



**Caloundra**  
Church of Christ

A Ministry of  
Churches of Christ  
in Queensland

# Constitution

**November 2017**

**Caloundra Church of Christ  
Constitution**

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# CALOUNDRA CHURCH of CHRIST

## CONSTITUTION

### 1. CHURCH NAME & ASSOCIATION

1.1 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".

1.2 The Church endorses the objectives and purpose of the Body Corporate known as "Conference of Churches of Christ in Queensland" hereinafter referred to as "Conference".

1.3 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, objectives, strategies, and activities.

1.4 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 Council of Elders from time to time.

### 2. STATEMENT OF PURPOSE

#### To glorify our Lord Jesus Christ by:

2.1 Preaching the gospel as expressed in Matthew, Chapter 28 verses 19 and 20 in an endeavour to assist in bringing all individuals to a personal faith in and obedience to Christ as Saviour and Lord, and to establish them as active members of the Body of Christ,

2.2 Applying the principles of Christian love and concern to the total life of the community, identifying and seeking to meet its needs, and

2.3 Maintaining a fellowship after the New Testament pattern through worship, teaching and mutual ministry.<sup>1,2</sup>

### 3. PURPOSE of this DOCUMENT and GOVERNANCE MODEL

3.1 To seek to faithfully interpret the Scriptures with respect to the effective missional work and operation of this Church and to provide clear principles for the conduct of its operations.<sup>3,4</sup>

3.2 Scripture informs us that, by God's Grace, we are all equal in His sight, sons and daughters of God. He has given gifts to His people, equipping believers for ministry in His name and strength.<sup>5,6</sup> Thus informed, the Church interprets this to mean that:

1 Acts 2:42 2 Hebrews 10:24-25 3 2 Tim 2:25 4 2 Tim 3 16-17 5 1 Cor 12:13 6 Eph 4:11-12

3.2.1 The governance structure of the Church should be that all believers are directly accountable to God and to each other with some set apart to serve God, His Church and each other in different roles.<sup>7, 8, 9</sup>

3.2.2 Thus there will be three key decision-making bodies in the Church's governance:

- a) The MEMBERS in meeting,
- b) A number of MEMBERS set apart to be the Council of Elders,
- c) A number of MEMBERS set apart to be the Board of Deacons.

3.3 This document seeks to faithfully interpret Scripture to address major principles for effective and transparent Church governance and management so that each person may serve together as the Body of Christ to the glory of God. An intention of this constitution is to enable believers to be built up, encouraged and equipped to carry out Christ's great commission in Matthew 28: 18-20. Scripture, particularly the New Testament, shall prevail as a key source of inspiration and guidance.

3.4 In the event that a particular governance situation arises for which there is no clear provision within this constitution, this document may be regarded as a guide and shall be applied with sufficient flexibility to enable unimpeded innovation and Church growth. In such event, the Council of Elders (after calling the Church to prayer to seek God's guidance, and consultation with the Church) is authorised to decide the issue. In the event of there being no elected Elders, the Church in meeting shall decide the issue by simple majority. (For example, to address a particular matter at hand, a Church meeting with a quorum of MEMBERS present may, by simple majority, make a decision on that matter if this document does not clearly indicate how such a matter should be addressed).

#### 4. DEFINITIONS

In this constitution, unless the contrary intention appears:

**"Administrator"** is a general term meaning the person appointed to administer management and processes within the church and may have various titles from time to time.

**"Board of Deacons"** means the body of MEMBERS elected to conduct such management and ministry functions as the Council of Elders may determine, subject to Church MEMBER endorsement.

**"Church in meeting"** means a meeting of MEMBERS convened in accordance with this Constitution.

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

**"Council of Elders"** means the governing body of the Church.

**"Committee"** means a sub-group of the Council of Elders or the Board of Deacons made up of people appointed by the Council of Elders or the Board of Deacons to act for and advise them in specific areas of expertise.

7 Rom 14:12

8 1 Peter 4:10

9 1 Peter 5:2-6

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

“**Deacon**” means a member of the Board of Deacons.

“**Elder**” means a member of the Council of Elders.

“**Financial Year**” means the year ending on 30 June.

“**Meeting Secretary**” means a person appointed by the Council of Elders to minute and advise on meeting procedure at Annual General and Special General Meetings.

“**MEMBER**” means a formal MEMBER of the Church

In the interests of clarity and avoidance of confusion within this document, MEMBER (in capitals) means a MEMBER of the Church as defined in Section 5 Faith and Membership and whose name is included in the Register of MEMBERS.

“**Nominations Standing Group**” means a group of MEMBERS elected to discern persons for nomination to specific roles.

“**Pastor**” means a person appointed by the Church as an employed or voluntary staff member for the purpose of preaching, teaching, spiritual leadership and shepherding of the Church.

“**Returning Officer**” means a MEMBER responsible for the conduct of formal voting at Annual General and Special General Meetings.

“**Register**” is the list of MEMBERS, maintained in accordance with Section 6 of this Constitution.

“**Special General Meeting**” means a general meeting of the Church convened in accordance with these rules.

“**Special Resolution**” means a resolution, requiring a minimum of 70% of the votes cast, for the alteration of this constitution; voluntary winding-up of the Church and distribution of assets.

“**Team Leader**” means a MEMBER appointed to lead one aspect of the work of the Church.

“**Votes cast**” means a ballot paper marked to show whether the MEMBER supports or opposes the proposal put.

“**Working Group**” means a group established for a specific period of time to investigate, consult, develop options and propose recommendations for decision and report to the Council of Elders or the Board of Deacons on any missional, ministry, or management matter as required by the Council of Elders or Board of Deacons.

## 5. FAITH and MEMBERSHIP

5.1 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.

5.2 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 ongoing 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.

5.3 As Christians grow in their faith, the fruit of the Spirit should be increasingly evident in their lives.<sup>10, 11</sup>

5.4 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.

5.5 This Constitution is supported and informed by the appended document titled “A Statement of Faith”.

5.6 There may be admitted into the MEMBERSHIP of the Church those who, believing in Jesus Christ as the Son of God and their personal Saviour and Lord, have confessed their faith in Him, and after repentance have been baptised by immersion including those from other churches.

