot (secret or otherwise as determined by the Chairman). Secret ballots however, shall be conducted at meetings if such a request is obtained from not less than 25% of the eligible participants present.
- o When a ballot is required, the Board of Elders shall appoint a Returning Officer¹⁸ to oversee the process. The Returning Officer shall prepare and distribute one initialed ballot paper to each MEMBER (as supplied by the Operations Manager) co-opt and oversee assistants as necessary to count; scrutineer and otherwise help; and notify the Chairman of the result of the ballot.

¹⁷ A Church consensus thus permits participation by non members

¹⁸ One or more already selected by the Church.

19. CHURCH GROUPS AND USAGE OF PROPERTY

- o Board of Elders approval shall be obtained prior to the formation of any group that is to function in the name of the Church (including those which could be perceived to be associated with the Church). This shall apply whether conducted within Church premises or elsewhere.
- o The Board of Elders shall ensure that the use of Church facilities and property by any external entity is also approved; that such use will not discredit the reputation or mission of the Church in the Caloundra community; and is consistent with the continuing priorities and mission of the Church.

20. FINANCE

The Church shall at all times operate as a non-profit organization. The financial affairs of the Church shall be audited¹⁹ each year. All investments, income and expenditure from every group approved under Section 26 (above) as operating in the name of the Church, shall be accounted for through the accounting system and reported to the Church at the AGM.

Responsibility:

Control of the Church Funds shall be vested in the Board of Elders including approval of the Church budget.

Bank Accounts:

Signatories for the Church Bank Account(s) shall be four (4) MEMBERS, one MEMBER being the Operations Manager a second being the Board of Elders Chairman and the third and fourth being MEMBERS appointed by the Board of Elders. Any two signatories required for financial expenditure or investments.

Income:

All monies received by the Church shall be counted and recorded by two or more persons other than the Operations Manager and shall be banked promptly in such bank accounts as the Board of Elders shall from time to time approve.

Procedure for Expenditure of Church Monies:

Procedures for expenditure shall be determined by the Board of Elders.

Reports and Auditing:

- o An auditor must be appointed at each annual general meeting.
- o Nominations for the position of auditor are to be taken at or before each annual general meeting.
- o An auditor must not be a Member of the Board of Elders of the Church.
- o An auditor may be removed by resolution of a Special Meeting.
- o Where an auditor resigns or is removed by resolution of a Special Meeting, the Board of Elders may appoint another person, not being a Member of the Board of Elders, to be the auditor until the holding of the next annual general meeting.
- o The auditor will;
 - (a) have the power at all times to examine the books and documents of the Church;
 - (b) after the close of the financial year in each year and prior to the annual general meeting, audit the balance sheet and statement of receipts and expenditure of the Church.

Sources of Funds:

The funds of the Church shall be derived from offerings, tithes, gifts, interest, loans, income derived from business conducted under a trading name and such other sources as the Board of Elders determines.

Loans:

Save with the approval of a Special Meeting of the Church, the aggregate of new borrowings in any financial year shall not exceed fifty percent (50%) of the budgeted income of the Church for that year.

¹⁹ See sub-heading Reports and Auditing paragraph above.

21. LIMITATION OF LIABILITY

The Church shall not hold the Board of Elders or individuals in appointed leadership positions to be personally liable for the debts, liabilities, or other obligations of the Church except when resulting from acts that are wilful, dishonest, fraudulent, criminal or malicious. Accordingly, the Board of Elders shall ensure that adequate insurances are maintained to protect the Church leadership, MEMBERS, volunteers and others as necessary from potential claims.

22. CHURCH YEAR

- o The activity calendar of the Church shall close on the 31st day of December.
- o The financial calendar of the Church shall close on 30th day of June.

23. REGULAR WORSHIPPER ROLL

- o A Regular Worshippers Roll ("the roll") shall be kept to record the attendance of all worshippers at Sunday services.
- o The roll shall include the names of MEMBERS and of other worshippers who regularly attend Sunday Services.
- o The roll shall be revised²⁰ quarterly to add names of recent new worshippers who regularly attend Sunday Services and delete the names of those whose attendance has lapsed.

24. CHANGES TO THESE PRINCIPLES

These abiding Principles supersede all previous Church Rules and Administrative Guidelines, and shall remain in force until varied or rescinded by MEMBER Consensus at a Meeting called for that purpose, or by a ballot of MEMBERS.

