

# **CLARENCE VALLEY COMMUNITY CHURCH**

## **CONSTITUTION**

CONSTITUTION OF CLARENCE VALLEY COMMUNITY CHURCH

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## CLARENCE VALLEY COMMUNITY CHURCH INCORPORATED RULES

### **Preamble**

An incorporated association, Clarence Valley Community Church Incorporated, has been established under **the Association Incorporation Act 2009** of the State of New South Wales to run the affairs of Clarence Valley Community Church. The following rules describe the way in which the incorporated association is governed.

### **PART I PRELIMINARY**

#### **(I) Interpretation**

(a) In these rules:

**Administration Committee**

**Agenda** means the business that is to be conducted at a general meeting of the Association at a general meeting.

**All reasonable effort** means prompt, substantial and persistent efforts as a prudent Person desirous of achieving a result would use in similar circumstances

**Annual General Meeting** means the compulsory yearly meeting of the Association

**Ballot** means a ballot that is conducted in secret, this includes electronic and paper ballots conducted during the course of a general meeting.

**Council of Reference** means what is outlined in section 47 of this Constitution.

**Deacons** biblical role of deacons is to take care of the physical and logistical needs of the church so that the elders can concentrate on their primary calling.

**Elder** means as defined in section 3(l) of the Statement of Beliefs

**Elect/Elections** means the process undertaken to determine the will of the members of the Association either by show of hands or ballot in a general meeting.

**Exercise a function** includes performing a duty.

**Financial year** means Calendar year (ending 31 December).

**Function** includes power, authority and duty.

**General meeting** means a general meeting of the Association including the Annual General Meeting

**Honorary members** means a person who does not ordinarily attend the meetings of Clarence Valley Community Church but either contributes significantly to the running of the church or continues to be cared for by Clarence Valley Community Church and has been accepted by the members of the Association as an honorary member. Honorary members do not have to contribute towards the limited liability of the Association.

**Member/membership** means a member, however described, of the Association.

**Mission** means the mission of the Association set out in Rule 4.

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**Notice Convening a general meeting** means the document issued to the members of the Association calling a general meeting of the Association. It contains date, time, location and agenda of business to be conducted.

**Office-bearer** means a person appointed by the members of the Association to assist it to meet the administrative requirements under the “Associations and Incorporations Act 2009.”

**Pastor** means the Lead Pastor and staff member who are appointed as pastors.

**Person** means a natural person and not a corporation or incorporated association unless otherwise stated.

**Public Officer** means an individual who is both the official point of contact for an incorporated association and one of the authorised signatories as required by law in New South Wales. They are appointed by the Administration Committee, not elected by the members of the Association.

**Quorum** means the number of ordinary members, excluding honorary members, that are necessary for a general meeting to be held.

**Secretary** means the Secretary of the Association.

**Services** means the ordinary services conducted by Clarence Valley Community Church.

**Special Resolution** has the meaning given in Rule 29 (b).

**Staff member** means an individual who is remunerated for their service to the Association.

**Statement of beliefs** means the beliefs set out in Rule 3.

**The Act** means the Associations Incorporation Act 2009.

**The Association** means the legal entity that exists for the administration of Clarence Valley Community Church.

**The Church** means Clarence Valley Community Church, except in the Statement of Beliefs, the Statement of Mission and Rule 13 (1) b.

**The Eldership Committee Chairperson** is the Chairperson of the Eldership Committee but is not necessarily the Chairperson of the Association.

**The Eldership Committee** means elected officials who lead the church. The Eldership Committee acts as a subcommittee of the Association.

**The Regulation** means the Associations Incorporation Regulation 2009, or any regulation made in substitution for that Regulation.

**Treasurer** means the Treasurer of the Association.

**Vote** means the action of a member declaring their position on an agenda item as found in a Notice Convening a General Meeting of the Association.

- (b) The provision of the *Interpretation Act 1987* applies to and in respect of these rules in the same manner as those provisions would so apply if these rules were an instrument made under **the Act**.

### (2) Statement Of Purpose

- (a) **The Association** is established for the principle purpose of conducting the affairs of the church.
- (b) **The Association** is established for the advancement of the Christian Religion.

### **(3) Statement Of Beliefs**

The fundamental beliefs of **the Association** are:

#### **(a) About God**

- There is one true and living God.
- This one God exists in three distinct Persons: Father, Son and Holy Spirit. He is only, rightly worshipped as Triune.
- Each Person is fully God: co-equal, co-eternal, equal in every divine perfection and the same in essence.
- The Father, the Son and the Holy Spirit have distinct yet harmonious offices in the work of creation, providence, and redemption.
- God is holy, is love, and is spirit. He is transcendent, independently self-existent, all-powerful, all knowing, in all places and times, unchanging, and altogether perfect.
- All things exist for His glory, and He has the right to require from all creatures, worship, service and obedience.

#### **(b) About the Father**

- He is the initiator and beginning of all actions towards creation.
- He is the author of redemption; He predestined a people for adoption as children.
- He sent the Son to come as the redeemer of His people, and the Holy Spirit to apply the Son's work of redemption to those people, and to be the helper of them.

#### **(c) About Jesus Christ**

- He is fully God and fully man; He is one person with two complete natures.
- He is the Son of the living God.
- He was born of the virgin Mary.
- He is the Christ, the Messiah.
- He lived a sinless life, fulfilling all that is in the Law.
- He was tempted in all that is faced by humanity, yet without sin.
- He was handed over to Pontius Pilate who found no fault in Him. He was crucified on the cross of Calvary, died and was buried.
- On the Third day, He rose bodily and was witnessed alive by over 500 people.
- His active and passive obedience, suffering and His death, provide atonement for the sins of all who believe, and pays the penalty that is due against sinners. He also provides for them through imputing His righteousness, without which no one can see God. His resurrection provides what is necessary for our justification. It's demonstration that He also has the Power to raise us.
- He ascended to the right hand of the Father where He continues to intercede for His people.
- He will return visibly to earth to judge the living and the dead.

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- All things exist for Him and through Him and He holds all things together that are created, for His glory.

### **(d) About The Holy Spirit**

- He is fully God, a fully divine person and is not an impersonal force. All attributes that pertain to God, the Holy Spirit naturally possesses.
- He was sent to make the Son known, to convict the world of sin, righteousness and judgement.
- He applies the works of Christ to the elect; regenerates, sanctifies, instructs, equips, gifts and empowers as the Helper.
- No work of righteousness happens within any person, without the direct aid of the Holy Spirit.
- The Holy Spirit is received by all Christians and is the guarantee of all other promises due to them.
- The Holy Spirit illuminates the scriptures for all Christians.

### **(e) About Scripture**

- Scripture is the only sufficient, certain, and infallible rule and source of all knowledge regarding faith, obedience and practice.
- It is God's self-revelation and He is the primary author of scripture.
- Every word is written by men who were chosen and inspired by God and by His superintendence guaranteed the scripture is without error or contradiction, in the original writings.
- Nothing but the teaching of scripture will bind the conscience of anyone who attends, or anyone who is a member or any leader of the local church.

### **(f) About Creation**

- God created all things that were created by the power of His word.
- The universe was created out of nothing, by the power of His word, He created all things and they were very good.
- God is sovereign over all creation and is its ruler and sustainer.
- He brings all things about by the counsel of His own will, by His infinite wisdom, power, and perfection.
- All things happen because of His decree from eternity past: not a single decree will fail. God Himself will bring about the future, according to His decree.
- Humanity is the crown of His creation.