5.7 The Council of Elders shall ensure that believers are encouraged to apply for MEMBERSHIP and shall ensure that the means of and teaching towards such MEMBERSHIP is provided.

5.8 MEMBERSHIP of the Church requires continuing regular and active participation in worship and Church life.

5.9 MEMBERS are called upon 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.

5.10 MEMBERS and other regular worshippers are encouraged to contribute financially to the ministry of the Church as an expression of their stewardship.

## **6. MEMBERSHIP REGISTER**

6.1 The Board of Deacons shall keep and maintain a register of MEMBERS

6.2 A half yearly revision of the register of MEMBERS shall be undertaken and shall be the responsibility of the Board of Deacons. MEMBERS who are no longer considered to be actively associated with the Church would, subject to Clause 6.5, be removed from the MEMBERSHIP Register, provided that the Council shall be informed of proposed changes in the roll so that follow-up and or pastoral support on those who have lapsed and those who have joined regular worship may be conducted as determined by the Council of Elders.

6.3 MEMBERS who have become isolated due to, for example, temporary illness or disability, family carer responsibilities, or relocation to a distant residential address, may be included in an Isolated MEMBERS' Register.

6.4 Revisions of the MEMBERSHIP Register are required to be ratified by the Council of Elders.

6.5 Unless it is impracticable to contact a MEMBER, the name of a MEMBER shall not be removed from the MEMBERSHIP Register until that MEMBER has been contacted by an Elder or a Pastor and advised of the decision of the Council of Elders.

**10 Gal 5:22-26      11 2Peter 1:5-7**

6.6 The MEMBERSHIP Register is the list of names of those eligible to vote, and also those ineligible to vote (for example those under the age of sixteen (16) years and those who due to

physical, or medical reasons are reasonably considered by the Council of Elders to be incapable of casting a vote at their own discretion.

6.7 A MEMBER may request to have their name removed from the Register.

## **7. COUNCIL of ELDERS**

### **7.1 Responsibilities**

#### **The Council of Elders:-**

7.1.1 Shall have the responsibility for the governance of the Church and in particular, for the spiritual oversight, mission, vision, and stewardship of spiritual values in accordance with Biblical principles.

7.1.2 Shall be required to adhere to the resolutions endorsed or approved by the Church,

7.1.3 Shall oversee the establishment and continuance of the Board of Deacons and delegate to the Board, practical responsibilities as the Council sees fit.

7.1.4 Shall be responsible for and oversee, but not be limited to:-

- a) strategic planning,
- b) selection and support of the Senior Pastor and other ministry staff,
- c) in the absence of a Senior Pastor, ensuring that this role is adequately covered,
- d) assessing the Senior Pastor's performance by formal review annually, and informally from time to time, and assessing other ministry staff performance by formal review annually,
- e) assessing the performance of the Board of Deacons annually,
- f) teaching in accordance with the Church's essential Biblical doctrines,
- g) legal compliance through delegation to the Board of Deacons,
- h) fiscal accountability through delegation to the Board of Deacons,
- i) public image and relationships with related organisations and conference,
- j) production of written governing policies,
- k) encouraging and developing potential Council members so that the future leadership of the Church is assured,
- l) ratifying staff appointments,
- m) job descriptions; delegations, authorities, and accountabilities for Senior Pastor, Pastoral staff, Board of Deacons and Ministry Teams,
- n) establishing Council of Elders' Committees, Ministry Teams and Working Groups as required from time to time.

7.1.5 Shall appoint a Meeting Secretary for Annual General and Special General Meetings. Such Meeting Secretary may also be appointed as the Minutes Secretary to Council.

### **7.2 Composition:**

The Council of Elders shall consist of a minimum of four (4) and maximum of seven (7) elected MEMBERS.

### **7.3 Council of Elders Meetings:**



7.3.1 The Council of Elders shall meet as regularly as required for business, prayer and fellowship.

7.3.2 There will be a minimum of six (6) Council meetings in a calendar year

7.3.3 The Senior Pastor shall, unless otherwise determined by the Council, attend, and participate fully in, all meetings of the Council, however shall not be entitled to vote.

7.3.4 The Council shall meet with the Board of Deacons as often as necessary but at least twice each year.

#### **7.4 Qualifications of Members of the Council of Elders:**

7.4.1 Members of the Council of Elders shall be MEMBERS of the Church for a minimum of two (2) years, not be a remunerated staff member, meet the principles as contained in 1 Timothy 3:1-7, be above the age of eighteen (18) and be able to fulfil the requirements of Section 7.1 Responsibilities of the Council of Elders.

7.4.2 If an Elder or the Council of Elders is not seen to be fulfilling a requirement or responsibility of the office and upon receipt of a recommendation from the Council of Elders, or upon a written submission to the Council of Elders signed by no less than twenty (20) MEMBERS, the Council of Elders shall call a Special General Meeting to enable the MEMBERS to vote on the termination of the office of such Elder or Council of Elders.

#### **7.5 Quorum and Procedure:**

7.5.1 The quorum for any Council of Elders meeting shall be a majority of the membership of the Council.

7.5.2 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.

7.5.3 Motions arising at a Council of Elders meeting shall be determined by a show of hands save in the case of Ministry appointments where voting by secret ballot shall be required.

7.5.4 Each member of the Council present at a Council of Elders meeting and entitled to vote, including the Chairperson, shall have one vote and, in the event of an equality of votes on any motion, the motion shall be resolved in the negative.

7.5.5 Each member of the Council present at a Council of Elders meeting shall hold full voting rights except on any resolution where that member has a conflict of interest.

7.5.6 The Council may conduct business by electronic means, procedures for which shall be determined by the Council.

#### **7.6 Chairperson:**

At its first meeting after the AGM of the Church each year, the Council of Elders shall appoint a Chairperson for the ensuing year.

#### **7.7 Term of Office:**

7.7.1 Elected members of the Council of Elders shall be appointed for a term of one (1) or two (2) years with, as near as practicable, one half of the number retiring annually.

7.7.2 After the initial term, members of the Council of Elders may be re-elected for successive terms.

7.7.3 An Elder may be a member of the Council of Elders for a maximum of eight consecutive years.

7.7.4 Should an Elder be a member of the Council of Elders for eight (8) consecutive years, that person shall not be eligible to be a member of the Council until at least one (1) year after the conclusion of those eight consecutive years.