Anyone proposing to change this document shall provide the Board of Elders with a written 'Notice of Motion' clearly setting out the proposed changes or amendment; the full reasons for its proposal; and any additional explanatory or background comments that may be considered necessary. This shall be considered by the Board of Elders at their next scheduled meeting. The proponent may attend the meeting to address the Board of Elders about the change. The Board of Elders and the proponent must agree on how the proposal should proceed.

The above process shall not be required for additions to, deletions of, or changes to any **explanatory material** such as the footnotes of this document any handbooks, manuals, policies or other material that complement these Principles.

Nevertheless, when the Board of Elders considers there needs to be material changes to such documents, the Church shall be advised.

25. CUSTODY OF BOOKS

- o Except as is otherwise provided in these principles, the Operations Manager shall keep in his or her custody or under his or her control all books, documents and securities of the Church.
- o The accounts of the Church and the minutes of the resolutions of each Special Meeting and each Board of Elders meeting shall be available for inspection by MEMBERS.
- o The Board of Elders must ensure that nothing of a personal or sensitive nature be included in the Board of Elders meeting minutes as individual's privacy²¹ must be protected at all times.

26. PROCEDURE FOR DISCIPLINE

The procedure (if any) for the disciplining of MEMBERS and the mechanism (if any) for appearances by MEMBERS in respect of disciplinary action taken against them shall be determined by the Board of Elders.

²⁰ The roll revision is used as the basis for section 12 Membership Register page 6

²¹ See section 35 Privacy on page 15

27. DISPUTES AND THEIR RESOLUTION

- o All disputes between one MEMBER and another MEMBER, or between a MEMBER and the Church, should be resolved on the Biblical principles set out in *Matthew 18:15-20, 5:23-26 and Galatians 6:1-5*.
- o The Biblical principles²² for the resolution of disputes and relationship difficulties include the following requirements. These recognize that the aggrieved individual is responsible in the first instance to resolve the issue or difficulty with the other party **themselves**. In any situation, and particularly if the difficulty concerns one or more leaders; other leaders (whether Elders, Ministers or Team Leaders) or a respected individual, may be called upon to assist.
- o If conflict continues and cannot be resolved in this manner, the Elders, (if not already involved) should be advised. The Elders may consider inviting appropriate external and independent bodies, to assist the parties to resolve the conflict.

28. PRIVACY

The Church acknowledges and respects the privacy of individuals. The Church supports and endorses the National Privacy Principles of the *Privacy Act 2000* and the Board shall ensure that all ministries comply with these principles whenever personal information (as defined by the Act) is collected.

29. OCCUPATIONAL, AND WORKPLACE HEALTH AND SAFETY

The Church accepts the obligations and responsibilities imposed by the current version of the *Work, Health and Safety Act*, and associated regulations, standards and codes of practice. However the Operations Manager in consultation with the MTL shall be responsible to ensure that the Church complies with the relevant laws of the land. The Elders shall undertake the broad mission of the Church with full recognition of the responsibilities to ensure a safe and healthy work environment is provided for anyone associated with the ministry of the Church, whether employees, MEMBERS, voluntary workers, visitors or others.

30. DISSOLUTION OF CHURCH

- o Proposals that would have the effect of dissolving the Church by causing it to cease functioning; or by it amalgamating with another body (bodies affiliated or not affiliated with Conference), shall not be considered by the Board of Elders without consultation with Conference.
- o Should the Church associate or amalgamate with another body that is affiliated with, or approved by Conference; all funds, assets, and equipment that remain after the satisfaction of all liabilities, shall become the property of the amalgamated body. All real property of the former individual affiliated churches/bodies would continue to be held by Conference in trust for use by the amalgamated body as beneficial owner.
- o Should the Church become disaffiliated with Conference, all funds, assets, and equipment that remain after the satisfaction of all liabilities, shall remain the property of the Church. The ownership of all real property of the Church would be a matter for negotiation between the Church and Conference.
- o Should the Church cease to exist in its entirety; or associate or amalgamate with another body that is not affiliated with or approved by Conference; all funds, assets, property and equipment that remain after the satisfaction of all liabilities, shall become the property of Conference.

²² See Matthew 18:15-17

38. ORGANIZATIONAL CHART

Positions above the dotted line are
Leadership Positions

T/L = Team Leader

WIF = World in Focus