### **(g) About Humanity**

- God created mankind in His own image.
- As image bearers, humanity exists to enjoy, glorify, worship and reflect God, in true knowledge, righteousness and holiness.
- Men and women are equal in value, personhood, and image-bearing and are created differently, having distinct but complementary roles.
- Men and women are not interchangeable but are distinct and complementary.

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- Marriage was created by God for His purpose, as a visible display of The Gospel, showing the relationship between Christ and His Church.
- Marriage is therefore a lifelong union between one man and one woman and cannot be redefined by humanity.
- Christ is the head of the church and in love gave Himself for the church, in loving service and sacrifice, even to the point of death. So too, husbands are called to lead their own wives and households in loving service and sacrifice.
- The church honours Christ as the head of the church and submits itself to Him in love. So too, wives are to honour their own husbands and submit themselves to them.

### **(h) About The Fall**

- Humanity was created, sinless and righteous. Humanity was perfectly fit to fulfil the purpose God gave him in covenant, as representatives of his race.
- However, Adam, the first created man, sinned against God, along with his wife Eve, and in doing so forfeited the covenant purpose, righteousness and sinless perfection.
- They plunged themselves, their race and all of creation into sin, destruction and suffering.
- As a result of Adam's sin, all people in their natural state are alienated from God, corrupt in their being, morally unable to do anything good before God. They are dead in their sin and destined for inevitable eternal death in hell.
- God alone, by grace alone, through Christ alone, can save humanity from this fallen state and end sin and suffering for His people and the universe.

### **(i) About Salvation**

- Salvation is a free and gracious act of God. It cannot be bought or merited by good works performed by sinners, nor is it secured by anything God foresees in people.
- All people are saved completely and totally by God, who is the initiator of all saving acts in Christ, from election to glorification, for His good pleasure.
- All people who hear and believe The Gospel and repent of their sins will be saved and will by no means be turned away by God.
- The call of The Gospel is universal and to be preached to all people everywhere. Those who respond to The Gospel do so because of God's effectual call in His appointed time.
- The Holy Spirit works within a person to regenerate them in order that The Gospel might be responded to in saving faith. Regeneration by the Holy Spirit is necessary for salvation.
- Those whom God acts to save are born again to newness of life, having their inner self renewed. This allows them to willingly come to God,



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through faith in Christ and repentance and to persevere to the end of their life.

- Believers will over the course of their lives be conformed to the Image of Jesus.
- They will experience the fullness of salvation (glorification) at the return of Jesus.
- All of this is a work of God.

### (j) The Church

- The Church has both a visible and an invisible expression.
- The visible is the local gathering and is mixed with both those who are born again and those who are not.
- The invisible consists of only regenerate persons and consists of people from every tribe, language, and people group.
- Christ Jesus is the only head of the church.
- A local church can be called a true church if The Gospel is faithfully proclaimed, the sacrament is faithfully administered and there is biblical church discipline.

### (k) About Church Membership

- The Local church should seek to establish biblical church **membership** with all peoples who are in regular attendance, born again, baptised, and can give agreement to the statement of faith in full.
- **Membership** can also only be offered to people over 18 years of age in accordance with the law of the land.
- Church **membership** is understood as: people who submit to and honour the Eldership of the local church and are committed to true fellowship within the local church.
- **Members** have open access to the Lord's Table, unless asked to abstain for a period by the Eldership while seeking to resolve a church discipline matter.
- The Lord's Table is open also to all Christians who are in attendance, unless asked to abstain by the Eldership.
- Church **membership** should be held with one local body, and ordinarily **members** should seek to be a part of **the church** of which they are **members**.
- People can be removed from church **membership** by **the church** because of unrepentant public sin through the process of church discipline. The **person** must be approached by an **Elder** and counselled regarding the unbiblical nature of their behaviour. If there is no repentance, at least two **Elders** must approach the **person** and offer counsel regarding the unbiblical nature of their behaviour. If there is still no repentance, the **Elders** must submit the matter before the **members** of **the church**, who will be given an agreed (agreed by the **membership** and **Elders**) amount of time to seek to restore the **person**. If there is still no repentance, **the church** must remove the **person** from **membership** through a

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**membership vote** at the next available opportunity for a **general meeting** of the **Association**.

### (l) About Eldership

- The local church should operate as an **Elder** led, congregational church. The **Elders** are to equip, shepherd, guide, and teach the congregation. They are also to administer the sacraments and church discipline.
- **Elders** do not take on the role or powers of **the church**. **The church** is to **elect Elders** and **deacons** and **the church** is to carry out the work of the ministry as they are equipped to do so by the **Elders**.
- **The church** has the biblical right at any time to remove **Elders** and **deacons** and this must be undertaken with consideration for the biblical evidence.
- **Elders** must be men who meet all the biblical qualification of an overseer found in *1 Timothy 3* and *Titus 1*.
- Though all **Elders** oversee **the church** equally, and all teach in some capacity, they are understood to fall into two categories;
  - i. Those who teach
  - ii. Those who are overseers.
- Those who teach have the right to make their living from preaching and teaching The Gospel.

### (m) About The Gospel

- The Gospel is the good news of Jesus Christ, and must be focused upon His person, His death, and resurrection, as they have been stated in section 3, Titled "Jesus Christ."
- The preaching of The Gospel is God's means for the salvation of sinners and must be preached if it is to be heard and responded to.
- For The Gospel to be salvific, a person must believe The Gospel, expressing their faith alone in Jesus to the exclusion of all other gods and works, and their own sin repented of.
- If there is no belief in the historical nature of the life, death, and resurrection of Jesus Christ as found in the scriptures, faith is vain and worthless and offers no hope of salvation.
- All who believe are justified before God, only on account of Jesus Christ, to His glory alone.

### (n) About Historic Creeds and Confessions

- As a local church we hold to the historic Christian creeds. Though they do not rise to the level of Scripture we believe with the Historic Christian Church that they are a true representation of the teachings of Scripture on the doctrines they cover:
  - i. The Apostles Creed
  - ii. The Nicene Creed
  - iii. The Creed of Chalcedon
  - iv. The Athanasian Creed.

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- As a local church we are guided by the 1689 London Baptist Confession of Faith. Though it is not an official statement of faith, it is seen as a statement of fellowship that links other like-minded churches and **members**.

### (o) Additional Doctrinal Requirements For Eldership Of The Church

- **Elders** must adhere to the statement of faith but must also uphold the following doctrines above and beyond ordinary **membership**. This reflects the understanding that **Elders** guide the teaching of **the church** and could, either unwittingly or deliberately, direct **the church** away from those practices which **the church** understands to be biblical:
  - i. The Five Solas
  - ii. Baptism is only to be administered to believers with a credible profession of faith, by full immersion.
  - iii. That a **person** is completely unable to come to God in their natural state, which has been corrupted by the original sin committed by Adam.
  - iv. God is sovereign over all matters of salvation and effectively acts to save those who He elected from eternity past by the council of His own will.
  - v. Sin is punished in one of two ways; through an eternal conscious hell justly admitted to rebellious sinners, or is taken by Jesus Christ on the cross of Calvary. As such, it can only rightly be said that Jesus died for the elect; those who believe.
  - vi. Those who are saved are regenerate and will be preserved by God to the end; therefore their salvation is assured from the moment they believe.
  - vii. Salvation will display itself in good works but is never a result of good works.
  - viii. The local church is to be independently self-governed.

### (4) Statement Of Mission

The **mission** of **the Association** is to glorify God, by the proclamation of the Word of God, the equipping of the saints, the administration of the sacraments and taking of The Gospel through preaching, to our local community, region, country and all the peoples of the world.