### **7.8 Casual Vacancies:**

7.8.1 The office of a member of the Council of Elders becomes vacant if the member of the Council of Elders resigns from office by notice in writing given to the Chairman of the Council, or ceases to be a MEMBER of the Church.

7.8.2 In the event of a casual vacancy occurring on the Council of Elders, the Council of Elders may appoint a MEMBER to fill the vacancy and notify the Church accordingly. The MEMBER so appointed shall hold the office of Elder, subject to this Constitution, until the conclusion of the Annual General Meeting next following the date of the appointment.

## **8. ELECTION of MEMBERS of the COUNCIL of ELDERS**

### **8.1 Election Procedure:**

8.1.1 No later than the eighth Sunday immediately preceding the Annual General Meeting (AGM) the Council shall notify the Church of the names of the retiring Elders, the names of the members of the Nominations Standing Group (NSG), and of the fact that MEMBERS may, no later than the sixth Sunday immediately preceding the AGM, submit to the NSG, names of persons for consideration as nominees for election to the Council of Elders.

8.1.2 Before the fourth Sunday immediately preceding the AGM, the NSG shall provide to the Returning Officer the details of the nominees who meet the qualifications for membership of the Council of Elders as set out in 7.4.1 for election to the Council of Elders.

8.1.3 No later than the third Sunday immediately preceding the AGM the Returning Officer shall notify the Church of a list of the nominees.

8.1.4 On the second Sunday and the first Sunday immediately preceding the AGM, voting by secret ballot shall be conducted by the Returning Officer.

### **8.2 Nominations:**

8.2.1 Nominations for election to the Council of Elders shall be presented by the Nominations Standing Group to the Returning Officer

8.2.2 Nominations for election to the Council of Elders shall be in writing, signed by the nominator, who shall be a MEMBER, and acceptance of nomination signed by the nominee.

8.2.3 Should the NSG not endorse a nominee as a person qualified for the role of Elder, the Chairman of the NSG shall advise the nominator and the nominee of its decision and the reason for such decision.

### **8.3 Voting Outcomes:**

8.3.1 A nominee shall be elected only if endorsed by a minimum of seventy percent (70%) of valid votes cast by voting MEMBERS.

8.3.2 If there are more nominations than vacancies, the nominees with the greatest number of valid votes will be elected subject to 8.3.1 to the vacant positions.

## **9. NOMINATIONS STANDING GROUP (NSG)**

### **9.1 Role of the Nominations Standing Group:**

9.1.1 The NSG shall be a special group that has as its role, the discernment of the gifts of the people, encouragement of people to recognise their gifts and skills, and to make recommendations to the relevant body, names of persons who can be either considered for or elected to a specific role.

9.1.2 The NSG shall be the group responsible for testing the suitability of Elder and Deacon nominees in accordance with this Constitution.

### **9.2 Appointment of Group Members**

9.2.1 The Nominations Standing Group shall consist of the Senior Pastor (ex officio), or a temporarily co-opted MEMBER as determined by the Council of Elders if the position of Senior Pastor is vacant, and two elected MEMBERS who are suitably experienced and respected MEMBERS of the congregation, none of whom shall be an Elder.

9.2.2 Nominations for the elected positions shall be in writing signed by the nominator and signed acceptance by the nominee. The nominations shall be lodged by the nominator with the Returning Officer for conduct of the election. All nominees shall be presented to the MEMBERS and to be successful, a nominee shall receive a minimum of seventy percent (70%) of the valid votes cast.

9.2.3 If there are more nominations than vacancies, the nominees with the greatest number of valid votes will be elected subject to 9.2.2 to the vacant positions.

9.2.4 At its first meeting after the AGM of the Church each year, the Nominations Standing Group shall appoint a chairman.

## **10. BOARD of DEACONS**

### **10.1 Responsibilities:-**

10.1.1 The Board of Deacons shall have responsibility for the administration, management and specific ministries of the Church as delegated from time to time by the Council of Elders<sup>12</sup>.

12 Acts 6:1-6

10.1.2 The Board of Deacons is required to adhere to the mission, vision and values; and the strategic directions of the Church as drafted by the Council and approved by the Church at a general meeting of the Church and for observing values in accordance with Biblical principles. In particular, the Board's areas of responsibility shall include but not limited to:

- a) administration of the Church's affairs and operation of the church office.
- b) selecting and appointing office staff;
- c) maintaining the MEMBERS Register and preparing recommendations for the Council of any names for additions to or removal from the Register – in accordance with Clauses 5 and 6 respectively.
- d) management of church finances and fiscal accountability to the Council and MEMBERS;
- e) maintenance of church property and assets
- f) recruitment of volunteers and preparation of rosters for the smooth operations of the Church.
- g) administration of the welfare missions of the church
- h) complying with legal requirements
- i) the preparation of quarterly reports for the Council of Elders, specifically accounting for its stewardship of its delegated roles and particularly how its decisions and activities have contributed to the objectives of the Church.

## **10.2 Composition:**

The Board of Deacons shall consist of a minimum of four (4) and a maximum of seven (7) elected MEMBERS.

## **10.3 Board of Deacons Meetings:**

10.3.1 The Board of Deacons shall meet as regularly as required for business, prayer and fellowship.

10.3.2 There will be a minimum of eight (8) Board meetings in a calendar year

10.3.3 The Senior Pastor may, unless otherwise determined by the Board, attend and participate fully in all meetings of the Board or may delegate this role to another Pastor.

10.3.4 The Board shall meet with the Council of Elders as often as necessary but at least twice each year.

## **10.4 Qualifications of Members of the Board of Deacons:**

10.4.1 Each member of the Board of Deacons shall be a MEMBER for a minimum of one (1) year, is not a remunerated staff member, meets the principles as contained in

1 Timothy 3:8-10, is above the age of eighteen (18), is able to fulfil the requirements of Section 10.1 Responsibilities of the Board of Deacons, and holds skills and gifts suitable to serve in this role.

10.4.2 If a Deacon or the Board of Deacons is not seen to be fulfilling the requirements and responsibilities of the office and upon receipt of a recommendation from the Board of Deacons, or upon a written submission to the Council of Elders signed by no less than twenty (20) voting

MEMBERS, the Council of Elders shall call a Special General Meeting to enable the MEMBERS to vote on the termination of the office of such Deacon or Board of Deacons.