## **PART 2 MEMBERSHIP**

### **(5) Member's Guarantee And Liability**

- (a) Each **member** must contribute an amount not more than \$20 (the guarantee) to **the Association** if **the Association** is wound up and while that **person** is a **member**, or within 12 months after they stop being a **member** and this contribution is required to pay for the:
- i. Debts and liabilities of **the Association** incurred before the **member** stopped being a **member** and/or
  - ii. The costs of winding up.

### **(6) Membership Qualifications**

**Persons** of not less than 18 years of age are qualified to be **members** if they:

- (a) Are **members** of the unincorporated Association, at the time of becoming an incorporated Association, or
- (b) Have applied for **membership** in accordance with Rule 7 after having been in attendance at the meetings of **the church** for a period of not less than 3 months, and
  - i. Are not **members** of another church, except where the **Eldership Committee** determines that extenuating circumstances apply, and
  - ii. have been approved for **membership** of **the Association** by the **Eldership Committee** and nominated for **membership** to the **members** of **the Association**, and
  - iii. Have been approved by the **membership** at a **general meeting** of **the Association**, or
- (c) Are a **staff member**, and in regular attendance of **the church**.
- (d) Are **elected** as an **Elder** according to Rule 16 (I).

### **(7) Application For Membership**

- (a) An application by a **person** for **membership** of **the Association** must be made in writing to **the church**, addressed to the **Eldership Committee**. The application must:
- i. Include full name of the **person**, postal address, phone number and email address.
  - ii. Be professing his or her faith in, and submission toward, Jesus Christ as Lord, Saviour, and God, and
  - iii. Be professing to agree with **the Association's Statement of Beliefs**,
  - iv. Be professing to agree to promote the **mission** of **the Association**.
  - v. Be professing to uphold the unity of **the church**.
  - vi. Be professing to honour the **Eldership Committee**.
- (b) As soon as practically possible, the **Eldership Committee** is to assess the application for **membership** by the **person**. The **Eldership Committee** must see that the application meets all the conditions required in Rule 6 (a). If the application meets the conditions, the **Eldership Committee** must nominate the **person** for **membership** of **the Association**, to be **voted** on at the next **general**

**meeting.** The Eldership may make further comment about the application for the consideration of the **membership.**

- (c) At the next **general meeting** all applications for **membership** will be **voted** upon. The **membership** application is approved by **Special Resolution** at a **general meeting.**
- (d) The **Secretary** is to notify the applicant and **Eldership Committee** of the decision as soon as is practical.
- (e) If the application is approved by the **membership** of **the Association,** the **Secretary** is to enter the applicant's name and other relevant details, into the register of members.
- (f) If approval is not granted, the **person** is free to make an application to the **Eldership Committee** to be nominated again for **membership** after 3 months. This allows time for counselling and examination of the situation.

#### **(8) Membership Entitlements Are Not Transferable**

A right, privilege or obligation that a **person** has by reason of being a **member** of **the Association:**

- (a) Is not capable of being transferred or transmitted to another **person,** even if that **person** is acting as a representative of the **member.**
- (b) Terminates on the cessation of the **person's membership.**

#### **(9) Cessation Of Membership**

A **person** ceases to be a **member** of **the Association** if the **person:**

- (a) Dies, or
- (b) Resigns from **membership** of **the Association,** or
- (c) Is removed from **membership** of **the Association** by the **members** of **the Association** by **Special Resolution** at a **general meeting.**

#### **(10) Resignation And Removal Of Membership**

- (a) **The Association** will not accept the resignation from **membership** of **the Association** except in accordance with this Rule.
- (b) A **member** may resign from **membership** of **the Association** by giving notice in writing to **the church** (addressed to the **Eldership Committee**) of the **member's** intention to resign and, on the expiration of the period of notice, the **member** ceases to be a **member.**
- (c) The **Eldership Committee** may make recommendation to the **membership** of **the Association** that they remove a **person** from membership of **the Association** by **Special Resolution,** if a **person** ceases to be in regular attendance at the meetings of **the church** for a period of not less than 3 months and all **reasonable effort** has been made to contact the **member.** The **Eldership Committee** may determine that extenuating circumstances exists and in such a case there is no requirement to recommend the removal of **membership.**
- (d) The **Eldership Committee** may make recommendation to the **membership** of **the Association** that they remove a **person** from membership of **the Association** by **Special Resolution,** if the **person:**
  - i. Professes that he or she no longer has faith in, or submission toward, Jesus Christ as Lord, Saviour and God, or

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- ii. Professes that he or she no longer agrees to promote the **mission** of **the Association** or no longer agrees with **the Association's Statement of Beliefs**, or
  - iii. The **person**'s behaviour is causing, has caused, or is likely to cause harm to **the Association**, or
  - iv. The **person** is actively undermining the unity of **the Association**.
- (e) At the next **general meeting**, if the **Eldership Committee** has made a recommendation to the **membership** of **the Association** that they remove a **person** from **membership** of **the Association** by **Special Resolution** the **members** must either:
- i. **Vote** on the recommendation.
  - ii. Put forward a motion to postpone the **vote** to the next **general meeting** in order to seek further clarification from the **Eldership Committee** and/or the **person** put forward for removal. In such a case a **vote** must be taken at the next **general meeting**.
- (f) If by **Special Resolution** the **members** **vote** to remove the **person** from **membership** of **the Association**, the **Secretary** is to make an appropriate entry in the register of the **members**. They are to record the date on which the **member** ceased to be a **member** and is to notify or make **all reasonable efforts** to notify the **person** of the action taken.

### (II) Register Of Members

- (a) The **Secretary** must establish and maintain a register of **members** of **the Association** specifying the name, address and any other relevant contact details of each **person** who is a **member** of **the Association**, together with the date on which a **person** became a **member**.
- (b) The register of **members** must be kept at the principal place of administration of **the Association** and must be open for inspection, free of charge, by any **member** of **the Association** at any reasonable time.
- (c) On incorporation the **members** of **the Association** are:
- i. Jayne Attwood,
  - ii. Timothy Attwood,
  - iii. Max Blundell,
  - iv. Lyn Blundell,
  - v. Glyn Booth,
  - vi. Pam Booth,
  - vii. Fran Finlayson,
  - viii. Courtney Clifford
  - ix. Micah Clifford
  - x. Daniel Gilbert,
  - xi. Natalie Gilbert,
  - xii. Helen Jenner,
  - xiii. Maurice Jenner,
  - xiv. Phillipa Jones,
  - xv. Graham Litchfield,
  - xvi. Marina Litchfield,
  - xvii. Beat Mueller,

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- xviii. Sarah O'halloran
- xix. Dulcie Reeves,
- xx. Roger Reeves,
- xxi. Chris Schull
- xxii. Christine Trichard,
- xxiii. Louis Trichard,

- (d) **The Association** will also allow a small number to be specified in the constitution as **honorary members**. This is to reflect either special service that they perform for **the church** or if **the church** continues to care for them even though they may not attend church **services** ordinarily. They may **vote** if they are present in a **general meeting**.
- (e) **Honorary members** may be removed as **honorary members** at a **general meeting** by **Special Resolution**, which must be reflected in the constitution by the removal of their name.
- (f) **Honorary members** may resign through the process as outlined in Rule 10 (b).
- (g) **Honorary members** may cease to be **honorary members** through the process as outlined in rule 9.
- (h) On incorporation the **honorary members** of **the Association** are:
  - i. Rachael Fischer
  - ii. Molly Aunins

### (12) Fees

No entrance fee or annual **membership** fee is payable to **the Association**.