#### **10.5 Quorum and Procedure:**

10.5.1 The quorum for any Board of Deacons meeting shall be a majority of the membership of the Board.

10.5.2 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.

10.5.3 Motions arising at a Board of Deacons meeting shall be determined by a show of hands.

10.5.4 Each MEMBER present at a Board meeting and entitled to vote, including the Chairperson shall have one vote and, in the event of an equality of votes on any motion, the motion shall be resolved in the negative.

10.5.5 Each MEMBER present at a Board meeting shall hold full voting rights except on any resolution where that member has a conflict of interest.

10.5.6 The Board may conduct business by electronic means, procedures for which shall be determined by the Board.

#### **10.6 Chairperson:**

At its first meeting after the AGM of the Church each year, the Board of Deacons, shall appoint a Chairperson for the ensuing year.

#### **10.7 Term of Office:**

10.7.1 Elected members of the Board shall be appointed for a term of one (1) or two (2) years with, as near as practicable, one half of the number retiring annually.

10.7.2 After the initial term, members of the Board may be re-elected for a successive term.

10.7.3 A Deacon may be a member of the Board of Deacons for a maximum of eight (8) consecutive years.

10.7.4 Should a Deacon be a member of the Board of Deacons for eight (8) consecutive years, that person shall not be eligible to be a member of the Board until at least one (1) year after the conclusion of those eight consecutive years.

#### **10.8 Casual Vacancies:**

10.8.1 For the purposes of these rules, the office of a member of the Board of Deacons becomes vacant if the member of the Board of Deacons:-

- a) ceases to be a MEMBER of the Church,
- b) resigns from office by notice in writing given to the Chairman of the Board.

10.8.2 In the event of a casual vacancy occurring on the Board, the Council of Elders may appoint a MEMBER to fill the vacancy and the MEMBER so appointed shall hold the office of Deacon, subject to these rules, until the conclusion of the Annual General Meeting next following the date of the appointment.

## **10.9 Committees:**

10.9.1 The Board of Deacons may establish Committees for purposes such as, for example: finance and audit, risk management, missional welfare. property management.

10.9.2 Committee membership shall include one Deacon (Chair of Committee), may include a Pastor, and such other members as determined and appointed by the Board, provided that the Council of Elders and the MEMBERS are advised of the establishment and membership of the committee.

10.9.3 Each Committee shall have a Charter approved by the Board

10.9.4 Each member present at a Committee meeting shall hold full voting rights except on any resolution where that member has a conflict of interest.

## **11. ELECTION of Members of the BOARD of DEACONS**

### **11.1 Election Procedure:**

11.1.1 No later than the eighth Sunday immediately preceding the Annual General Meeting (AGM), the Council shall notify the Church of the names of the retiring Deacons, the names of the members of the Nominations Standing Group (NSG), and of the fact that MEMBERS may, no later than the sixth Sunday immediately preceding the AGM, submit to the NSG names of persons for consideration as nominees for election to the Board of Deacons.

11.1.2 Before the fourth Sunday immediately preceding the AGM, the NSG shall provide to the Returning Officer the details of the nominees who meet the qualifications for membership of the Board of Deacons as set out in 10.4 for election to the Board of Deacons.

11.1.3 No later than the third Sunday immediately preceding the AGM the Returning Officer shall notify the Church, the list of nominees.

11.1.4 On the second Sunday and the first Sunday immediately preceding the AGM, voting by secret ballot shall be conducted by the Returning Officer.

### **11.2 Nominations:**

11.2.1 Nominations for election to the Board of Deacons shall be presented by the Nominations Standing Group to the Returning Officer.

11.2.2 Nominations for election to the Board of Deacons shall be in writing, signed by the nominator, who shall be a Church MEMBER, and acceptance of nomination signed by the nominee.

11.2.3 Should the NSG not endorse a nominee as a person qualified for the role of Deacon the Chairman of the NSG shall advise the nominator and the nominee of its decision and the reason for such decision.

### **11.3 Voting Outcomes:**

11.3.1 A Nominee shall be elected only if endorsed by a minimum of seventy percent (70%) of the valid votes cast by voting MEMBERS.

11.3.2 If there are more nominations than vacancies, the nominees with the greatest number of valid votes will be elected subject to 11.3.1 to the vacant positions.

## **12. PASTORSHIP**

### **12.1 Responsibility:**

12.1.1 There shall be appointed to the Church, one or more Pastors who shall be responsible for various roles in accordance with their giftings and the Church's needs. These may include preaching, teaching, mission, worship and pastoral care of the Church. They will have responsibility for implementation of directions set by the Council of Elders. Such persons shall conform to the membership requirements of the Church.

12.1.2 There shall be a person appointed as Senior Pastor who shall provide leadership to the team of Pastors. The Senior Pastor shall work closely with the Council of Elders particularly in the areas of spiritual leadership, vision, mission and direction.

### **12.2 Appointment:**

12.2.1 The calling and appointment (including extension of appointment) of the Senior Pastor shall be the responsibility of the MEMBERS following a recommendation by the Council of Elders.

12.2.2 The appointment (including extension of appointment) of a Senior Pastor shall require the endorsement of a minimum of seventy percent (70%) of the valid votes cast by MEMBERS voting by secret ballot to be conducted over two (2) consecutive Sundays.

12.2.3 The appointment and extension of appointment of the Senior Pastor shall be for periods of no more than five (5) years.

12.2.4 The calling and appointment (including extension of an appointment) of a Pastor other than the Senior Pastor shall be the responsibility of the Church following a recommendation of the Council of Elders and the Senior Pastor.

12.2.5 The initial appointment, and any subsequent extension of appointment, of a Pastor other than the Senior Pastor, shall require the endorsement of a minimum of seventy percent (70%) of valid votes cast by MEMBERS voting by secret ballot to be conducted over two (2) consecutive Sundays.

12.2.6 The appointment, and any subsequent extension of appointment, of a pastor other than a Senior Pastor shall be for a period of between two (2) and five (5) years.