### **PART 3 THE ELDERSHIP COMMITTEE**

#### **(13) Purpose of the Eldership Committee:**

To:

- (a) Lead and guide **the Association** and has the responsibility to make sure that all **members** qualify with the requirements of being a **member** of **the Association**.
- (b) Administer the sacraments and ordinances of **the church** and ordain new **Elders** and any **deacons** — who have been duly **elect**d by the **members** of **the Association** — by the laying on of hands and prayer.
- (c) Offer spiritual oversight of **the church** and make all decision regarding the teaching, training and equipping of **the church** to do the work of the ministry.
- (d) Offer recommendations to the **members** of **the Association** regarding employment of lead and teaching **Pastor(s)**, nomination of new **Elder/s**, nomination of new **deacon/s**, nomination of new **member/s**, and nomination of other employees.
- (e) Be the main source of vision and focus of **the church**'s activities, budgets, and resources and will therefore make recommendation of these and other matters to the **membership** of **the Association** for decision at a **general meeting**.
- (f) Offer correction and church discipline to **members** of **the Association** and may remove a **person** from attending **the church** meetings for a set period of time. They may remove a **person**'s right to partake of the Lord's Table (otherwise known as Communion) for a period of time. It may make recommendation for the removal of a **member** of **the Association** to the **members** of **the Association** by **Special Resolution** at the next **general meeting**.
- (g) Make policies regarding general housekeeping and administration of **the Association**. These policies would be limited to ministry standards, safe operation of the ministries of **the church**, and policies regarding advisory boards. Any necessary cost associated with such policies would need to be approved by the **members** of **the Association** at a **general meeting**.
- (h) Determine the terms of remuneration for all employees of **the Association**. They may seek guidance from other people as needed. The **members** of **the Association** must approve any budget regarding remuneration of employees.

#### **(14) Membership Of The Eldership Committee**

- (a) A **member** of the **Eldership Committee** must:
  - i. Be a **person** who is a **member** of **the Association**.
  - ii. Be **elect**d by a **Special Resolution** at a **general meeting** of the **membership** of **the Association**, to the office of **Elder**.
  - iii. Meet the qualifications as outlined in Rule 15.
- (b) **The Association** is expected to have a plurality of **Elders** who are **members** on the **Eldership Committee**.
- (c) The **Eldership Committee** must appoint an **Eldership Committee Chairperson**.

#### **(15) Eldership Committee Qualification:**

- (a) An **Elder** must be a man who qualifies as an overseer according to *1 Timothy 3:1-7* and be known for his maturity of faith and Christian character.



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- (b) Have demonstrated by his life and teaching that he is well qualified to lead and teach **the church** in accordance with the **mission** of **the Association** and **Statement of Beliefs**, and
- (c) Agree to teach and uphold the **Statement of Beliefs**, including any portion that is expected only of **Elders**.
- (d) Agree to promote the **mission** of **the Association**.

### (16) Roles Within The Eldership Committee

- (a) All **Elders** on the **Eldership Committee** lead, defend the faith, and have the ministry of prayer, with all **Elders** having one **vote** on the committee and all **Elders** being responsible for gospel ministry and prayer.
- (b) **The Association** recognises that there are two roles within the **Eldership Committee**, those that oversee and those that teach. This is not a distinction of authority, power or status but a distinction in vocation. Those **Elders** that are specifically set aside to teach have the right to be paid.
- (c) The **Eldership Committee** can nominate a Lead **Pastor** to the **members of the Association**. The Lead **Pastor** is a **member** of the **Eldership Committee** with all of the normal duties of the **Eldership Committee**. As well as these normal duties he is responsible for:
  - i. The majority of formal teaching that is done in **the church**.
  - ii. Advising the **Eldership Committee** and the **members of the Association** on biblical and theological matters.
  - iii. Supervision of all ministry activities and **staff**.
  - iv. Mentoring of ministry trainees and volunteers.
  - v. Representing **the church** on any formal fellowships, associations, or companies that **the Association** is a **member** of.
  - vi. The good ordering of any church **services**.
- (d) The **Eldership Committee** can nominate men to the task of Teaching **Elder**, and these men will share the normal duties and responsibilities of the Lead **Pastor** or work alongside the Lead **Pastor**, as decided by the **Eldership Committee**.
- (e) The **Eldership Committee** can share the normal duties and responsibilities of the Lead **Pastor**, as decided by the **Eldership Committee**, should there be no Lead **Pastor** or teaching **Elder**(s).
- (f) If the Lead **Pastor** or Teaching **Elder**(s) is director or executive of a formal fellowship, association or company that **the Association** is a **member** of, the **members of the Association** may **elect** another representative to represent them.
- (g) The Lead **Pastor** and other teaching **Elders** are nominated by the **Eldership Committee** to the **membership of the Association** and are **elected** to their positions by **Special Resolution** at a **general meeting**.
- (h) Any cost associated with the employment of each role must be approved by the membership of **the Association** at a **general meeting**. This can be done before or at the time of the **election** of a lead/teaching **Elder** (s).
- (i) If the Lead **Pastor** or other Teaching **Elders** are not **members** at the time of the **general meeting**, when the **members** approve them by **Special Resolution**, they become **members** of **the Association**, and **members** of the **Eldership Committee**, immediately.

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- (j) Each **Elder** serves up to a term of 3 years on the **Eldership Committee**. A **person** may be re-nominated and re-appointed as an **Elder** to the **Eldership Committee** at a **general meeting** by **Special Resolution**.
- (k) On incorporation of **the Association**, the first **members** of the **Eldership Committee** are taken (despite Rule 14 (a)) to be:
  - i. Timothy Attwood.
  - ii. Daniel Gilbert.
  - iii. Roger Reeves.
- (l) On incorporation of **the Association** the first Lead **Pastor** is taken (despite Rule 16 (c)) to be:
  - i. Timothy Attwood.
- (m) On incorporation of **the Association** the first teaching **Elder(s)** are taken (despite Rule 16 (d)) to be:
  - i. Daniel Gilbert.

### **(17) Removal and Retirement of Any Elder**

The ground for the removal of any **Elder**:

- (a) Gross misconduct that brings the **Christian Faith** and **the Association** into disrepute, or
- (b) Persistent and wilful teachings of that which is contrary to the **Statement of Beliefs**, or
- (c) Persistent unwillingness to promote the **mission** of **the Association**, or
- (d) Irreversible mental or physical incapacity leaving him incapable of fulfilling his responsibilities, as certified by two suitably qualified medical practitioners who are not **members** of **the Association**, or
- (e) Loss of confidence in the **Elder** by **the Association** for any other reason.
- (f) An **Elder** can be removed at a **general meeting** of **the Association** by a **Special Resolution**.
- (g) If a decision has been reached to remove the **Elder**, the **Chairperson** of that meeting must declare that position has been immediately terminated.
- (h) If that **Elder** is the **Chairperson** of **the Association**, the **members** of **the Association** are to appoint a new **Chairperson** as soon as practically possible.
- (i) If the **Elder** is the Lead **Pastor** or another Teaching **Elder**, the **Chairperson** of that meeting must declare the position immediately vacant. The **Eldership Committee** is to formalise the decision in writing in a letter stating the termination of employment within two days of the meeting. **The Association** is to pay anything that is legally owed to the employee.
- (j) If the **Elder** is removed in action of Rule 17 (d) and is an employee in the role of Lead **Pastor** or Teaching **Elder**, **the Association** must, in addition to what is required by law, seek to be compassionate by providing whatever is reasonably possible.

## **PART 4 ADMINISTRATION COMMITTEE AND ADMINISTRATION COMMITTEE OFFICE-BEARERS.**

### **(18) Powers Of The Committee**

Subject to **the Act**, **the Regulation**, this constitution and any resolution passed by **the Association** in **general meeting**, the Committee:

- (a) Is to offer administrative assistance to the **members** of **the Association**.
- (b) May **exercise all the functions** that may be exercised by **the Association**, other than those **functions** that are required by this constitution to be exercised by a general or special meeting of the **members** of **the Association**, and
- (c) Has power to perform/act on behalf **the Association**.
- (d) Will work with the **Eldership Committee** to ensure that **the Association** meets all of the obligations under **The Act**.

### **(19) The Office Bearers Of The Association**

- (a) The **Chairperson**,
- (b) The **Secretary**,
- (c) The **Treasurer**,
- (d) The **Public Officer**

### **(20) The Functions Of The Office Bearers Of The Association**

- (a) The Office Bearers of **the Association** are to support the **members** of **the Association** and the **Eldership Committee** by providing administrative and logistical **services**. In all **general meetings** of **the Association**, they may give reports as necessary, or as requested. While they hold an official responsibility in **the Association**, they do not necessarily hold official responsibility within the **church**.
- (b) Office Bearers must agree to the statement of faith and support the **mission** of **the Association**.
- (c) No single **person** is ever to hold a casting vote. If a motion reaches a deadlock, the motion fails.
- (d) A committee **member** may hold up to 2 offices.

### **(21) Election Of Committee Members**

- (a) Nominations of candidates for **election** as **Office-bearers** of **the Association** can be made either by the **Eldership Committee** or by a **member** of **the Association**. Nominations must be made either in writing or electronically. The consent of the candidate must also be stated either in writing or electronically.
- (b) Both the nomination and consent must be delivered to an **Office-bearer** of **the Association** at least 7 days before the date fixed for the holding of the **Annual General Meeting** at which the **election** is to take place.
- (c) The **members** of **the Association** are to consider each **person** that is nominated for **Chairperson**, **Secretary**, **Treasurer** or **Public Officer** and a vote is to be taken at the **Annual General Meeting** for each Office Bearer duty.
- (d) If no clear majority is found on the first vote, the two **persons** with the highest votes are to put through another round of voting until a clear majority is found.

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- (e) The **person** with the clear majority is the **person elected** to the **office-bearer** duty as nominated.

**(22) Chairperson**

- (a) The **members** of **the Association** are to **elect** a **member** of **the Association** to the responsibility of **Chairperson** of **the Association**, at the **Annual General Meeting**.
- (b) The **Chairperson** of **the Association** is to:
- i. Facilitate proper information flow to all the **members** of **the Association**.
  - ii. Guide all **general meetings** of **the Association** so that all **members** are given an opportunity to be heard on all **agenda** items stated in the **notice convening a general meeting**.
  - iii. In consultation with the **Eldership Committee** and other **Office-bearers** of **the Association**, set the **agenda** for the **notice convening a general meeting** and see to it that proper notice is given for all matters for consideration.
  - iv. Oversee the process of voting on all **agenda** items in a **general meeting** and announce the outcome of all votes and **elections**.
- (c) On incorporation of **the Association** Timothy Attwood was appointed as **Chairperson**.

**(23) Secretary**

- (a) The **members** of **the Association** are to **elect** a **member** of **the Association** to the responsibility of **Secretary** of **the Association**, at the **Annual General Meeting**.
- (b) The **Secretary** is to keep minutes of:
- i. All **elections** and appointments to the **Eldership Committee**, all appointments to Lead **Pastor** and Teacher **Elders**, all appointments of **members** to **the Association**, all appointments of Office Bearers of **the Association**.
- (c) The names of the **members** present at a **general meeting**, and
- (d) All proceedings at a **general meeting** of **the Association**, including any resolutions that are made and any changes to the constitution of **the Association**.
- (e) Minutes of the proceedings at a meeting must be approved at the next succeeding meeting and signed by the **person** chairing the meeting and the **Secretary** at the next succeeding meeting.
- (f) The **Secretary** is to note in the register, established and maintained under Rule 11 a, the date on which a **person** becomes and/or ceases to be a **member** of **the Association**.
- (g) On incorporation of **the Association** Maurice Jenner was appointed as **Secretary**.

**(24) Treasurer**

- (a) The **members** of **the Association** are to **elect** a **member** of **the Association** to the office of **Treasurer** at the **Annual General Meeting**.
- (b) The Treasurer is to give administrative oversight of:

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- i. All money donated, given and due to **the Association** and the payments authorised by **the Association**, and
    - ii. The keeping of correct accounts and books showing the financial affairs of **the Association** with full details of all receipts and expenditure connected with the activities of **the Association**, from the date of incorporation.
  - (c) The **Treasurer** is to assist with the preparing of annual budgets along with the **Eldership Committee** to be approved at a **general meeting** by the **members** of **the Association**.
  - (d) The **Treasurer** is to present the budget to the **members** at a **general meeting** of **the Association**, for the purpose of enabling the budget to be approved by the **members** of **the Association**.
  - (e) The **Treasurer** is to present financial reports at **general meetings** of **the Association**.
  - (f) On incorporation of **the Association** Maurice Jenner was appointed as **Treasurer**.
- (25) **Delegation Of Office Bearer Responsibilities To A Paid Employee.**
  - (a) The Office Bearers may delegate their responsibilities to an employee of **the Association**.
  - (b) If the **members** of **the Association** have appointed a Lead **Pastor** in accordance with rule 16 (c), the responsibility of **Chairperson** must be delegated to the Lead **Pastor**, or the Lead **Pastor** can be appointed to the responsibility of the **Chairperson**, at the **Annual General Meeting** according to section 21 (c).
  - (c) Where the Lead **Pastor** abstains from a vote on an **agenda** item, the **Chairperson**, if not the Lead **Pastor**, will chair that matter, or the **members the Association** may appoint someone else to fill in that responsibility for that **agenda** item.
- (26) **Vacancies.**
  - (a) For the purposes of these rules, a vacancy of any Office Bearer occurs (apart from death) if the Office Bearer:
    - i. Ceases to be a **member of the Association**, or
    - ii. Resigns from office
  - (b) All Office Bearers may be removed for any reason, by the **members** of **the Association**, at a **general meeting** by **Special Resolution**.
  - (c) All Office Bearers must resign after serving 3 years in office but may be appointed again by the **members** of **the Association** at a **general meeting** or **Annual General Meeting**.
  - (d) In the event of a casual vacancy occurring in the **Administration Committee**, the committee may appoint a **member** of **the Association** to fill the vacancy and the **member** so appointed is to hold office, subject to this constitution, until the **Annual General Meeting** next following the date of the appointment.
- (27) **Office-bearer meetings**
  - (a) The Office Bearers are expected to meet at least 3 times in each period of 12 months at the place and time that the committee may determine.

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- (b) Additional meeting of the committee may be convened by the **Chairperson** or by any **member** of the committee.
- (c) A majority of Office Bearers are must be present at committee meetings to have a **quorum**.
- (d) If there is no **quorum** the meeting must be adjourned till a **quorum** can be reached.
- (e) The Office Bearers are expected to meet along with the **Eldership Committee** at least once in each period of 12 months, no later than 4 weeks from an **Annual General Meeting**, to prepare the necessary **notice convening a general meeting** and budget in order that they can be finalised and sent to the **members of the Association** for consideration.
  - i. The **notice convening a general meeting** and budget for the **Annual General Meeting** will be provided to the **members of the Association**, not less than 3 weeks from the meeting as called by the **Chairperson**
- (f) The majority of Office Bearers and the majority of the **Eldership Committee** represent a **quorum** for a meeting between the **Eldership Committee** and the **Administration Committee**.
- (g) If there is no **quorum** the meeting must be adjourned until a **quorum** can be reached.