### **12.3 Terms of Engagement:**

12.3.1 Subject to clause 12.2, the terms of engagement of a Pastor shall be the responsibility of the Council of Elders.

12.3.2 The terms of engagement shall conform to established employment practice and with relevant employment legislation.

12.3.3 The employment of a Senior Pastor or Pastor may be terminated, other than as provided in Section 32, by either the Council of Elders or the Pastor concerned giving three months' notice to the other. Whenever a termination notice is proposed by the Council, this



proposal must be put to the Church MEMBERS for endorsement of such proposal, at a Special General Meeting of the Church. Endorsement of such a proposal requires a minimum of seventy percent (70%) of votes cast by voting MEMBERS.

#### **12.4 Accountability:**

12.4.1 The Senior Pastor shall at all times be accountable to the Church through the Council of Elders.

12.4.2 Other Pastors shall be accountable to the Senior Pastor.

#### **12.5 Role of Senior Pastor:**

12.5.1 The Senior Pastor shall be the delegate of the Council of Elders for the execution of policies, implementation of strategic plans, to achieve the vision and the mission of the Church.

12.5.2 The Senior Pastor shall be required to attend and participate in meetings of the Council of Elders, however, is not an Elder and does not have a vote in the Council.

12.5.3 The Senior Pastor shall seek means of advancing the work of God both within the congregation and in the wider community and shall make recommendations to the Council on these initiatives.

### **13. TEAM LEADERS**

#### **13.1 Responsibilities**

13.1.1 As determined by the Council of Elders, or the Board of Deacons, Church attenders may be formed into teams to undertake assigned responsibilities in the mission and work of the Church.

13.1.2 Each team shall be led by a Team Leader who may or may not be a person who is also an Elder or a Deacon, but must be a Church MEMBER. Such persons shall be appointed to the role by the Council or the Board as appropriate.

13.1.3 Team Leaders shall be responsible to the appointing body for the execution of the team's role and shall be required to report to that body as determined by that body.

13.1.4 The appointing body shall prepare the role description for the team.

#### **13.2 Team Membership**

Team Leaders shall recommend to the appointing body, the names of persons they wish to be members of that team. The Team Leader may seek the assistance of the Pastors, and or the Nominations Standing Group in this process.

### **14. WORKING GROUPS**

14.1 The Council of Elders may appoint Working Groups to investigate, consult, develop options and propose recommendations for decisions and report to the Council on any matter of significance to the Church.

14.2 A Working Group shall have a specific, time-limited task.



14.3 Composition of the Working group shall be determined by the Council of Elders and shall preferably include at least one Elder.

14.4 The Council of Elders will inform the MEMBERS of the establishment and purpose of the Working Group.

14.5 Before a Working Group is established, the Council of Elders will determine the terms of reference for that Working Group.

14.6 The MEMBERS shall be informed of the final decision made by the Council of Elders after the Working Group has reported. Recommendations of a Working Group shall not bind the Council of Elders.

## **15. RETURNING OFFICER**

### **15.1 Responsibilities**

15.1.1 The Returning Officer shall be responsible for the receiving of valid nominations to any role specified in this Constitution that requires election.

15.1.2 The Returning Officer shall be responsible for ensuring that ballot papers are correctly prepared and distributed to those MEMBERS entitled to vote. All other necessary documentation for a ballot shall be a part of these responsibilities.

15.1.3 The Returning Officer shall conduct the ballot in accordance with the requirements of this Constitution and shall, with any appointed scrutineers, count the votes cast, ensuring that only valid votes are counted and declare the ballot to a relevant Church meeting.

15.1.4 The decision of the Returning Officer(s) as to the informality of any vote shall be final and binding.

### **15.2 Election of Returning Officer**

15.2.1 At each AGM of the Church, nominations for the position of Returning Officer and for an Assistant Returning Officer shall be called by the Chairperson of the meeting.

15.2.2 The Chairperson shall call for a show of hands, except where a secret ballot is requested by more than five MEMBERS present at that meeting. The election of the Returning Officer and also that of Assistant Returning Officer shall be decided by simple majority of MEMBERS voting.

15.2.3 The Assistant Returning Officer shall assist the Returning Officer in the conduct of the role.

15.2.4 Whenever a Returning Officer is unable to fulfil the role, the Assistant Returning Officer shall act as Returning Officer.

15.2.5 In the event that one of these positions becomes vacant, the Council of Elders shall appoint a MEMBER to act in that role until the next AGM.

## **16. ANNUAL GENERAL MEETING**

16.1 The Church shall in each calendar year convene an Annual General Meeting (AGM) of its MEMBERS.

16.2 A meeting secretary will be appointed in accordance with 7.1.4.

16.3 An Annual General Meeting shall be deemed to be properly convened if announced to the MEMBERSHIP in writing at least twenty-one (21) days prior to the meeting, stating date, time, and place. The Agenda and Reports shall be distributed at least fourteen (14) days prior to the meeting.

16.4 The AGM shall be held as soon as reasonably possible after the end of the financial year on a date to be determined by the Council of Elders provided that the date falls within five (5) months of the end of the Financial Year.

16.5 The ordinary business of the AGM shall be:-

- a) to confirm the minutes of the previous AGM and of any general meeting held since that meeting.
- b) to declare the results of the Council of Elders and Board of Deacons elections and the results of such other polls conducted in accord with this Constitution.
- c) to receive financial reports, ministry reports and reports from Team Leaders.
- d) to appoint the Returning Officer, Assistant Returning Officer, and Internal Auditor.
- e) to appoint or reappoint the External Auditor, where such appointment may be for a term of up to three years,
- f) to attend to business that a MEMBER desires to bring before the AGM and has given notice of that business in writing to the Council of Elders. (Such business shall be included in the notice calling the AGM).
- g) to attend to other business raised, including the strategic plan review, with due notice to the Church, by the Council of Elders and transact special business of which notice is given in accordance with these rules,
- h) To adopt the Church's strategic plan or review of the strategic plan.

16.6 The adoption of the Church's strategic plan, or subsequent review of the strategic plan, requires a minimum of 70% endorsement by MEMBERS present at the AGM.