### (28) Public Officer

- (a) **The Association's Administration Committee** must appoint a **Public Officer**.
- (b) The **Public Officer** must be a **person** who:
  - i. Is aged 18 years or more,
  - ii. Is ordinarily a resident in New South Wales,
  - iii. Holds to **the Associations Statement of Beliefs** and supports the **mission of the Association**.
  - iv. Is a **member of the Association**.
- (c) The position of **Public Officer** may, but need not be, held by a committee **member**.
- (d) In keeping with **the Act**, the **Public Officer's** acts are valid despite any irregularity in their appointment.
- (e) The first **Public Officer of the Association** is the **person** nominated as **Public Officer** in the application for registration of **the Association**.
- (f) Within 28 days after taking office as **the Association's Public Officer** (other than the first **Public Officer**), a **person** must notify the **Secretary**, in the approved form, of:
  - i. The **person's** full name and date of birth, and
  - ii. An address within New South Wales at which the **person** can normally be found and at which documents can be served on **the Association** by post, and
- (g) The fact that the **person** has taken office as **Public Officer**.
- (h) If there is any change in the address of the **Public Officer** of an Association, the **Public Officer** must notify the **Secretary**, in the approved form, of the new address within 28 days after the change occurs.

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- (i) The **Public Officer** is both the official point of contact for **the Association** and one of the authorised signatories but is not necessarily a signatory to **the Association's** bank account.
- (j) The **Administration Committee** may appoint a new **Public Officer** for any reason it deems necessary.

**Part 5            General Meetings**

**(29) Annual General Meetings – Holding Of**

- (a) **The Association** must convene an **Annual General Meeting** within 3 months of the close of **the Association's financial year** (Calendar year), in accordance with **the Act** (Section 37 (2) (a)).
- (b) This rule has effect subject to any extension or permission granted by the Director-General of the Department of Fair Trading under section 37 (2) (b)) of **the Act**.
- (c) The **Annual General Meeting** may be held in 2 or more locations, providing technology is used that allows all **members** and in all locations the ability to fully participate.

**(30) Annual General Meetings – Calling Of And Business At**

- (a) In addition to any other business that may be transacted at an **Annual General Meeting**, the business of an **Annual General Meeting** is:
  - i. To confirm the minutes of the last preceding **Annual General Meeting** and of the last **general meeting** held since that meeting, and
  - ii. To receive from the **Eldership Committee** and Office Bearers reports on the activities of **the Association** during the last preceding **financial year**, and
  - iii. To approve new **members** of **the Association**, and
  - iv. To receive and consider the financial statements that are required to be submitted to **members** under **the Act**, and
  - v. To receive and approve the budget of **the Association** for the current **financial year** unless the budget has been received and approved at a previous **general meeting**.
  - vi. Approve and appoint an **Elder** to the **Eldership Committee**.
  - vii. Approve and appoint an **Office-bearer** to the **Administration Committee**.
- (b) An **Annual General Meeting** must be specified as such in the **notice convening** a **general meeting** it in accordance with Rule 29.

**(31) General Meetings – Calling Of**

- (a) The **Chairperson**, whenever they think fit, can convene a **general meeting** of **the Association** by issuing a **notice convening** a **general meeting**, after consulting the **Eldership Committee** and the other **Office-bearers**.
- (b) The **Eldership Committee** and/or the **Office-bearers**, must on the requisition in writing of not less than 20% of the total number of **members**, convene a **general meeting** of **the Association** within 1 month.
- (c) A requisition of **members** for a **general meeting**:
  - i. Must state the purpose or purposes of the meeting, and
  - ii. Must be signed by the **members** making the requisition, and
  - iii. Must be lodged with the **Secretary**, and
  - iv. May consist of several documents in a similar form, each signed by one or more of the **members** making the requisition.



**(32) Notice**

- (a) Except where the nature of the business proposed to be dealt with at a **general meeting** requires a **Special Resolution** of **the Association**, the **Chairperson**, with the aid of the **Secretary**, must, at least 14 days before the date fixed for the holding of the **general meeting** notify the **members** of the location(s), date and time of the meeting and the nature of the business proposed to be transacted at the meeting in the **notice convening a general meeting**.
- (b) If the nature of any business proposed to be dealt with at a **general meeting** requires a **Special Resolution** of **the Association** as listed in Rule 34, the **Chairperson**, with the aid of the **Secretary** must, at least 21 days before the date fixed for holding the **general meeting**, notify the **members** of the matters required in sub-Rule (a) specifying, in addition, the intention to propose the resolution as a **Special Resolution** in the **notice convening a general meeting**.
- (c) No business other than that specified in the **notice convening a general meeting** is to be transacted at the **general meeting**. **Members** may announce business that they wish to have addressed at the next **general meeting**.
- (d) A **member** who wishes to bring any business before a **general meeting** must give to the **Chairperson** details in writing of that business to be considered. The **Chairperson**, after receipt of the notice from the **member of the Association**, may include that business in the next notice calling a **general meeting**.

**(33) General Meeting – Procedure And Quorums**

- (a) No item of business is to be transacted at a **general meeting** unless a **quorum** of **members** is present during the time the meeting is considering that item.
- (b) Except where the nature of the business proposed to be dealt with at a **general meeting** requires a **Special Resolution** of **the Association**, 50% + 1 of the current **members** on register must be present, to constitute a **quorum** for the transaction of the business of a **general meeting**.
- (c) If any of the business proposed to be dealt with at a **general meeting** requires a Special Resolution of **the Association** (Rule 34), at least 75% of the current **members** on register must be present as a **quorum**.
- (d) All matters that do not require a Special Resolution may be dealt with in a **general meeting** with an ordinary **quorum**, if a **quorum** is not reached in a meeting with items that need a Special Resolution.
- (e) If within half an hour after the appointed time for the commencement of a **general meeting** a **quorum** is not present, the meeting stands adjourned to the same day in the following week at the same time and (unless another place is specified at the time of the adjournment by the **Chairperson** at the meeting or communicated by written notice to the **member** given before the day to which the meeting is adjourned) at the same place.
- (f) If at the adjourned meeting a **quorum** is not present within half an hour after the time appointed for the commencement of the meeting, the business to be dealt with at the meeting, except business requiring a Special Resolution, will be dealt with by the **members** at the adjourned meeting. No business requiring a Special Resolution can be conducted without the necessary **quorum**, when a **quorum** can be achieved.

**(34) General Meetings – Special Resolutions**

- (a) The following business requires a Special Resolution of **the Association** at a **general meeting**:
- i. Appointments of new **members** of **the Association**
  - ii. The removal of **membership** in accordance with either Rule 9 (c) or 10 (e),
  - iii. The appointment of **members (Elders)** to the **Eldership Committee** in accordance with 14 (a).
  - iv. The appointment of the Lead **Pastor** or a Teaching **Elder** in accordance with Rule 16 (c),
  - v. The removal of a **member (Elder)** of the **Eldership Committee** in accordance with Rule 17 (f),
  - vi. A change in the name of **the Association**,
  - vii. An alteration to this constitution,
  - viii. Any alteration of the Statement of Faith or Statement of **Mission**,
  - ix. Any other business for which a special resolution is required by or under **the Act**.
- (b) A Special Resolution of **the Association** is passed by a majority of at least 75% of the votes as according to the **quorum** rule.
- (c) Any other business at a **general meeting** does not require a Special Resolution but is passed by a bare majority of votes cast by **members** who are present at a **general meeting**.
- (d) The **Eldership Committee**, or the **person** chairing at a **general meeting**, may determine other business requiring resolution by **members** at a **general meeting** if the business has been specified in the **notice convening the general meeting**.

**(35) Presiding Member**

- (a) The **Chairperson** is the presiding **member** of **the Association**.
- (b) If the **Chairperson** is absent from the **general meeting**, the **members** of **the Association** may appoint another to fill the role for that meeting.
- (c) If the conditions in Sub-Rule (b) cannot be met, the meeting is adjourned as described in Rule 33 (e).

**(36) Adjournment**

- (a) The **person** presiding at a **general meeting** at which a **quorum** is present may, with the consent of the majority of **members** present at the meeting, adjourn the meeting to a different time and/or place, but no business is to be transacted at an adjourned meeting other than the business left unfinished at the meeting at which the adjournment took place.

**(37) Voting And Making Decisions**

- (a) The **Chairperson** of **the Association** is to announce each item of business as it is listed in the **notice convening the general meeting** as each item is to be considered by the **members** for vote. Enough discussion is to be allowed, in order that each **member** be given reasonable understanding of each item of business.

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- (b) A **member** is to move the item of business being considered for vote by the **member of the Association**, another **member** is to second the motion that has been moved for **vote** by the **members of the Association**.
- (c) Once the item of business is moved and seconded, all the **members** present at the **general meeting** are to **vote** by a show of hands, or a **ballot** as determined by the **Chairperson of the Association** or presiding **member**.
- (d) If no **member** is willing to move the item of business or if another **member** will not second the motion, the item of business fails to be passed on this basis.
- (e) An item of business requiring resolution at a **general meeting of the Association** is to be determined on a show of hands unless a **ballot** is demanded.
- (f) Declaration by the **Chairperson** that a resolution has been carried, or carried unanimously, or carried by a particular majority, or lost, or an entry to that effect in the minutes of **the Association**, is evidence of the fact without proof of the number or proportion of the **votes** recorded in favour of or against that resolution.
- (g) At a **general meeting of the Association**, a **ballot** may be demanded by the **Chairperson** or **person** presiding or by not less than 3 **members** present at the meeting.
- (h) If a **ballot** is demanded at a **general meeting**, the **ballot** is to be taken in such manner and at such time before the close of the meeting as the **Chairperson** directs, and the resolution of the **ballot** on the matter is taken to be the resolution of the meeting on that matter.

### (38) Proxy Voting

No proxy voting is permitted.

### (39) Meetings Of The Eldership Committee

- (a) The **Eldership Committee** is to meet at least 4 times in a year at such place and time as the **Eldership Committee** may determine.
- (b) Oral or written notice of a meeting of the **Eldership Committee** is to be given by the **Chairperson** to each **member** of the **Eldership Committee** at least 48 hours before the time appointed for holding the meeting.
- (c) Notice of a meeting given under Sub-Rule (b) must specify the general nature of the business to be transacted at the meeting. Other business may be transacted at the meeting if the majority of the **members** of the **Eldership Committee** deem it to be necessary.
- (d) A majority of the **members** of the **Eldership Committee**, which must include the Lead **Pastor** if one has been appointed, constitutes a **quorum** for the transaction of the business of the meeting of the **Eldership Committee**.
- (e) All **members** of the **Eldership Committee** have one **vote** each.
- (f) All items of business are to be put forward by the **Chairperson** of the **Eldership Committee** for consideration, when all the **members** of the **Eldership Committee** have considered the business it may proceed to a **vote**.
- (g) The committee is to seek a unanimous decision by **vote**; failing to reach a unanimous decision, a **vote** may proceed to reach a majority decision. All **votes**

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are carried out by a show of hands or a **ballot**, as determined by the **Chairperson** of the **Eldership Committee** or the majority of **members** may demand a **ballot**.

- (h) A verdict is reach when the **Chairperson** of the **Eldership Committee** declares that either a unanimous decision has been made or, failing to reach a unanimous decision, that a majority decision has been reached. The **Chairperson** of the **Eldership Committee** will declare if the motion has been successful and passed on to the **members** of **the Association** in the **notice convening** the next **general meeting**, unless the decision fits according to Rule 13 (g). If the motion has failed it can be considered again once more at a later **Eldership Committee** meeting.
- (i) If the decision fit according to Rule 13 (g) a reasonable time frame is to be agreed upon for the task to be completed.
- (j) The **members** of the **Eldership Committee** are to nominate a **member** present at the meeting to make note of all decisions. These notes are to be kept on record and passed at the next meeting, with each **member** of the **Eldership Committee** being provided a copy.
- (k) No **member** may **vote** on a matter of business where there is a personal financial gain to be made. That **member** must declare that a conflict of interest exists and must abstain from voting.

## **PART 5 MISCELLANEOUS**

### **(40) Resolution Of Internal Disputes**

- (a) The dispute resolution procedure in this clause applies to disputes (disagreements) between:
  - i. Two or more **members**
  - ii. Two or more of the **members** of the **Eldership Committee**
  - iii. One or more **members** and one or more **members** of the **Eldership Committee**.
- (b) Those involved in the dispute must try to resolve it between themselves within 5 days of knowing about it.
- (c) If those involved in the dispute do not resolve it under section 40 (b) they are to tell a neutral **member** of the **Eldership Committee**. If the dispute is with all the **members** of the **Eldership Committee**, they are to seek out 2 other **members** of **the Association** and call a meeting with the **Eldership Committee**. These parties must seek to resolve the matter themselves within the next 5 days.
- (d) If the matter is still not resolved either after seeking the aid of a neutral **Elder**, or after a meeting with the **Eldership Committee**, the **Chairperson** of the **Eldership Committee** is to issue a **notice convening a general meeting** of **the Association** explaining the dispute and all the steps taken to try to resolve the dispute. The **members** are to make a decision that addresses the dispute, seeking to set the matter right.
- (e) If the **Chairperson** fails to issue a **notice convening a general meeting** within 2 days, those with the dispute are to follow section 31 (b) & (c) and seek a **notice convening a general meeting** to be issued stating the reason for the meeting.
- (f) The **members** of **the Association** are to be given opportunity to hear all sides of the dispute and time to seek advice from either the **Council of Reference** or other outside help. The **members** of **the Association** may adjourn the meeting for one week to seek advice.
- (g) The **members** of **the Association** are to make a final decision regarding the dispute. They can use all the powers that they have at their disposal. The decision made by the **members** of **the Association** at a **general meeting** is final.
- (h) If a crime has been committed or a vulnerable person may have been harmed, the **members** of both the **Eldership Committee** and the **members** of **the Association** are to follow the *Safe Church Policy* found in Appendix I.

### **(41) Non-Profit Organisation**

The assets and income of the organisation shall be applied solely in furtherance of its objects and **mission** and no portion shall be distributed directly or indirectly to the **members** of the organisation except as a bona fide compensation for **services** rendered or expenses incurred on behalf of the organisation.

### **(42) Funds – Management**

- (a) Subject to any resolution passed by **the Association** in a **general meeting**, the funds of **the Association** are to be used solely in pursuance of the objects of **the Association** in the manner that the **members** determine.

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- (b) All cheques, drafts, bills of exchange, promissory notes and other negotiable instruments, must be signed by 2 authorised signatories of **the Association**.

### (43) Distribution Of Surplus Assets To Another Entity

- (a) Subject to **the Act** and Regulations, in a winding up of **the Association**, any surplus property of **the Association** is to be transferred to another organisation with similar objects and **mission** and which is not carried on for the profit or gain of its individual **members**.
- (b) In the clause, a reference to the surplus property of an Association is a reference to that property of **the Association** remaining after satisfaction of the debts and liabilities of **the Association** and the costs, charges and expenses of the winding up of **the Association**.

### (44) Insurance

**The Association** must have and maintain insurance.

### (45) Change Of Name, Objects And Constitution

An application for registration of a change in **the Association**'s name, objects or constitution in accordance with section 34 (a) and **the Act** is to be made by the **Public Officer** or a committee **member**.