## **17. SPECIAL GENERAL MEETINGS**

17.1 All general meetings other than the AGM shall be called Special General Meetings.

17.2 A meeting secretary will be appointed in accordance with 7.1.4

17.3 Special General Meetings of the Church may be held from time to time:-

- (a) as determined by the Council of Elders, or
- (b) upon written application served on the Council of Elders, and signed by not fewer than twenty (20) of the MEMBERS. Such application must state the nature of the business to be discussed and the meeting must be confined to this business. Should the Council of Elders fail to convene the meeting within four weeks, the applicants may convene such a meeting within a further fourteen days and appoint a Chairperson of their own choice.

17.4 A MEMBER desiring to bring any business before a general meeting may give notice of that business in writing to the Council of Elders which shall include that business in the notice calling the next general meeting after receipt of the notice.

17.5 The Council may determine the format of Church meetings including Annual General Meetings, Special General Meetings, forums, information meetings, and workshops where the opinions of the Church may be canvassed. Such meetings will seek the full participation of the Church in its mission.

## **18. QUORUM and PROCEDURE at GENERAL MEETINGS**

### **18.1 Quorum:**

18.1.1 The quorum for all MEMBER'S General Meetings shall be 25% of the number of MEMBERS except as detailed in 18.1.2.

18.1.2 No business shall be transacted unless a quorum is present, and if after half an hour from the time appointed for the commencement of the meeting a quorum is not present, the meeting shall be adjourned. If at the adjourned meeting, a quorum is not present within half an hour of the time appointed, for the commencement of the meeting, the MEMBERS present (if not less than 25 in number) shall be accepted as a quorum.

If the meeting is convened at the requisition of MEMBERS, and a quorum is not present within half an hour after the time appointed for the commencement of the meeting, the meeting shall be dissolved.

### **18.2 Meeting Notice:**

Notice of a General Meeting shall be by announcement to the Church on the two Sundays immediately preceding the meeting, stating the date, time, place and the nature of the business to be transacted at the meeting. Written notice and electronic means may be employed to ensure full notice to the MEMBERS be given.

Worshipping attendees, who are not MEMBERS, may by invitation, be included in such meetings but may not vote.

### **18.3 Conduct of Meeting:**

18.3.1 **Chairperson:** The Chairperson of the Council of Elders shall be the Chairperson of all General Meetings, unless the Council of Elders appoints some other person.

18.3.2 **Rules of Debate:** The Chairperson may, at his or her discretion in relation to the issue under discussion, declare that the rules of debate shall apply.

#### **18.3.3 Voting:**

- a) Voting on business matters requiring resolution may be by a show of hands of those MEMBERS present,
- b) If Twenty (20) or more MEMBERS present so request, business matters shall be determined by secret ballot of those MEMBERS present,
- c) Approval by MEMBERS shall require a simple majority vote of voting MEMBERS present, unless specifically otherwise required in this constitution
- d) A vote shall be considered cast, only if it gives a clear indication of 'yes' or 'no' to the proposal whether by show of hands or ballot paper,
- e) The Chairperson shall have only one vote,
- f) In the case of equal voting, whether on a show of hands or by ballot the proposal shall be resolved in the negative.

18.3.4 **Voting Rights:** Voting on all matters requiring resolution shall be by Church MEMBERS only.

18.3.5 All voting must be in person or by absentee vote at the discretion of the Returning Officer.

18.3.6 To succeed, a Special Resolution requires a minimum of seventy percent (70%) of the valid votes cast by MEMBERS.

## **19. FINANCE**

### **19.1 Responsibility:**

Control of the Church Funds shall be vested in the Council of Elders. The day to day operations of the Church finances shall be delegated to the Board of Deacons who shall be accountable to the Council of Elders and the MEMBERS for its stewardship of the church finances.

### **19.2 Financial Expenditure and Investment:**

19.2.1 The signatories for expenditure or investment transactions shall be any two of the persons authorised by the Council of Elders.

19.2.2 The Council of Elders shall appoint four (4) signatories to the accounts at least annually. The signatories shall be the Chair of the Council, The Chair of the Board, another Board member or administrator, and one other MEMBER.

19.2.3 The Council of Elders is authorised to establish and operate electronic banking and transactions, and will delegate such operations to the Board of Deacons.

### **19.3 Reports and Auditing:**

19.3.1 An internal auditor may, and an external auditor must be appointed or reappointed at each Annual General Meeting.

19.3.2 Nominations for the position of internal auditor are to be taken at or before each Annual General Meeting.

19.3.3 An internal auditor must not be a member of the Council of Elders, nor of the Board of Deacons, nor of the finance committee/team of the Church.

19.3.4 An internal auditor may be removed by resolution of a general meeting.

19.3.5 Where an internal auditor resigns or is removed by resolution of a general meeting, the Council of Elders may appoint another person, not being a member of the Council of Elders, nor of the Board of Deacons, nor of the finance committee/team of the Church, to be the internal auditor until the holding of the next Annual General Meeting.

19.3.6 The internal auditor will:-

- a) have the responsibility at any time, of the internal auditor's choice, to examine the books and documents of the Church;
- b) examine the accounting and financial systems of the church for appropriateness
- c) report to the Board of Deacons including recommendations for improvements in the financial practices and systems of the Church.

19.3.7 The Board of Deacons shall present a finance report to the Council of Elders quarterly and to the MEMBERS at least two (2) times per year.

19.3.8 The Board shall recommend an external auditor to the Church for endorsement following due diligence and quotation process. The services of an external auditor may be engaged for periods of up to three years.

#### **19.4 Sources of Funds**

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

#### **19.5 Loans and Capital Expenditure**

19.5.1 Save with the approval of a Special General Meeting of the Church, the aggregate of new borrowings in any financial year shall not exceed twenty-five percent (25%) of the budgeted income of the Church for that year.

19.5.2 Save with the approval of a Special General Meeting of the Church, and unless of emergent nature such as health and safety, or statutory requirement, expenditure on items of capital shall not exceed \$5,000. Approval of MEMBERS shall require a simple majority vote of MEMBERS voting. In the event of emergent expenditure greater than \$5000, the Church shall be notified as soon as reasonably possible.

#### **19.6 Annual Budget**

The Council of Elders shall cause a budget to be prepared each year for the forthcoming financial year and shall recommend to a Special General Meeting, to be conducted no later than the commencement of that forthcoming financial year, the adoption of such budget. A simple majority of valid votes cast by MEMBERS present is required for the adoption of the annual budget.