### (46) Inspection Of Books

- (a) The following documents must be open to inspection, free of charge, by a **member** of **the Association** at any reasonable hour:
- i. Records, books, and other financial documents of **the Association**,
  - ii. This constitution,
  - iii. Minutes of all administration committee meetings and **general meeting** of **the Association**.
- (b) A **member** of **the Association** may obtain a copy of any of the documents referred to in subclause (a) on payment of a fee of not more than \$1 for each page copied.
- (c) Despite subclause (a) and (b), the committee may refuse to permit a **member** of **the Association** to inspect or obtain a copy of records of **the Association** that relates to confidential, personal, employment, commercial or legal matters or where to do so may be prejudicial to the interest of **the Association**.

### (47) Council of Reference

- (a) There is to be a **Council of Reference** to support **the Association** in pursuing the **mission** of **the Association**.
- (b) Each **person** on the **Council of Reference** must:
- i. Be known for their maturity of faith and Christian character, and have demonstrated, in their own context, a commitment to pursuing the **mission** of **the Association**, and
  - ii. Agree in writing to uphold the statement of belief and **mission** of **the Association**.
- (c) The **person** must not be a **member** of **the Association**.

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- (d) The **members** of **the Association** must appoint, on the nomination of the **Eldership Committee** a minimum of 3 **persons** to the **Council of Reference** to a term of up to 3 years, at a **general meeting** of **the Association**.
- (e) The **members** of **the Association** have the power to remove **persons** from the **Council of Reference** if they no longer meet the requirements outlined in sub-rules (a) and (b).
- (f) The names of all **persons** on the **Council of Reference** are to be provided to **the Association** at each **Annual General Meeting** and be kept with the **Public Officer**.
- (g) **The Association** must consult with the **Council of Reference** when:
  - i. **The Association** is selecting a new Lead **Pastor**.
  - ii. There is a dispute over the continuing employment of the Lead **Pastor**
  - iii. **The Association** is considering changes to the statement of belief, the **mission** of **the Association**, and/or this constitution.
- (h) The Elders or Administration Committee may consult with the **Council of Reference** on other matters as it sees fit.
- (i) If the internal dispute resolutions have not addressed any matter of serious concern a **member** may contact the **Council of Reference** after stating their intention to do so in writing, addressed to the **Eldership Committee**.
- (j) Any **member** of the **Council of Reference** may consult with any **member** of the **Eldership Committee** and/or **Administration Committee**, on matters relating to **the Association**, as they see fit.
- (k) The **members** of the **Council of Reference** are to meet a minimum of once a year by any method they deem sufficient and can seek any information they need to fulfill their task. In this way the **Council of Reference** can pray for **the Association** and deliberate about anything that is necessary.

# Appendices



## **Appendix I - Safe Ministry Policy Clarence Valley Community Church**

### Background & Governance

This policy outlines the underlying principles that direct our approach to safeguarding vulnerable people involved with Clarence Valley Community Church. It applies to all staff, leaders, pastors, coordinators, volunteers, trainees, and anyone working on behalf of Clarence Valley Community Church (“Relevant Leaders”). The Eldership Committee of Clarence Valley Community Church take responsibility for ensuring these principles are reviewed regularly and embedded in the organisation culture at all levels.<sup>1 2</sup>

#### 1. Commitment to Safeguard Vulnerable People

We are committed to the Biblical call to care for the vulnerable by actively preventing harm and abuse, and by seeking to provide safe programs.<sup>3</sup> We are also responsible and accountable fulfilling our obligations under State and Federal law to protect children and vulnerable people.

We are committed to ensuring that vulnerable people (including children, families, the disabled and elderly) are informed and involved in decisions that considerably affect them. We recognise the diverse needs of vulnerable people should be taken into account and that their concerns be taken seriously.<sup>4</sup> We are committed to embedding this care into all levels of our leadership and culture.

#### 2. Commitment to Screening and Training Relevant Leaders

We are committed to ensuring all Relevant Leaders are screened, appropriately supported and trained through the process outlined below.<sup>5</sup>

All Relevant leaders must be regular participants at Clarence Valley Community Church. They will have their potential roles and responsibilities clearly outlined for them as they start their role,

All Relevant Leaders must provide referees who can confirm the proposed leader is suitable to work with vulnerable people and that there is no reason the proposed leader should not be appointed in such a role,

All Relevant leaders must complete an Ansvar approved Safe Ministry Training Course (e.g. [www.SafeMinistryTraining.com.au](http://www.SafeMinistryTraining.com.au)) which outlines appropriate behaviour including how to minimise the chances of harm and abuse, as well as training in how to identify and report cases of abuse,

Relevant leaders will have committed to the leader’s Code of Conduct and behave as followers of Jesus and be willing to be held accountable for their behaviour, and

If a Relevant Leader is working with children & youth, they must have their State “Working With Children Check” verified.

No-one with a criminal record of child abuse, molestation or similar offences is allowed to be involved in children's or youth ministry at Clarence Valley Community Church.

#### 3. Commitment to Providing Safe and Accessible Programs

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<sup>1</sup> This policy is in accordance with the Children and Young Persons (Care and Protection) Act 1998 No 157

<sup>2</sup> As per Point 1 of the National Statement of Principles for Child Safe Organisations

<sup>3</sup> Deuteronomy 6:4-7; Matthew 18:1-6; Mark 10:13-16

<sup>4</sup> As per Points 2, 3 & 4 of the National Statement of Principles for Child Safe Organisations

<sup>5</sup> As per Point 5, 7 & 8 of the National Statement of Principles for Child Safe Organisations

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We are committed to ensuring that our programs and events are safe and appropriate for those attending. Careful consideration must be given to the activities chosen, the venue, safe ratios of supervision, appropriate toileting practices, transportation, work health and safety, parental or guardian permission and confidentiality of records kept.

To help maintain appropriate standards, we will give all relevant leaders access to ongoing training and adequate supervision in their roles and responsibilities.

#### 4. Commitment to Appropriately Respond to Concerns and Complaints

We are committed to creating a culture where people feel safe to speak out about inappropriate behaviour without fear of being rejected or ridiculed. We are committed to listening and responding appropriately to concerns and complaints about behaviour and safety at Clarence Valley Community Church. Throughout this process we are committed to protecting the confidentiality, dignity, health and well-being of all individuals involved. Any child-related issues will be managed with a focus on the interest of the child and will be reported to the relevant State Child Protection body.<sup>6</sup>

All reports will be managed by the Clarence Valley Community Church Safe Ministry Supervisors.

##### *Safe Ministry Supervisors*

Pastor Timothy Attwood – 0450 020 991, [tim@cvcc.com.au](mailto:tim@cvcc.com.au)

Pastor Daniel Gilbert – 0426 504 386, [dan@cvcc.com.au](mailto:dan@cvcc.com.au)

The Safe Ministry Supervisors will follow a **Safe Ministry Issue Management Process**.<sup>7</sup> This includes reporting any criminal activity to Police, and the possibility of reporting allegations of abuse to the State Ombudsman and the insurer of Clarence Valley Community Church. In certain incidents (as outlined in the Issue Management Process) the Safe Ministry Supervisors will appoint an Independent Ministry Investigator to investigate allegations of inappropriate behaviour.

Date Instituted by Eldership Committee: 13/06/2020

Date of Last Review by Eldership Committee: 13/06/2020

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<sup>6</sup> As per Point 6 of the National Statement of Principles for Child Safe Organisations

<sup>7</sup> As per Point 10 of the National Statement of Principles for Child Safe Organisations