### **20. INCOME AND ASSETS**

20.1 The income and property of the Church whenever it is derived, must only be applied towards the promotion of the Purposes of the Church as set out in this Constitution and approved mission statements.

20.2 The income and property of the Church must not be paid or transferred directly or indirectly by way of dividend, bonus or otherwise to the MEMBERS except:

- a) for the payment, in good faith, of remuneration to any MEMBER or employee or agent of the Church;
- b) for the payment to any MEMBER, employee or agent of the Church in return for services actually rendered to the Church or for goods supplied in the ordinary and usual way of business;
- c) for the payment of interest on money borrowed from any MEMBER employee or agent of the Church;
- d) for the payment of reasonable and proper rent for premises let to the Church by any MEMBER, employee or agent of the Church;
- e) for the payment of fees to any MEMBER, employee or agent of the Church who has been appointed to a salaried office of the Church.

## **21. CHURCH YEAR**

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

## **22. TRADING**

The Church is authorised to trade in accordance with applicable legislation and regulations, in order to facilitate the achievement of the purposes of the Church.

## **23. CHURCH LAND AND BUILDINGS**

23.1 All real property purchased by the Church shall be registered in the name of the Conference and the Conference shall act as trustee on behalf of the Church in respect of such property in conformity with "The Churches of Christ in Queensland Constitution". The Church shall in all respects, manage and control such property under the direction of the Council of Elders for the purpose of the conduct of its mission.

23.2 The Church's beliefs derive from the Word of God, as contained in the Bible. Its activities and events, including marriages and funerals, are intended to further the Christian purpose of the Church through its ministry and mission. All ceremonies conducted within the property must adhere to the purpose of the Church, and must not devalue its values and beliefs. The Church believes that marriage is the permanent, exclusive union between a man and a woman.<sup>13, 14</sup>

Caloundra Church of Christ reserves its right to cancel a wedding in the event that the applicants do not conduct themselves and their wedding ceremony in a manner that respects the Church's objectives and view of marriage.

This type of marriage covenant was ordained by God to provide believers with a picture of Christ's love and relationship to His church.<sup>15, 16</sup> A Pastor of the Church may be available to perform Christian marriage ceremonies or funerals. All ceremonies and funerals, including those performed by a celebrant, must be conducted in a manner that advocates beliefs that do not conflict with the Church's faith and teachings;

23.3 Controlled substances including alcohol, tobacco products and drugs, use of paper confetti are all strictly prohibited on Church property at all times.

## **24. REGULAR WORSHIPPER ROLL**

A Regular Worshippers Roll ("the roll") shall be kept by the Board of Deacons to record the attendance of all worshippers at Sunday services. This roll shall include the names of MEMBERS and of other worshippers who regularly attend Worship Services.

13 *Gen 2:24* 14 *Matt 19:4-5* 15 *Eph 5:22-33* 16 *Rev 21:2,9*

## **25. PRIVACY**

The Church acknowledges and respects the privacy of all individuals. The Church supports and endorses the Australian Privacy Principles of the Privacy Act 1988 and its latest amendments, and Council shall be responsible for compliance with these principles whenever personal information (as defined in the Act) is received. Compliance issues shall be administered by the Board of Deacons for the Council of Elders and MEMBERS.

## **26. LIMITED LIABILITY**

The Church shall not hold the Council of Elders or the Board of Deacons 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, The Board of Deacons shall be responsible for seeing that adequate insurances are maintained to protect the Church leadership, MEMBERS, volunteers and others as necessary from potential claims against them. Assurance that these insurances are in place should be included in the Board's monthly report to the Council of Elders.

## **27. WORK HEALTH and SAFETY**

The Church accepts the obligations and responsibilities imposed by the current version of the Queensland Work Health and Safety Act, and associated regulations, standards and codes of practice. The Board of Deacons shall be responsible for the Church's compliance with the relevant legislation and provision of a safe and healthy workplace for anyone associated with ministry of the Church, whether employees, MEMBERS, voluntary workers or others. The Board shall report quarterly to the Council of Elders regarding compliance with the required WH&S standards together with any known issues.

## **28 CHILDRENS' SAFETY**

28.1 Caloundra Church of Christ values children and young people and is committed to providing safe environments for them. The ChildSafe safety management system shall be maintained as the preferred program for safety of children. ChildSafe is a safety management system designed to keep children and young people safe whilst in the Church's care as set down under the Churches of Christ in Queensland's child safety provisions.

28.2 The Board of Deacons shall be responsible for the Church's compliance with the relevant legislation, and the ChildSafe management procedure, to provide for the safety of children and young people participating in ministry activities of the Church. The Board shall report quarterly to the Council of Elders regarding compliance with ChildSafe together with any known relevant issues.

## **29. SEXUAL HARASSMENT**



This church is committed to creating and maintaining a worship and work community in which members, other attenders, staff and volunteers can worship and work together in an atmosphere free of all forms of harassment, exploitation, bullying or intimidation.

Specifically, all persons associated with the church should be aware that the church is strongly opposed to sexual exploitation, harassment and bullying and that such behaviour is prohibited by church policy as well as legislation. It is the intention and responsibility of the church leadership to take whatever action may be needed to prevent or correct behaviour that is contrary to this policy and, if necessary, report (as per legal obligation) to relevant authorities and discipline those persons who violate this policy “.See also Section 32- Procedure for Discipline)

### **30. ACCOUNTABILITY and AUTHORITY**

#### **30.1 The Church acknowledges that:**

- God’s authority flows through Jesus Christ who is the Head of the Church,
- Jesus Christ shall establish His Church,
- The Elders, Deacons, and Pastors have the responsibility vested in them by Scripture and the Church by virtue of their respective positions.

#### **30.2 Accountabilities**

- The CHURCH and her MEMBERS are accountable to Jesus Christ,
- The Elders are accountable to the Church,
- The Deacons are accountable to the Elders and to the MEMBERS,
- The Senior Pastor is accountable to the Elders,
- The other Pastors are accountable to the Senior Pastor,
- Team/Group Leaders are accountable to their respective appointing leader or body,
- Team/Group members are accountable to their respective Team or Group Leader.

### **31. CUSTODY of BOOKS**

30.1 Except as is otherwise provided in this Constitution, the Board of Deacons shall keep in its custody or under its control, all books, documents, data held in computer systems and securities of the Church.

30.2 The accounts of the Church and the minutes of the resolutions of each general meeting and each Council of Elders meeting and each Board of Deacons meeting shall be available for inspection by MEMBERS. The Council of Elders shall have absolute discretion in considering requests by MEMBERS for inspection of other books of the Church.

### **32. PROCEDURE for DISCIPLINE**



32.1 The procedure for disciplining of MEMBERS and the mechanism for appearances by MEMBERS in respect of disciplinary action taken against them shall be determined by the Council of Elders.

32.2 In such matters where gross misconduct, in the considered opinion of the Council of Elders has occurred, summary dismissal, as defined in Section 32.3, from a role in the Church may result. Where such misconduct has occurred in a member of remunerated staff, the Elders may take such action without MEMBER endorsement as described in Section 12.3.3. Such action shall be reported, when appropriate, as soon as reasonably possible.

32.3 For purposes of clarity, "summary dismissal" is defined as dismissal without notice. It does not require notice to the employee and wages are only paid to the time of dismissal. An employer has a legal right to summarily dismiss an employee without notice for serious/gross misconduct which justifies such dismissal. The employee's conduct must be such that it is unreasonable for employment to continue. Examples where summary dismissal may be justified include, but not limited to:

- wilful or deliberate behaviour inconsistent with the employment terms of engagement (including conduct causing imminent or serious risk to a person's health or safety of the employer's reputation,
- refusal to follow lawful and reasonable instructions,
- theft, dishonesty, fraud, misuse of confidential information,
- downloading or viewing pornography,
- assault,
- sexual harassment, bullying, indecent behaviour,
- alcoholic intoxication or being under the influence of illegal drugs.

### **33. RESOLUTION of DISPUTES or GRIEVANCE**

33.1 All disputes or grievance between one MEMBER and another MEMBER, or between a MEMBER and a group of others within the Church, may be resolved on the Biblical principles indicated in *Matthew 18:15-20, 5:23-26 and Galatians 6:1-5*.

33.2 Should a dispute or grievance arise between a MEMBER or number of MEMBERS and the Senior Pastor, or other Pastor, resolution shall first be sought in accordance with 33.1. Should the matter not be resolved, the Council of Elders shall be informed and shall immediately seek to facilitate resolution.

33.3 Should a dispute or grievance arise between a MEMBER or number of MEMBERS and the Council of Elders, the matter shall be brought before the Council who shall meet with the aggrieved party(ies) to resolve the matter in accordance with Scripture.

33.4 If a dispute or grievance remains unresolved after intervention or consideration by the Council of Elders, either party may request that a facilitator or a mediator be used to assist with reaching a resolution. Such a request shall not be unreasonably refused. The facilitator or mediator shall be a person acceptable to both parties.

### **34. WINDING UP or DISSOLUTION of the CHURCH**

34.1 In the event that, on the winding up of the Church there are assets remaining after payment of the Church's debts and liabilities, the remaining assets are not to be paid to or distributed among the MEMBERS but are to be given or transferred to Conference:

- a) to be applied for purposes similar to the purposes for which the Church has been established, and
- b) provided always that Conference is at all times an income tax exempt institution that prohibits the distribution of its income and assets among its MEMBERS to an extent at least as great as is imposed on the Church.

34.2 A vote to wind up the Church requires approval of a Special Resolution.

### **35. ALTERATIONS to the CONSTITUTION**

35.1 This Constitution of the Church shall only be altered by a Special Resolution.

35.2 A resolution is a Special Resolution if:

- a) at least twenty-one (21) days notice is given to MEMBERS of the intention to propose a resolution as a Special Resolution, and
- b) the resolution is passed by at least seventy percent (70%) of all valid votes cast by MEMBERS at a properly convened meeting.

### **36. TRANSITIONAL ARRANGEMENTS**

Following adoption of this Constitution and in order to meet its requirements, the Council of Elders will immediately commence an implementation process including the determination of the timing of the election of the members of the NSG and the Board of Deacons. The Council of Elders shall have the responsibility to do all things necessary for the mission and ministry of the Church until this constitution is fully implemented. Such implementation processes shall be completed no later than the date of the 2018 AGM at which time this clause shall become redundant.

### **37. CONSTITUTION REVIEW**

This Constitution shall be reviewed:

- a) whenever required by legislation,
- b) when the MEMBERSHIP has increased or decreased by twenty five percent (25%) since the last review,
- c) every five (5) years,
- d) as determined by the Council of Elders should review be deemed advisable.

### **38. SUMMARY of VOTING RULES**

The following table summarises the voting rules set out by the Constitution for the decision making

processes of CCofC.

<b>Decision Making Situation</b>	<b>Voting Procedure/Rules</b>	<b>Constitution Reference</b>
To change the constitution	Minimum of 70% of valid votes cast by MEMBERS	35.2
To adopt the budget	Minimum of 50% of the valid votes cast by MEMBERS	19.6
To adopt strategic plan	Minimum of 70% of valid votes cast by MEMBERS	16.6
The election of Elders	Minimum of 70% of valid votes cast by MEMBERS in secret ballot	8.3.1
The election of Deacons	Minimum of 70% of valid votes cast by MEMBERS in secret ballot	11.3.1
The appointment of Pastors	On the recommendation of the Council of Elders, and endorsement of a minimum of 70% of the valid votes cast by MEMBERS in a secret ballot	12.2.2 12.2.5
Nominations Standing Group Member appointments	Secret ballot requiring minimum of 70% of valid votes cast	9.2.2
Quorums	25% or more of registered MEMBERS	18.1.1
General motions	Minimum of 50% of votes cast by attendees at the meeting	18.3.3
Special Resolutions	70% or more of valid votes cast by MEMBERS	18.3.6
Voting on business matters	<ul style="list-style-type: none"> <li>• By MEMBERS only</li> <li>• By show of hands</li> <li>• Or by secret ballot if requested by twenty (20) or more MEMBERS present. (clear Yes or No vote required)</li> <li>• Simple majority (50%) or more</li> </ul>	18.3.4 18.3.3 18.3.3 18.3.3